

CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, DECEMBER 11, 2023

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

For those wishing to listen live to the meeting, please go to [ci.shorewood.mn.us/current\\_meeting](https://ci.shorewood.mn.us/current_meeting) for the meeting link. Contact the city at 952.960.7900 during regular business hours with questions.

AGENDA

1. CONVENE CITY COUNCIL MEETING

- A. Pledge of Allegiance
- B. Roll Call

Mayor Labadie\_\_\_\_  
Callies\_\_\_\_  
Maddy\_\_\_\_  
Sanschagrin\_\_\_\_  
Zerby\_\_\_\_

- C. Review and Adopt Agenda

Attachments

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

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

- |  |   |
|--|---|
| A. City Council Work Session Minutes of November 27, 2023  | Minutes                                     |
| B. City Council Regular Meeting Minutes of November 27, 2023                                       | Minutes                                     |
| C. Approval of the Verified Claims List  | Claims List                                 |
| D. Approve Permanent Appointment for Administrative Assistant and Approve Job Status from PT to FT | City Clerk/HR Director Memo                 |
| E. Authorize Dispensing of Liquor at Arctic Fever Event  | Deputy City Clerk Memo<br>Resolution 23-123 |
| F. Approve 2024 City Council Regular Meeting Schedule  | City Clerk/HR Director Memo                 |

- |   |   |
|---|---|
| G. Adopt Winter Operation Policy                  | Public Works Director Memo<br>Resolution 23-124 |
| H. Approve Seasonal Warming House Attendant Hires | City Clerk/HR Director Memo                     |
| I. Approve Quote for SCEC Audio Visual Equipment  | Park/Rec Director Memo                          |

**3. MATTERS FROM THE FLOOR** This is an opportunity for members of the public to bring an item, which is not on tonight's agenda, to the attention of the Council. Anyone wishing to address the Council should raise their hand, or if attending remotely please use the "raise hand" function on your screen and wait to be called on. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes. No discussion or action will be taken by the Council on this matter. If requested by the Council, City staff will prepare a report for the Council regarding the matter and place it on the next agenda.

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

- |   |                         |
|---|-------------------------|
| A. <b>TRUTH IN TAXATION PUBLIC MEETING</b><br>(Public Comment Welcome)            | Finance Director Memo   |
| Adopt 2024 Property Tax Levy and General Fund Budget                              | Resolution 23-125       |
| Adopt 2024 Shorewood Community and Event Center and<br>Enterprise Fund Budgets    | Resolution 23-126       |
| Adopt 2024-2033 Capital Improvement Plan and 2024 Capital<br>Project Fund Budgets | Resolution 23-127       |
| B. Employee Service Recognition   | City Administrator Memo |

#### **5. PARKS**

#### **6. PLANNING**

- |   |   |
|---|---|
| A. Report by Commissioner Huskins on 12-05-23 Planning Commission Meeting   |   |
| B. Placing the 2040 Comprehensive Plan into Effect  | Planning Director Memo<br>Resolution 23-128 |
| C. Consider variance to side-yard abutting a public street<br>Location: 24925 Amlee Road<br>Applicant: David Hanson and Shelly Curran | Planning Director Memo<br>Resolution 23-129 |

**7. ENGINEERING/PUBLIC WORKS**

A. Pavement Management Update Public Works Director Memo

**8. GENERAL/NEW BUSINESS**

A. Utility and Recycling Rates Ordinance Finance Director Memo  
Ordinance 603

B. Zoning and Land Use Fee Ordinance Planning Director Memo  
Ordinance 602  
Resolution 23-130

C. Update 2024 Master Fee Schedule City Clerk/HR Director Memo  
Resolution 23-131

**9. STAFF AND COUNCIL REPORTS AND DISCUSSION**

A. Staff

1. Website Update Communications Coordinator Memo

B. Mayor and City Council

**10. ADJOURN**

CITY OF SHOREWOOD  
CITY COUNCIL SPECIAL CLOSED MEETING  
MONDAY, NOVEMBER 27, 2023

5755 COUNTRY CLUB ROAD  
SHOREWOOD, MN 55331  
6:00 P.M.

### MINUTES

#### 1. CONVENE CITY COUNCIL SPECIAL CLOSED MEETING

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

##### A. Roll Call

Present. Mayor Labadie; Councilmembers Callies, Maddy, Sanschagrín, and Zerby; City Attorney Shepherd; and City Administrator Nevinski.

Absent: None

##### B. Review Agenda

Zerby moved, Sanschagrín seconded, to approve the agenda as presented. Motion Passed.

#### 2. CLOSED SESSION

Maddy moved, Callies seconded, to close the meeting as permitted by Minn. Stat. § 13D.05, subd. 3(b) for a confidential, attorney-client privileged discussion and consideration regarding the potential PFAS litigation: *AFFF Multi-District Litigation No. 2873 ("MDL")*, including potential participation in the 3M and Dupont Settlements. Motion Passed.

The City Council entered into closed session at 6:01 P.M.

The City Council returned to open session at 6:38 P.M.

Maddy moved, Zerby seconded, Adjourning the City Council Special Meeting of November 27, 2023, at 6:39 P.M. Motion passed.

ATTEST:

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

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



CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, NOVEMBER 27, 2023

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 Callies, Maddy, Sanschagrín, and Zerby; City Attorney Shepherd; City Administrator Nevinski; City Clerk/HR Director Thone (via video conference); Finance Director Rigdon; Planning Director Darling; Director of Public Works Morreim; Park and Recreation Director Crossfield; City Engineer Budde, and Communications and Recycling Coordinator Wilson (via video conference)

Absent: None

**C. Review Agenda**

Councilmember Zerby asked to move item 2.E. off of the Consent Agenda and onto the regular meeting agenda.

**Sanschagrín moved, Zerby seconded, approving the agenda, as amended.**

**Motion passed.**

#### 2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

**Zerby moved, Maddy seconded, Approving the Motions Contained on the Consent Agenda and Adopting the Resolutions Therein.**

**A. City Council Work Session Minutes of November 13, 2023**

**B. City Council Regular Meeting Minutes of November 13, 2023**

**C. Approval of the Verified Claims List**

**D. Approve Holiday Schedule**

**E. ~~Approve Quote for SCEC Audio Visual Equipment (moved to item 8.F.)~~**

**Motion passed.**

### **3. MATTERS FROM THE FLOOR**

Barry Brown, 6050 Burlwood Court, stated that he had recently reviewed the grant applications and conditions for fulfillment of the requirements regarding the buckthorn removal and believes that the City's current proposal may be out of compliance with the grant terms. He stated that he did not believe the grantor would make a payment under the current conditions of the work proposal. He stated that he has reviewed the three bids the City received and believes that the Prairie Restoration bid lacks specificity and is out of sync with the original grant application. He explained that he had provided the Council with details from the manufacturer of the herbicide Garlon 4 which states that it should not be used anywhere near the wetlands, the ponds, or the stream. He stated that he would recommend that: the City not use this product or any other chemical treatment; clear the buckthorn in area one first, which will satisfy the grant terms from the original application; stay at least twenty-five feet away from either side of the waterway in area one until the Army Corps of Engineers can provide erosion guidance; contract with Prairie Restorations to clear area one without chemical treatment, or purchase equipment using the grant funds, such as a forestry mulcher and a brush mower. He noted that this equipment could be used in Freeman Park but also for other buckthorn removal projects throughout the City when needed.

Mayor Labadie thanked Mr. Brown for the numerous e-mails he has sent to the Council and City staff on this topic and noted that his list of recommendations was helpful for the Council.

A gentleman from the audience asked if people who were not residents of the City were allowed to address the Council.

Mayor Labadie explained that they would be allowed to speak and would also be asked to provide their name and address for the record.

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

#### **A. Spring/Summer Photo Contest Winners**

Communications and Recycling Coordinator Wilson reviewed the winners of the Spring/Summer Photo Contest Winners, including: Judy Voigt Englund – Summer Delights Category; Molly Bragg – Spring Wonder Category; Merry Beth Freinmuth – People and Pets Category; and Bryan Oakley – Wildlife Category.

### **5. PARKS**

#### **A. Consider Quote for Buckthorn Removal Contract for Freeman Park**

Public Works Director Morreim gave a brief overview of the vendor quotes for buckthorn removal in Freeman Park. He noted that staff was recommending awarding the contract to Prairie Restorations, Inc. in areas two, three, and a portion of area one. He noted that there were a number of questions raised at the last Council meeting and explained that they had been answered within the packet materials. He briefly outlined some of the answers to questions that had been raised and described the planned treatment methodologies. He stated Tyler Tretbar, with Prairie Restorations was present at tonight's meeting and asked him to provide an overview of the process for the Council.

Tyler Tretbar, Prairie Restorations, Inc. reviewed the process for removal of the extensive buckthorn infestation at Freeman Park.

Mayor Labadie explained that this item had been on the agenda at the last Council meeting where they had a motion to close the discussion and this item is a continuation of that discussion. She asked if the Council had any questions for the Prairie Restorations representative.

Councilmember Sanschagrín asked about Garlon 4, how it breaks down, what it breaks down into, and about the toxicity associated with it.

Mr. Tretbar stated that he cannot answer those questions but could put him in touch with their herbicide representative who would be able to explain it to the Council. He stated that at Prairie Restorations they mainly focus on the ecological aspects of a project and noted that they follow best management practices.

Councilmember Sanschagrín asked if Prairie Restorations ever did removal projects without using Garlon 4 or other herbicides.

Mr. Tretbar stated that it was very rare and noted that the other alternative methods are more feasible on a small scale.

Councilmember Callies stated that one of the questions raised by Mr. Brown was whether this was following the recommended procedures, particularly with the chemicals. She stated that in the materials from the DNR it says to apply the product and if you are not going to do that it does not really make sense to start the program.

Public Works Director Morreim clarified that the method staff is proposing is what is recommended by the DNR. He stated that not following up with treatment would most likely not going to provide the desired effect for eradicating or greatly reducing the amount of buckthorn in the area.

Mayor Labadie stated that the proposal focuses on zones two, three, and part of one. She noted that Mr. Brown had requested that buckthorn be cleared in zone one first and asked Public Works Director Morreim to explain the planned order of the removal in the order of zones two, three, and one.

Public Works Director Morreim explained that during the public meetings, there was concern expressed about some of the properties backing up to the park and the volume of removal necessary in that area. He stated that doing areas two, three, and part of one reduce the overall removal.

Councilmember Maddy stated that his understanding was that the plan was go and do a huge sweep and get the big stuff and then start managing and maintaining things like proper regrowth in the forest ecosystem. He asked how far the City had gotten with their maintenance plans.

Public Works Director Morreim explained that what they are looking at for this area, in general, for ongoing maintenance, would be looking at treatment next fall and reestablishing something in 2025.

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Councilmember Maddy asked if that meant the long term plan was not to use chemicals every year.

Public Works Director Morreim stated that was correct.

Councilmember Zerby stated that he likes what he sees with the experiments that Friends of the Mississippi River have done with exhausting the plants and thinks this could also be part of the ongoing maintenance. He stated that Garlon 4 is a widely available treatment that homeowners can purchase and was not an industrial product. He stated that they have the advice from the DNR and believes that the use will be as sparing as possible. He noted that he thinks the City needs to get this work done and reminded the Council that this grant is nearly two years old at this point.

Public Works Director Morreim stated that the grant does not allow for capital purchases which had been suggested by Mr. Brown.

Councilmember Zerby suggested that this type of purchase should be part of the City's budget discussions next fall.

Mayor Labadie stated that she felt that Mr. Brown had made a good suggestion and would like the Council to discuss it prior to the fall.

Councilmember Sanschagrín stated that he did not feel he knew enough about Garlon 4 to support this action.

Mayor Labadie asked what kind of information Councilmember Sanschagrín felt he needed.

Councilmember Sanschagrín stated that he still had questions about toxicity and what it breaks down into.

Councilmember Callies stated that this was the DNR's recommended method and noted that the City was not proposing to have widespread spraying of farm fields. She stated that she was comfortable that the professionals have recommended this type of treatment.

Councilmember Sanschagrín reiterated that he did not have enough information.

Mayor Labadie noted that she had been asked a question earlier today about Garlon 4 being used in proximity to wetlands. She asked about the topography in the area and if there were any concerns about that.

Public Works Director Morreim explained that the application of the Garlon 4 is very exact and would be dabbled directly onto the stump which meant that there would not be any spraying. He noted that the follow up treatment could involve more of a spray application. He stated that in wetland areas they would be looking at a different product than Garlon 4. He stated that when this type of chemical is applied, the contractor needs to be licensed through the State.

Mayor Labadie stated that there was information included in the packet from the DNR and asked if this information depicted the method that would be used in this case.

Public Works Director Morreim stated that was correct.

Councilmember Callies stated that when the Council heard from the pest management people, they provided the City with a list of all the possible chemicals and stated that she believes the City most likely has the information available regarding Garlon 4.

Public Works Director Morreim stated that he will have to check the ratings and noted that he believes it was not considered to have the lowest toxicity, but with the exact spot treatments in the first round, makes it a treatment that does not go further than the stump.

Mr. Tretbar noted that all the herbicide information can be found on the safety data sheet which is available online in PDF form. He stated that he believes that Garlon 4 and Garlon 3A fall into the 'caution' category so it is one of the safer herbicides that they use.

Councilmember Maddy noted that he had just pulled up this information and confirmed that it has a 'caution' designation. He asked Public Works Director Morreim about the information he came across regarding metabolizing in soil and water.

Public Works Director Morreim stated that many of the studies show that it breaks down rather quickly and noted that there was not any open water in the area at this time. He stated that the potential for this to leach into soils is very minimal.

Councilmember Maddy stated that he felt as though the City should be more concerned with every weedless lawn in the City and the chemicals being used than a one time application in the City's park system.

Public Works Director Morreim explained that the City has to be good stewards of their environment and try to be as responsible as possible and reminded the Council that buckthorn is not native to the area. He stated that their goal is to eradicate it as much as possible in order to restore native vegetation to the area.

Councilmember Sanschagrín asked what Garlon 4 breaks down into.

Public Works Director Morreim stated that he did not know that information and would need to research it further.

Councilmember Zerby explained that he had found an answer to Councilmember Sanschagrín's question on the website and read aloud a portion of the information that outlined how Garlon 4 is broken down.

Mayor Labadie noted that she had spoken with Mr. Brown earlier today and had informed him that this was not a public hearing but noted that she would like to grant him the courtesy of asking two questions during this Council discussion.

Mr. Brown stated that his questions were for Mr. Tretbar.

City Administrator Nevinski suggested that the questions be directed to Council and then the Council could ask Mr. Tretbar to respond.

Mr. Brown stated that for Garlon 4 they are allowed to apply six quarts per acre/per year. He noted that under thirty-two degrees it is mixed with bark oil and asked how much would be mixed

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with Garlon 4 for this project. He asked if Garlon 4 would kill aspen, birch, boxelder, choke cherry, cottonwood, dogwood, elm, hickory, maples, big leaf maple, and oaks.

Mayor Labadie asked if Mr. Tretbar could address the questions raised by Mr. Brown.

Mr. Tretbar stated that they will mix Garlon 4 with bark oil blue at a ratio of 1:3. He stated that for the question about the other species of trees being effected by this treatment, they would be, however, they would not be directly applying the product to those trees or stumps which means there is little to no chance of hurting them in this process.

Councilmember Maddy asked how many clearings similar to this has he been part of with Prairie Restorations.

Mr. Tretbar explained that he has been doing this for a little over ten years and has probably treated about three thousand acres.

Councilmember Maddy asked if he had ever experienced an adjacent kill that was not intended.

Mr. Tretbar stated that he had not experienced it with Garlon 4, but has with other herbicides.

Councilmember Maddy asked if he had seen success in the long term in keeping the buckthorn away with annual management.

Mr. Tretbar confirmed that he had seen success and noted that the follow up sprays are pretty critical to the process.

Mayor Labadie stated that she thinks everyone is concerned about buckthorn and noted that the City has acknowledged that there needs to be a long term plan and this project is part of the process.

**Callies moved, Maddy seconded, to Approve the Professional Services Agreement for Buckthorn Removal with Prairie Restorations, Inc., including the quote, as presented.**

Councilmember Zerby stated that buckthorn has been a problem in the City for a long time so he was happy to see them doing something to address this issue, but cautioned staff to use an over-abundance of communication with the public throughout this process.

Councilmember Sanschagrin stated that he is hoping that this does not become an established approach in the future and would like the City to consider other best practices that may be available.

**Motion passed.**

### **6. PLANNING**

#### **A. Report by Commissioner Eggenberger for November 21, 2023 Planning Commission Meeting**

Planning Commissioner Eggenberger gave an overview of discussion and recommendations made at the November 21, 2023 Planning Commission meeting.

## **7. ENGINEERING/PUBLIC WORKS**

### **A. Award Quote for SE Well Rehabilitation, City Project 23-07**

City Engineer Budde reviewed the need to replace pneumatic values within the SE Well Building, the five quotes that were received, and outlined the recommendation to approve the bid price from MN Mechanic Solutions.

Councilmember Sanschagrín asked if City Engineer Budde had any observations about the differences in the bids that were received.

City Engineer Budde noted that he was not sure why there was such a discrepancy, but noted that MN Mechanic Solutions has expressed that they were comfortable with their bid. He noted that they are a pretty small shop, which means they do not have a lot of overhead costs which is probably one factor in their lower bid.

Councilmember Zerby asked if the City considered MN Mechanical Solutions to be a responsible bidder.

City Engineer Budde stated that all of the five bids that were received are considered 'responsible' bidders and explained that staff selects who they know has a good reputation of working in this industry.

Councilmember Sanschagrín stated that when this kind of project comes in under budget he asked what happened with the money that was saved and asked if it was something that could be used to reduce the levy or placed into reserves.

Public Works Director Morreim explained that the funds used for this project were Enterprise Funds, so typically, if things are underspent, they simply stay within that fund and can be used towards a future improvement.

**Maddy moved, Sanschagrín seconded, Adopting RESOLUTION NO. 23-119, "A Resolution Awarding the Low Quote for the SE Well Rehabilitation Project, City Project 23-07."**

**Motion passed.**

## **8. GENERAL/NEW BUSINESS**

### **A. Hazardous Building Declaration Location: 5815 Club Lane**

City Attorney Shepherd gave a brief explanation of the request and reasons that the Council was being asked to pass a hazardous building declaration located at 5815 Club Lane. He outlined the history of the City working towards resolving the issues on this property with the property owners for the last fifteen years. He described the legal process and possible outcomes if the Council moves forward with the hazardous building declaration. He shared some photos of the property and noted that others were included in the packet.

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Councilmember Sanschagrín stated that the City had received communication from the homeowner with the request that the Council table this item until January 2024 in order to save their holiday cheer. He asked if the Council could do that without impacting the process.

City Attorney Shepherd stated that realistically, the intended court action would not be started until the new year. He stated that this matter has been going on for about fifteen years and the reality is that this is an unsafe structure. He stated that he would recommend that the Council adopt the resolution regarding the hazardous building declaration and explained that the property owner will have the opportunity to remedy the issue or contest that declaration, but reiterated that right now this is an unsafe structure. He stated that he understands the request with the timing due to the holidays, but reiterated that this has been going on for a very long time.

Councilmember Sanschagrín stated that, to that point, another few weeks would not be detrimental to the process.

Councilmember Callies stated that, for practical purposes, nothing will be happening during the holidays.

Councilmember Sanschagrín agreed and explained that was part of his point and why he was suggesting the City wait because it will help the owner and provide some compassion to the process. He stated that the way he reads the situation is they are in financial distress, which is what is driving the whole issue. He stated that this situation is difficult for him because it looks like these individuals will be homeless and this action would put a Shorewood family out of their home.

Mayor Labadie stated that this matter is difficult for everyone and asked City Administrator Nevinski how this item had landed on tonight's agenda.

City Administrator Nevinski stated that the City has been working with the owners since the summer and actively asking them to provide the information needed for a building permit which they have not done. He stated that they had communicated with the property owner that the City would be working on this process this fall and noted that it had originally been scheduled for November 13, 2023 and the property owners had asked that it be extended into December. He stated that staff stated that they felt November 27, 2023 would be a good meeting for this item and the property owners were agreeable to that proposal. He stated that he understands the sentimental concerns surrounding the holidays, but reiterated that the City has been dealing with this for quite some time and there are clearly some safety issues at this property. He explained that the City has an obligation to enforce the State building code. He stated that he believes that staff feels that this is at the point where there is some urgency to get this matter resolved which is why they are recommending this action be taken tonight.

Councilmember Callies asked who was living on this property.

City Administrator Nevinski stated that staff's understanding is that the family does live in the home which consists of a few children along with a husband and wife.

Councilmember Callies asked if there would be any liability to the City for allowing a dangerous situation to persist that could potentially harm this family or their holiday visitors.



City Attorney Shepherd stated that like City Administrator Nevinski stated, he feels that the City has an obligation to enforce the State building code. He stated that the City has been trying to find a way to not go down this path, however, the record is clear from multiple engineer reports, that this is an unsafe structure. He reiterated that staff's recommendation is to make that very clear through this order, that this hazard needs to be remedied immediately.

Councilmember Sanschagrin asked how this declaration would be different than the last order that failed.

City Attorney Shepherd clarified that the other order did not fail and explained that it was adopted by the City Council. He stated that there were some filing issues in the District Court and, at that time, there was some negotiations between the City's former legal counsel and the property owners lawyer that took place in order to avoid the hazardous building action. He stated that the City has given the property owners opportunities and have attempted to negotiate with their counsel to try to find a way to avoid this action and find a way to remedy this situation in a way that would be less burdensome for the family.

Councilmember Sanschagrin stated that this is private property and questioned what this action would be protecting the City from.

City Attorney Shepherd explained that one of the City's fundamental core functions is protection of public health, safety, and welfare. He stated that this situation, to him, is absolutely within that wheel house. He stated that this structure is a hazard to the individuals who are living there and also to anyone coming onto the property and feels there is a real danger to the residents of the City, including the property owners, based on those violations.

Councilmember Sanschagrin asked if that meant someone that was trespassing on this property could sue the City.

City Attorney Shepherd stated that he was not here to make a call on the legitimacy of a hypothetical lawsuit, but the City has a building code and International Property Maintenance code that they have adopted. He explained that they are regulations/laws within the City and reiterated that the City is responsible for maintaining those.

Councilmember Sanschagrin expressed concern about what will happen to the property owners after this process.

City Attorney Shepherd stated that the City does not know if the pre-existing house is structurally sound, but noted that there is the potential that they could live in the pre-existing home once the external structure is removed. He stated that right now they have an external structure that is structurally unsound that is situated on top of the pre-existing home.

Councilmember Callies stated that this situation has been going on for a long time and she also feels bad for this family, but noted that they have not applied for the appropriate building permits and have been just doing the work knowing that they should not be. She stated that there have been many attempts by the City to work with them and is not something where it is 'all of a sudden the holiday season' and now the City is telling them they need to move out. She questioned at what point the property owners should be held responsible for their actions and inactions that are harmful to themselves but also potentially others.

Councilmember Sanschagrin stated that he would agree that these property owners have made mistakes, but noted that everyone makes mistakes.

Mayor Labadie stated that the property owners, if the Council takes this action, will have thirty days to remedy their mistakes.

Councilmember Callies stated that she would disagree with Councilmember Sanschagrin's characterization of these actions as a 'mistake'.

Councilmember Sanschagrin stated that he agreed that it was more than a mistake.

Councilmember Zerby stated that his recollection of this situation from his past time serving on the Council, was that this work was done by a relative who had passed away. He stated that at that time they met with the Council and explained that they had just taken control of the property and had asked for time to see what they could do to address the issues. He stated that in his opinion, they have made the choice to use this home as their home after that situation and conversations.

Planning Director Darling stated that her understand was that father and sons took on this project together.

Councilmember Maddy stated that he understands they are using logic and a legal approach to try to protect the City and also using compassion to say that this is someone's home. He stated that he used to do this for a living and explained that he had condemned homes that were much nicer than this one. He stated that, in his opinion, what is depicted in some of these pictures was downright dangerous. He stated that he understands that compassion is something that should be given, but the record shows that they have been given fifteen years of compassion from the City. He stated that if something happens in that house to a child or a guest between now and the time this is abated, he would not be on record saying that it was a good idea to let people live in that home. He stated that he is completely comfortable starting this process tonight in order to get this resolved and believed that they owed it to the people to say that enough is enough.

Mayor Labadie stated that she agreed and stated that they also owe it to the minor children that are living in the home.

**Maddy moved, Callies seconded, Adopting RESOLUTION NO. 23-120, "A Resolution Ordering Repair or Removal of Hazardous Conditions."**

Councilmember Sanschagrin explained that he would be voting against this action due to the timing. He noted that he would agree that the structure is not safe in its current form, but since it has already been fifteen years, he did not see any issue with waiting another six weeks before taking this action.

**Motion passed 4-1 (Sanschagrin opposed)**

**B. Renewal of Property and Casualty Insurance Premium**

City Administrator Nevinski reviewed the existing property and casualty coverage for the City, the 2024 budgeted amounts, and various liability scenarios, including the possibility for increasing coverage.

Councilmember Zerby noted that the staff memo stated that the City's coverage was the same as it was in 2023, but that would be a 25% increase. He asked if that was true for all cities and if the League of Minnesota Cities was increasing everyone's premiums by 25%.

City Administrator Nevinski stated that he cannot say that they are increasing everyone's premiums by 25%, but his understanding, from the agent, is that costs have gone up and there has been a general rate increase. He stated that the City has also had some experience with some lawsuits and increased exposure in that manner, so, just like car or homeowners insurance, your rates go up if you are using your insurance. He answered Council questions related to coverage details.

Councilmember Callies asked if there was a recommendation from the City's agent on coverage amounts.

City Administrator Nevinski stated that the agent had not given the City an explicit recommendation and actually suggested that the City speak with their attorney. He stated that he tends to worry more about cyber situations and noted that the Council a few meetings ago had decided to not waive the tort limits.

Councilmember Sanschagrin asked for an example of what could cause the City to go into the two million dollar amount for excess liability.

City Administrator Nevinski referenced examples of a Federal civil rights claim, a situation where the City entered into a contract and had agreed to indemnify the other party, or a takings claim.

Councilmember Sanschagrin asked with the proposed 25% increase whether the City had any other options besides the League of Minnesota Cities for this coverage.

City Administrator Nevinski explained that the League of Minnesota Cities is the primary option available. He stated that he believed that there were only a handful of cities that were not participants in the League's coverage and noted that they exist for the benefit of serving cities and would guess that they are the most cost effective option and user friendly.

Councilmember Callies stated that she can understand the point being made about cyber coverage and noted that type of thing is heard about more often than in the past, but was not sure about the increase in excess liability. She agreed that the City has had some incidents of liability, but nothing like a city like Minneapolis has seen.

Mayor Labadie stated that Councilmember Zerby has knowledge with computers and asked him to weigh in on this matter.

Councilmember Zerby stated that he would agree that cyber attacks are on the rise and seem to be more and more prevalent so he felt it would be a good idea to get the First Party Cyber coverage. He noted that he agreed with the hesitancy expressed by Councilmember Callies about the increased liability coverage because he was not yet sure that the City needed it.

Councilmember Sanschagrin stated that he was also on board with the cyber coverage but felt the need for the excess liability was questionable.

**Zerby made a motion to Approve the Property and Casualty Renewal Premium of \$114,112, which includes First Party Cyber coverage of \$500,000, and authorize the City Administrator to execute any documents necessary to implement the coverage.**

Mr. Brown spoke from the audience and requested that he be allowed to ask a question.

Mayor Labadie explained that this agenda item was not a public hearing and the Council was not taking testimony from the audience on this matter.

Mr. Brown asked if anyone had ever taken a look at the deductible because that action could help reduce their premiums.

City Administrator Nevinski explained that the City's deductible is \$2,500 and believes that is standard for a City that is the size of Shorewood.

**Callies seconded the motion.**

**Motion passed.**

**C. Premium Option Workers Compensation Insurance**

City Administrator Nevinski reviewed the options related to worker's compensation and explained that staff was recommending moving forward with the 'Regular Premium' option.

Councilmember Sanschagrín asked what had been included in the 2024 budget for this item.

City Administrator Nevinski stated that he believed that there was about \$90,000 budgeted for this item, so this would be coming in under budget.

**Sanschagrín moved, Maddy seconded, Approving the Selection of the Regular Premium option and authorize the City Administrator to execute the Notice of Premium Options.**

**Motion passed.**

**D. Participation in DuPont and 3M PFAS Settlements**

City Administrator Nevinski reviewed the two class action settlements that are happening against DuPont and 3M for the proliferation of PFAS in public water systems. He noted that because a small amount has been found in one of the City's wells, they are an eligible claimant and explained the City's options. He explained that there are about fifteen defendants and by moving forward and working with the legal firm of Lockridge Grindel Nauen, it will help set the City up for future settlements that may come.

**Maddy moved, Zerby seconded, Directed the City to remain in the Settlement Class, directing the submission of the settlement claim forms, and authorizing the Mayor to sign the attached Retainer Agreement with Lockridge Grindel Nauen, P.L.L.P. and Napoli Shkolnik.**

**Motion passed.**

**E. Approve Earned Sick and Safe Time Policy**

City Clerk/HR Director Thone gave an overview of the proposed updates to the Sick and Safe Time Policy (ESST).

**Sanschagrín moved, Labadie seconded, Adopting RESOLUTION NO. 23-122, “A Resolution Approving Earned Sick and Safe Time Policy and Personnel Policy/Employee Handbook Updates.”**

**Motion passed.**

**F. Approve Quote for SCEC Audio Visual Equipment (formerly Consent Agenda item 2.E.)**

Park and Recreation Director Crossfield gave an overview of the CIP plan and the recommendation by staff to use money planned for painting and remodeling for updating the A/V equipment for the SCEC instead. She gave an overview of the proposed quote for a mobile A/V cart, portable screen and projector.

Mayor Labadie noted that the SLMPD had recently held a program for the seniors in the SCEC regarding scams and fraud and would agree that the screens were very difficult to see and read and upgraded equipment would have been helpful.

Councilmember Zerby stated that he agrees that this equipment is needed but questioned the pricing. He noted that he had done a simple search on Amazon for this equipment and found considerably lower pricing for the same model numbers. He stated that he understands that oftentimes contractors will build in their service to the pricing, but in this case, the service is outside of the equipment total. He suggested that the City go back and ask the vendor to sharpen their pencils because he sees a few thousand dollars that can be carved off of this price, if they were to purchase the equipment on their own and just pay for installation.

Park and Recreation Crossfield stated that she can contact the vendors and noted that this amount was lower than the original bid amount. She stated that she was told this was as low as he could get it without a third ring of approval. She noted that the vendor had mentioned commercial versus residential costs, but if Councilmember Zerby had found the same model number in his research, she will see what can be done. She explained that they had offered to just deliver the equipment and have the City install it themselves, but stated that her motto has been ‘rec, not tech’ so she was not sure she was comfortable with that option for things like the rally bar and its components.

Councilmember Zerby stated that he would be willing to assist with the installation.

Mayor Labadie stated that staff will explore other options and bring this back for a future agenda.

**9. STAFF AND COUNCIL REPORTS**

**A. Staff**

Park and Recreation Director Crossfield noted that the SCEC has forty-seven rentals scheduled for December. She stated that the City had sent out sponsorship inquiries to various businesses

**CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES**

**NOVEMBER 27, 2023**

**Page 14 of 14**

and several have been returned by the USPS and marked as 'vacant' even though they know the business is still there. She encouraged the Council to help spread the word that sponsorship opportunities are available for Arctic Fever.

Public Works Director Morreim stated that they were between seasons so they are doing some additional sweeping as weather has allowed and are planning tree trimming as they move into the winter.

Finance Director Rigdon reminded the Council that the Truth in Taxation meeting will be held on December 11, 2023 at 7:00 p.m.

City Administrator Nevinski stated that the Eureka Road Open House would be held on November 30, 2023 at 5:30 p.m. at City Hall

**B. Mayor and City Council**

Councilmember Maddy commended, Finance Director Rigdon for the write up in the Shore Report because it did a good job of laying out the tax levy and how it works.

Councilmember Callies stated that she had attended the Planning Commission meeting last week. She stated that she agreed with Councilmember Maddy and noted that she had gotten a lot of positive comments on the Shore Report government articles.

Mayor Labadie stated that the Highway 7 Coalition met and drafted a brief overview letter that will be sent out this week. She stated that she had participated in the State of the Cities Address, along with the mayors of Excelsior, Tonka Bay, Greenwood, Deephaven, and Minnetonka, which was sponsored by the Excelsior Chamber of Commerce.

**10. ADJOURN**

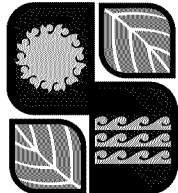
**Maddy moved, Zerby seconded, Adjourning the City Council Regular Meeting of November 27, 2023, at 9:10 P.M.**

**Motion passed.**

**ATTEST:**

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

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



City of Shorewood

## City Council Meeting Item

**Title/Subject:** Verified Claims  
**Meeting Date:** December 11, 2023  
**Prepared by:** Michelle Nguyen, Senior Accountant  
**Reviewed by:** Joe Rigdon, Finance Director  
**Attachments:** Claims Lists

Item  
2C

### Background:

Council is asked to verify payment of the attached claims. The claims include compensation, operational or contractual expenditures anticipated in the current budget, or otherwise approved by the Council. Funds will be distributed following approval of the claims list.

### Claims for Council authorization:

Payroll – 12-04-2023	\$51,302.39
AP-Payroll-12-04-2023	\$43,039.84
October/23-Credit Card	\$32,117.56
AP-12-11-2023	\$1,222,107.86

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<b>Total Claims: Checks No. 68410-68435 &amp; ACH</b>	<b>\$1,348,567.65</b>
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### Financial or Budget Considerations:

The expenditures have been reviewed and determined to be reasonable, necessary, and consistent with the City's budget.

### Action Requested:

Motion to approve the claims list as presented.

**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.

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

Clearing House  
Distribution Report

User: mnguyen  
Printed: 12/04/2023 - 12:34PM  
Batch: 00004.12.2023



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	51,302.39	CASH AND INVESTMENTS
700-00-2170-0000	51,302.39	0.00	GROSS PAYROLL CLEARING
	51,302.39	51,302.39	
Report Totals:	51,302.39	51,302.39	



## Accounts Payable

### Computer Check Proof List by Vendor

User: mnguyen  
Printed: 12/04/2023 - 2:02PM  
Batch: 00001.12.2023 - Payroll-12-04-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
December-2023	PR Batch 00001.12.2023 Union Dues-Included 1	382.62	12/04/2023	700-00-2182-0000	PR Batch 00001.12.2023 Union Dues
	Check Total:	382.62			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 2	ACH Enabled: True
PR-12-04-2023	PR Batch 00001.12.2023 Federal Income Tax	7,778.30	12/04/2023	700-00-2172-0000	PR Batch 00001.12.2023 Federal Income T
PR-12-04-2023	PR Batch 00001.12.2023 FICA Employee Portio	4,864.10	12/04/2023	700-00-2174-0000	PR Batch 00001.12.2023 FICA Employee I
PR-12-04-2023	PR Batch 00001.12.2023 FICA Employer Portio	4,864.10	12/04/2023	700-00-2174-0000	PR Batch 00001.12.2023 FICA Employer I
PR-12-04-2023	PR Batch 00001.12.2023 Medicare Employee Pc	1,137.58	12/04/2023	700-00-2174-0000	PR Batch 00001.12.2023 Medicare Emplo
PR-12-04-2023	PR Batch 00001.12.2023 Medicare Employer Po	1,137.58	12/04/2023	700-00-2174-0000	PR Batch 00001.12.2023 Medicare Emplo
	Check Total:	19,781.66			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE COMPANY			Check Sequence: 3	ACH Enabled: True
December-2023	PR Batch 00001.12.2023 Vision-Avesis-Include	257.81	12/04/2023	700-00-2186-0000	PR Batch 00001.12.2023 Vision-Avesis
	Check Total:	257.81			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 4	ACH Enabled: True
PR-12-04-2023	PR Batch 00001.12.2023 Deferred-MissionSq-FI	1,578.84	12/04/2023	700-00-2176-0000	PR Batch 00001.12.2023 Deferred-Missio
PR-12-04-2023	PR Batch 00001.12.2023 Deferred-MissionSq-P	91.99	12/04/2023	700-00-2176-0000	PR Batch 00001.12.2023 Deferred-Missio
	Check Total:	1,670.83			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPANY			Check Sequence: 5	ACH Enabled: True
December-2023	PR Batch 00001.12.2023 Long Term Disability-i	796.95	12/04/2023	700-00-2181-0000	PR Batch 00001.12.2023 Long Term Disat
December-2023	Dec- STL - included Tim Kosek	889.21	12/04/2023	700-00-2181-0000	PR Batch 00001.12.2023 Short Term Disat
	Check Total:	1,686.16			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 6	ACH Enabled: True
PR-12-04-2023	PR Batch 00001.12.2023 State Income Tax	3,406.35	12/04/2023	700-00-2173-0000	PR Batch 00001.12.2023 State Income Tax

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,406.35			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 7	ACH Enabled: True
December-2023	PR Batch 00001.12.2023 Life Insurance-include	985.83	12/04/2023	700-00-2180-0000	PR Batch 00001.12.2023 Life Insurance
	Check Total:	985.83			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 8	ACH Enabled: True
PR-12-04-2023	PR Batch 00001.12.2023 Deferred Comp-MSRS	2,579.00	12/04/2023	700-00-2176-0000	PR Batch 00001.12.2023 Deferred Comp-MSRS
	Check Total:	2,579.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 9	ACH Enabled: True
December-2023	PR Batch 00001.12.2023 PERA Life	160.00	12/04/2023	700-00-2180-0000	PR Batch 00001.12.2023 PERA Life
	Check Total:	160.00			
Vendor: 665	OPTUM BANK			Check Sequence: 10	ACH Enabled: True
PR-12-04-2023	PR Batch 00001.12.2023 HSA-OPTUM BANK	871.15	12/04/2023	700-00-2183-0000	PR Batch 00001.12.2023 HSA-OPTUM BANK
	Check Total:	871.15			
Vendor: 9	PERA			Check Sequence: 11	ACH Enabled: True
PR-12-04-2023	PR Batch 00001.12.2023 MN-PERA Deduction	5,227.13	12/04/2023	700-00-2175-0000	PR Batch 00001.12.2023 MN-PERA Deduction
PR-12-04-2023	PR Batch 00001.12.2023 MN PERA Benefit Em	6,031.30	12/04/2023	700-00-2175-0000	PR Batch 00001.12.2023 MN PERA Benefit Em
	Check Total:	11,258.43			
	Total for Check Run:	43,039.84			
	Total of Number of Checks:	11			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
Printed: 12/05/2023 - 1:31PM  
Batch: 00007.11.2023 - BOM-Oct-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 868	BANK OF MONTREAL			Check Sequence: 1	ACH Enabled: True
Oct-2023-Brenda	Target-Employee Engagement	5.43	11/30/2023	101-13-4245-0000	
Oct-2023-Bruce	Fuel	427.89	11/30/2023	101-32-4212-0000	
Oct-2023-ChrisH	Fuel	282.33	11/30/2023	101-32-4212-0000	
Oct-2023-ChrisH	Amazon-Dog Bags	519.96	11/30/2023	101-52-4245-0000	
Oct-2023-ChrisH	Tst Joey Novas-Food-Employee Training - MPC	81.85	11/30/2023	101-32-4331-0000	
Oct-2023-ChrisH	Courtyard By Marriott-Hotel-Snow Conference	634.29	11/30/2023	101-32-4331-0000	
Oct-2023-ChrisH	Zarnoth Brush Works In-Sweeper broom and par	1,635.70	11/30/2023	101-32-4221-0000	
Oct-2023-ChrisH	Hatch Co-Water Testing Supplies	290.78	11/30/2023	601-00-4245-0000	
Oct-2023-ChrisP	Fuel	564.35	11/30/2023	101-32-4212-0000	
Oct-2023-ChrisP	Hamel Bldg-Lath for Marking Plowing	371.16	11/30/2023	101-33-4245-0000	
Oct-2023-ChrisP	True Value	10.53	11/30/2023	101-52-4245-0000	
Oct-2023-CityCard	Culligan Bottled Water - C.H.	33.00	11/30/2023	101-19-4245-0000	
Oct-2023-CityCard	Republic Services-Residents Recycling Svcs	10,925.20	11/30/2023	621-00-4400-0000	
Oct-2023-CityCard	Curbside Waste-Public Works	420.99	11/30/2023	101-32-4400-0000	
Oct-2023-CityCard	Chanhassen-18505-001	1,803.22	11/30/2023	601-00-4263-0000	
Oct-2023-CityCard	Curbside Waste-SSCC	132.97	11/30/2023	201-00-4400-0000	
Oct-2023-CityCard	Chanhassen-18505-002 - Stormwa	105.37	11/30/2023	101-52-4380-0000	
Oct-2023-CityCard	Chanhassen-18505-000	6.60	11/30/2023	601-00-4263-0000	
Oct-2023-CityCard	Culligan Bottled Water-Solar-SCEC	161.00	11/30/2023	201-00-4245-0000	
Oct-2023-CityCard	Mangold Horticulture-SCEC	276.00	11/30/2023	201-00-4400-0000	
Oct-2023-CityCard	Mangold Horticulture-City Hall	362.00	11/30/2023	101-19-4400-0000	
Oct-2023-CityCard	Republic Services-Organic Recycling	320.00	11/30/2023	621-00-4400-0026	
Oct-2023-CityCard	AT&T - Wade's Ipad	23.49	11/30/2023	101-24-4321-0000	
Oct-2023-CityCard	Stericycle-Shred - Fall Shred Community	1,411.20	11/30/2023	621-00-4347-0000	
Oct-2023-Eric	Target-Tabling Supplies-MHS Volunteer Fair	48.60	11/30/2023	101-13-4245-0000	
Oct-2023-Janell	Amazon-Laudry Cart	98.00	11/30/2023	201-00-4245-0000	
Oct-2023-Janell	Amazon-Laudry Cart	-47.99	11/30/2023	201-00-4245-0000	
Oct-2023-Janell	Amazon-Supplies	42.57	11/30/2023	201-00-4245-0000	
Oct-2023-Janell	Amazon-AV Cord Utility Hook	136.08	11/30/2023	201-00-4245-0000	
Oct-2023-Janell	Cub Foods	22.37	11/30/2023	101-53-4438-0000	
Oct-2023-Janell	Shorewood True-Carbon Monoxide	115.02	11/30/2023	201-00-4223-0000	
Oct-2023-Janell	Sq Amazing Ballooms-Ballon & Face Paint	1,372.00	11/30/2023	101-53-4438-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Oct-2023-Janell	Tide Dry Cleaners Chan	177.67	11/30/2023	201-00-4400-0000	
Oct-2023-Jason	American Planning-Membership	131.00	11/30/2023	101-18-4433-0000	
Oct-2023-Jeremy	Amazon-Tractor Coupler	43.30	11/30/2023	101-32-4221-0000	
Oct-2023-Jeremy	Nte 5406-Tools/Glove	108.47	11/30/2023	101-32-4240-0000	
Oct-2023-Jeremy	Nte 5406-Tools/Glove	139.94	11/30/2023	611-00-4240-0000	
Oct-2023-Jeremy	Toll Gas & Welding Sup-O2 and Cutting Tools &	233.81	11/30/2023	601-00-4240-0000	
Oct-2023-Jeremy	Napa Store 3279055-Seals & misc. parts	83.84	11/30/2023	101-32-4221-0000	
Oct-2023-Jeremy	Force Amer. Distributi-Hydraulic parts-Plow	61.41	11/30/2023	101-32-4245-0000	
Oct-2023-Jeremy	Carquest	166.02	11/30/2023	101-32-4221-0000	
Oct-2023-Jeremy	Amazon	23.96	11/30/2023	101-32-4221-0000	
Oct-2023-Marie	Dept of Labor-State Surcharge - 3rd Qtr-2023	847.50	11/30/2023	101-00-2085-0000	
Oct-2023-Marie	Zoom Svc thru 10/10/2024	149.90	11/30/2023	101-18-4400-0000	
Oct-2023-MattM.	Plunketts Pest Control- Pest Control-PW Facility	290.32	11/30/2023	101-32-4400-0000	
Oct-2023-MattM.	Sam's - Membership	37.48	11/30/2023	101-32-4433-0000	
Oct-2023-MattM.	In Enabling Elements- Communication-Utilities	17.00	11/30/2023	601-00-4321-0000	
Oct-2023-MattM.	Amazon- Batteries & Building Signs	41.74	11/30/2023	101-32-4245-0000	
Oct-2023-MattM.	Sam's-Trash bags & paper towels	82.64	11/30/2023	101-52-4245-0000	
Oct-2023-MattV.	Fuel	206.10	11/30/2023	101-32-4212-0000	
Oct-2023-MattV.	Mn Minnetrista Og-Yard Waste Disposal	400.00	11/30/2023	101-32-4400-0000	
Oct-2023-Meliss	L2g Carver Co Records-Notary	20.00	11/30/2023	101-13-4433-0000	
Oct-2023-Nelia	Kowalskis Excelsior-Staff Meeting	58.32	11/30/2023	101-13-4245-0000	
Oct-2023-Nelia	Odp Bus Sol Llc # 1010-Supplies	134.70	11/30/2023	101-13-4200-0000	
Oct-2023-Nelia	Sp DscntRubberstamps-Supplies	107.43	11/30/2023	101-13-4200-0000	
Oct-2023-Nelia	DollarTrees-Meeting	24.39	11/30/2023	101-13-4245-0000	
Oct-2023-Nelia	Sam's	202.72	11/30/2023	101-19-4245-0000	
Oct-2023-Robert	Fuel	54.00	11/30/2023	101-32-4212-0000	
Oct-2023-Ryan	Fuel	488.07	11/30/2023	101-32-4212-0000	
Oct-2023-Ryan	Shorewood True-Soap	5.99	11/30/2023	101-52-4245-0000	
Oct-2023-Ryan	Mn Minnetrista Og- Yard Waste Disposal	36.00	11/30/2023	101-32-4400-0000	
Oct-2023-Sandie	Amazon	45.57	11/30/2023	101-13-4200-0000	
Oct-2023-Sandie	Cub Foods	11.77	11/30/2023	101-13-4245-0000	
Oct-2023-Sandie	Dollar Tree	25.23	11/30/2023	101-13-4245-0000	
Oct-2023-Sandie	Kowalskis Excelsior	122.71	11/30/2023	101-13-4245-0000	
Oct-2023-Sandie	Kowalskis Excelsior	3,138.52	11/30/2023	101-13-4400-0000	
Oct-2023-Todd	Fuel	113.32	11/30/2023	101-32-4212-0000	
Oct-2023-Todd	Home Depot	112.30	11/30/2023	101-52-4245-0000	
Oct-2023-Todd	Cub Foods	47.88	11/30/2023	101-52-4245-0000	
Oct-2023-Todd	Westside-Tires	328.71	11/30/2023	101-52-4221-0000	
Oct-2023-Todd	True Value	7.99	11/30/2023	101-52-4221-0000	
Oct-2023-Wade	Wade's Fuel	81.62	11/30/2023	101-24-4212-0000	
Oct-2023-Wade	Wade's Fuel	81.88	11/30/2023	101-24-4212-0000	
Oct-2023-Wade	U of MN-Continued Education	50.00	11/30/2023	101-24-4331-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Check Total:		31,133.18			
Vendor: 327	WINDSTREAM			Check Sequence: 2	ACH Enabled: True
76015249	City of Shwd- Badger Well	65.82	11/30/2023	601-00-4395-0000	
76015249	Public Works	127.60	11/30/2023	101-32-4321-0000	
76015249	City Hall	206.21	11/30/2023	101-19-4321-0000	
76015249	Badger-Manor-Cathcart Parks	388.46	11/30/2023	101-52-4321-0000	
76015249	City of Shwd-West Tower	196.29	11/30/2023	601-00-4321-0000	
Check Total:		984.38			
Total for Check Run:		32,117.56			
Total of Number of Checks:		2			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
Printed: 12/06/2023 - 7:12PM  
Batch: 00002.12.2023 - AP-12-11-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 1	ACH Enabled: True
INV320171	Konica Minolta/C658 Copier	16.66	12/11/2023	101-19-4221-0000	
	Check Total:	16.66			
Vendor: 1358	BARGEN INCORPORATED			Check Sequence: 2	ACH Enabled: False
223439	2023 Pavement Sealing	212,037.00	12/11/2023	404-00-4680-0000	
	Check Total:	212,037.00			
Vendor: 950	BARR ENGINEERING COMPANY			Check Sequence: 3	ACH Enabled: True
23271987.00-3	Development Review-Admark-24560 Smithtown	867.00	12/11/2023	101-00-3414-0000	
	Check Total:	867.00			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 4	ACH Enabled: True
326106	2022 Mill & Overlay	168.00	12/11/2023	416-00-4303-0000	
326107	Pond Maintenance	1,516.50	12/11/2023	631-00-4303-0000	
326108	2023 Drainage Repairs	11,012.00	12/11/2023	631-00-4303-0000	
326109	General Engineering	9,405.00	12/11/2023	101-31-4303-0000	
326109	Excelsior Woods-Red Granite Construction	445.00	12/11/2023	101-00-3414-0000	
326110	Pavement Marking	696.00	12/11/2023	101-31-4303-0000	
326111	Sanitary Cleaning & Televising	5,654.00	12/11/2023	611-00-4303-0000	
326113	Birch Bluff St-Utility Imprvmt	38,288.50	12/11/2023	414-00-4303-0000	
326114	Eureka Road Street & Utility	1,620.00	12/11/2023	418-00-4303-0000	
326115	Freeman Park Trail Improvement	12,411.50	12/11/2023	402-00-4400-0000	
326116	GIS-Utilities-Street	384.00	12/11/2023	101-31-4303-0000	
326116	GIS-Utilities-Stormwater	512.00	12/11/2023	631-00-4303-0000	
326116	GIS-Utilities-Water	808.00	12/11/2023	601-00-4303-0000	
326116	GIS-Utilities-Sewer	490.50	12/11/2023	611-00-4303-0000	
326122	Lake Park Villas-24250 Smithtown Rd-TSML Pr	2,659.25	12/11/2023	101-00-3414-0000	
326124	Lift Station 10 Rehabilitation	8,343.00	12/11/2023	611-00-4303-0000	
326125	Maple Shores Development	716.25	12/11/2023	101-00-3414-0000	
326126	MS4 Administration	264.75	12/11/2023	631-00-4302-0009	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
326127	Smithtown Pond Engineering	2,142.25	12/11/2023	631-00-4303-0000	
326128	Strawberry Ln St Reconst & Trl	35,412.09	12/11/2023	409-00-4303-0000	
326130	TH 7 Corridor Study	1,027.50	12/11/2023	101-31-4303-0000	
326131	Walnut Grove Villas	240.00	12/11/2023	101-00-3414-0000	
326132	Water System Improvement	3,364.00	12/11/2023	601-00-4303-0000	
	Check Total:	137,580.09			
Vendor: 125	BOYER FORD TRUCKS			Check Sequence: 5	ACH Enabled: True
098P2186	Truck Parts	38.18	12/11/2023	101-32-4221-0000	
	Check Total:	38.18			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 6	ACH Enabled: True
3526-0000G-23	General Matters/Administration	3,959.50	12/11/2023	101-16-4304-0000	
3526-0001G-23	Planning & Zoning	367.50	12/11/2023	101-18-4304-0000	
3526-0001G-23	Planning & Zoning-Excelsior Woods-20325 Exc	140.00	12/11/2023	101-00-3414-0000	
3526-0004G-22	Ugerots Litigation	35.00	12/11/2023	101-16-4304-0000	
3526-0008G-13	Strawberry Lane Condemnation	68.00	12/11/2023	409-00-4304-0000	
3526-0009G-11	5815 Club Lane Code Enforcement	1,268.50	12/11/2023	101-00-3414-0000	
3526-0997G-11	Prosecution	46.50	12/11/2023	101-16-4304-0000	
3526-0999G-26	Prosecution	28.80	12/11/2023	101-16-4304-0000	
	Check Total:	5,913.80			
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 7	ACH Enabled: True
11-29-2023	20405 Knightsbridge Rd	47.05	12/11/2023	601-00-4394-0000	
11-29-2023	28125 Boulder Bridge	97.02	12/11/2023	601-00-4396-0000	
11-29-2023	24200 Smithtown Rd	441.67	12/11/2023	101-32-4380-0000	
11-29-2023	6000 Eureka Road	124.19	12/11/2023	101-52-4380-0000	
11-29-2023	5755 Country Club Rd	145.97	12/11/2023	101-19-4380-0000	
79456885-112223	5735 Country Club Rd-SCEC	243.37	12/11/2023	201-00-4380-0000	
86501806-112223	20630 Manor Rd	48.80	12/11/2023	101-52-4380-0000	
	Check Total:	1,148.07			
Vendor: 915	CINTAS			Check Sequence: 8	ACH Enabled: False
5186020254	PWs-First Aid Supplies	45.16	12/11/2023	101-32-4245-0000	
	Check Total:	45.16			
Vendor: 142	CITIES DIGITAL INC.			Check Sequence: 9	ACH Enabled: False
58114-Addtl	Annual Laserfiche Support	10.00	12/11/2023	101-13-4400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	10.00			
Vendor: 1375	EASTBOUND AUTO & DIESEL REPAIR			Check Sequence: 10	ACH Enabled: False
Order-234973	Dot Inspections	682.42	12/11/2023	101-52-4221-0000	
Order-234973	Dot Inspections	682.42	12/11/2023	601-00-4221-0000	
Order-234973	Dot Inspections	682.41	12/11/2023	611-00-4221-0000	
	Check Total:	2,047.25			
Vendor: 1060	GENERAL SECURITY SERVICES CORPORATION			Check Sequence: 11	ACH Enabled: True
50023829	Badger Park	119.85	12/11/2023	101-52-4400-0000	
50023842	Xmas Lake	270.00	12/11/2023	101-52-4400-0000	
50024186	City Hall - Monitor	278.85	12/11/2023	101-19-4400-0000	
50024187	SCEC-Monitor	105.00	12/11/2023	201-00-4400-0000	
	Check Total:	773.70			
Vendor: 1366	GILBERT MECHANICAL CONTRACTORS, LLC			Check Sequence: 12	ACH Enabled: False
238500	HVAC- Amesbury Wellhouse	294.75	12/11/2023	601-00-4223-0000	
238747	HVAC- City Hall	567.00	12/11/2023	101-19-4223-0000	
238748	HVAC- SCEC	887.00	12/11/2023	201-00-4223-0000	
238749	HVAC- PWs	764.00	12/11/2023	101-52-4223-0000	
	Check Total:	2,512.75			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 13	ACH Enabled: True
3110744	Monthly Rental	74.25	12/11/2023	601-00-4400-0000	
3110744	Monthly Rental	74.25	12/11/2023	611-00-4400-0000	
3110744	Monthly Rental	74.25	12/11/2023	631-00-4400-0000	
	Check Total:	222.75			
Vendor: 207	H & L MESABI COMPANY			Check Sequence: 14	ACH Enabled: True
12616	Cutting Edges	990.00	12/11/2023	101-33-4245-0000	
	Check Total:	990.00			
Vendor: 985	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 15	ACH Enabled: False
1000215769	REC0001086-View Recorded Documents	10.00	12/11/2023	101-32-4433-0000	RecordEase Payment
	Check Total:	10.00			
Vendor: 418	HENNEPIN COUNTY ELECTIONS			Check Sequence: 16	ACH Enabled: False
2023-38	2023 Courier Charges	312.65	12/11/2023	101-14-4208-0000	



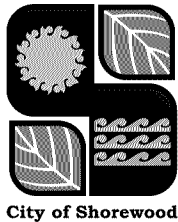
Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	312.65			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 17	ACH Enabled: True
20274523	City Hall - Mats	229.53	12/11/2023	101-19-4400-0000	
	Check Total:	229.53			
Vendor: 1333	INTEGRITY LOCKSMITH			Check Sequence: 18	ACH Enabled: False
7594	Lock for Council Chambers	1,946.74	12/11/2023	101-19-4223-0000	
	Check Total:	1,946.74			
Vendor: 1332	JERRY'S PRINTING			Check Sequence: 19	ACH Enabled: False
94752	ID Badges	360.00	12/11/2023	101-13-4351-0000	
	Check Total:	360.00			
Vendor: 1326	KUECHLE UNDERGROUND			Check Sequence: 20	ACH Enabled: False
PV#8-Strawberry	PV#8-Strawberry Lane Reconstruction	386,508.66	12/11/2023	409-00-4680-0000	
	Check Total:	386,508.66			
Vendor: 707	LAKE MINNETONKA COMMUNICATION COMMISSION			Check Sequence: 21	ACH Enabled: False
1572	Digital Audio Recorder	373.30	12/11/2023	101-11-4400-0000	
	Check Total:	373.30			
Vendor: 13	LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (0049)			Check Sequence: 22	ACH Enabled: False
40003059-2024	Workers' Compensation-Act#40003059	69,471.00	12/11/2023	700-00-2177-0000	Acc#40003059
	Check Total:	69,471.00			
Vendor: 1378	MAYA MAINTENANCE LLC			Check Sequence: 23	ACH Enabled: False
1001	Janitorial Services	600.00	12/11/2023	201-00-4400-0000	
	Check Total:	600.00			
Vendor: 283	METRO SALES, INC.			Check Sequence: 24	ACH Enabled: True
INV2418667	Ricoh/MP-C3002 Color Copier	500.00	12/11/2023	101-19-4221-0000	Ricoh/MP-C3002 Color Copier
	Check Total:	500.00			
Vendor: 1281	MEYER CONTRACTING, INC			Check Sequence: 25	ACH Enabled: False
PV8-SmtnPd-ShwdOn	PV#8-Smithtown Pond-Shorewood Oaks Draina	44,777.98	12/11/2023	412-00-4680-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	44,777.98			
Vendor: 305	MNSPECT, LLC			Check Sequence: 26	ACH Enabled: False
155180	Inspection Services	839.80	12/11/2023	101-24-4400-0000	
	Check Total:	839.80			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 27	ACH Enabled: True
1643832	Cathcart Park-26655 W- 62nd St	77.22	12/11/2023	101-52-4400-0000	
1643833	Freeman Park-6000 Eureka Rd	421.20	12/11/2023	101-52-4400-0000	
1643834	Silverwood Pk-5755 Covington R	77.22	12/11/2023	101-52-4400-0000	
1643835	South Shore-5355 St Albans Bay	77.22	12/11/2023	101-52-4400-0000	
1643836	Christmas Lk Rd-5625 Merry Ln	269.10	12/11/2023	101-52-4400-0000	
	Check Total:	921.96			
Vendor: 864	QUALITY FLOW SYSTEMS, INC.			Check Sequence: 28	ACH Enabled: True
45966	Install Single PH Kit- LS	400.00	12/11/2023	611-00-4221-0000	
46005	L.S. Maintenance	606.00	12/11/2023	611-00-4221-0000	
	Check Total:	1,006.00			
Vendor: 1279	R & R EXCAVATING			Check Sequence: 29	ACH Enabled: False
PV#2-LS11-Rehab	PV#2 -LS 11 Rehabilitation	174,857.38	12/11/2023	611-00-4680-0000	
	Check Total:	174,857.38			
Vendor: 1063	RYAN LaPOINTE			Check Sequence: 30	ACH Enabled: False
ROW#242963	Security Deposit Refund-ROW#242963-4641 Bt	2,000.00	12/11/2023	880-00-2200-0000	
ROW#244363	Security Deposit Refund-ROW#244363-26820 F	2,000.00	12/11/2023	880-00-2200-0000	
ROW#246602	Security Deposit Refund-ROW#246602-19725 S	2,000.00	12/11/2023	880-00-2200-0000	
	Check Total:	6,000.00			
Vendor: 1176	SCHNEIDER EXCAVATING & GRADING, INC.			Check Sequence: 31	ACH Enabled: False
PV#1-Drainage&Utiliti	2023 Shorewood Drainage & Utility Project	153,928.39	12/11/2023	631-00-4680-0000	
	Check Total:	153,928.39			
Vendor: 1379	SHOREWOOD PONDS ASSOCIATION			Check Sequence: 32	ACH Enabled: False
Tablecloth-2023	Tableclothes Rental Refund	96.00	12/11/2023	201-00-4245-0000	
	Check Total:	96.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 355 159487	SHRED-N-GO INC Shredded Svc	71.89	12/11/2023	Check Sequence: 33 101-19-4400-0000	ACH Enabled: False
	Check Total:	71.89			
Vendor: 1181 91270	SPLIT ROCK MANAGEMENT, INC. Custodial Service-CH Building	487.00	12/11/2023	Check Sequence: 34 101-19-4400-0000	ACH Enabled: True
	Check Total:	487.00			
Vendor: UB*00585	Strawberry Lane, LLC Refund Check 009475-000, 6060 Strawberry Lr: Refund Check 009475-000, 6060 Strawberry Lr: Refund Check 009475-000, 6060 Strawberry Lr: Refund Check 009475-000, 6060 Strawberry Lr:	104.97 135.19 62.43 71.05	11/30/2023 11/30/2023 11/30/2023 11/30/2023	Check Sequence: 35 601-00-2010-0000 611-00-2010-0000 631-00-2010-0000 621-00-2010-0000	ACH Enabled: False
	Check Total:	373.64			
Vendor: 657 130093258 130093258 130093258 130093258 130093864	SUMMIT FIRE PROTECTION PWs - Fire Extinguisher Inspection City Hall - Fire Extinguisher Inspection Park - Fire Extinguisher Inspection Water - Fire Extinguisher Inspection Rugs-Rags Svc	536.70 200.00 300.00 200.00 23.00	12/11/2023 12/11/2023 12/11/2023 12/11/2023 12/11/2023	Check Sequence: 36 101-32-4221-0000 101-19-4221-0000 101-52-4221-0000 601-00-4221-0000 101-19-4223-0000	ACH Enabled: True
	Check Total:	1,259.70			
Vendor: 1376 23100SummitAve	CLAYTON & JENNIFER TESSNESS Escrow Refund-23100 Summit Avenue	1,785.00	12/11/2023	Check Sequence: 37 880-00-2200-0000	ACH Enabled: False
	Check Total:	1,785.00			
Vendor: 1194 151033	THE McDOWELL AGENCY, INC. Background Check:Bomstad-Quam-Rogney-Vas	320.00	12/11/2023	Check Sequence: 38 101-13-4400-0000	ACH Enabled: False
	Check Total:	320.00			
Vendor: 821 Apr-Nov-2023 Costco-11-30-23	SANDRA LEE THONE Reimbursement-Apr-Nov-2023-Mileage Costco Exp	520.73 129.93	12/11/2023 12/11/2023	Check Sequence: 39 101-13-4331-0000 101-19-4245-0000	ACH Enabled: True
	Check Total:	650.66			
Vendor: 694 M28756	TIMESAVER OFF SITE SECRETARIAL, INC. Council Meeting	333.50	12/11/2023	Check Sequence: 40 101-13-4400-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
M28761	Planning Meeting	159.00	12/11/2023	101-18-4400-0000	
M28762	Council Meeting	317.50	12/11/2023	101-13-4400-0000	
	Check Total:	810.00			
Vendor: 384	TOTAL PRINTING SERVICES			Check Sequence: 41	ACH Enabled: False
13812	Newsletters	2,075.00	12/11/2023	101-13-4351-0000	
	Check Total:	2,075.00			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 42	ACH Enabled: True
Aug-2023-Credit	Account#1562857 - Uniforms Services-August C	-150.02	12/11/2023	101-32-4400-0000	
November-2023	Account#1562857 - Uniforms Services	658.07	12/11/2023	101-32-4400-0000	
	Check Total:	508.05			
Vendor: 391	US BANK - CORPORATE TRUST SERVICES			Check Sequence: 43	ACH Enabled: True
6972559	Acct#0178271NS-Shorewood GO-Series 2023A	850.00	12/11/2023	323-00-4720-0000	
	Check Total:	850.00			
Vendor: UB*00584	Ryan VanOverbeke			Check Sequence: 44	ACH Enabled: False
	Refund Check 009124-000, 24775 Glen Rd (Ea	88.12	11/30/2023	611-00-2010-0000	
	Refund Check 009124-000, 24775 Glen Rd (Ea	37.76	11/30/2023	631-00-2010-0000	
	Refund Check 009124-000, 24775 Glen Rd (Ea	37.77	11/30/2023	621-00-2010-0000	
	Check Total:	163.65			
Vendor: 1368	STEPHANY VASSAR			Check Sequence: 45	ACH Enabled: True
Michaels-Nov23	Michaels Holiday Decorations Reimbursement	97.61	12/11/2023	201-00-4245-0000	
	Check Total:	97.61			
Vendor: 402	WATER CONSERVATION SERVICES, INC.			Check Sequence: 46	ACH Enabled: True
13280	Leak Detection Service-5767 Vinehill Road	451.80	12/11/2023	601-00-4400-0000	
	Check Total:	451.80			
Vendor: 1150	LUKE JAMES WEBER			Check Sequence: 47	ACH Enabled: False
2023-Boots	Boots Reimbursement	250.00	12/11/2023	101-32-4245-0000	
	Check Total:	250.00			
Vendor: 1377	ERIC CHARLES WILSON			Check Sequence: 48	ACH Enabled: True
HennCty-12/1/23	Henn County Enviroment-Parking	5.00	12/11/2023	621-00-4331-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	5.00			
Vendor: 410	WSB AND ASSOCIATES, INC.			Check Sequence: 49	ACH Enabled: True
R-023645-000-1	Comprehensive Plan- TSMC Properties	420.00	12/11/2023	880-00-2200-0000	
R-023645-000-1	Comprehensive Plan- Lake Park Villas CPA & C	852.75	12/11/2023	101-18-4400-0000	
	Check Total:	1,272.75			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 50	ACH Enabled: True
854356450	24253 Smithtown Rd	418.84	12/11/2023	601-00-4395-0000	24253 Smithtown Rd
854381783	5735 Country Club Rd	844.41	12/11/2023	201-00-4380-0000	5735 Country Club Rd
854454858	5755 Country Club Rd	194.30	12/11/2023	101-19-4380-0000	5755 Country Club Rd
854724519	5700 County Rd 19	69.36	12/11/2023	101-32-4399-0000	5700 County Rd 19
854724519	5700 County Rd 19 - Unit Light	301.16	12/11/2023	101-32-4399-0000	5700 County Rd 19 - Unit Light
854789071	28125 Boulder Bridge Drive	1,882.46	12/11/2023	601-00-4396-0000	28125 Boulder Bridge Drive
854815102	4931 Shady Island Road	23.78	12/11/2023	611-00-4380-0000	4931 Shady Island Road
	Check Total:	3,734.31			
	Total for Check Run:	1,222,107.86			
	Total of Number of Checks:	50			



## City Council Meeting Item

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**Title/Subject:** **Approve Permanent Appointment and Job Status Change from .5 FTE to 1.0 FTE for Administrative Assistant Melissa Strandmo**

**Meeting Date:** December 11, 2023

**Prepared by:** Sandie Thone, City Clerk/Human Resources Director

**Reviewed by:** Marc Nevinski, City Administrator  
Marie Dalring, Planning Director

**Attachments:** **Administrative Assistant (Administration/Planning) Job Description**

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### Background

Melissa Strandmo was hired on June 14, 2023, as a Part-Time Administrative Assistant working 20 hours per week in the Administration department for the city. Melissa has proved a great fit for the team and the City of Shorewood in this capacity. She has caught on to the responsibilities and the demands of the position quickly and excels at providing a friendly and welcoming demeanor for all who visit or call City Hall. I am enthusiastically recommending Melissa for a permanent appointment, effective December 14, 2023, in this capacity.

During the budget process earlier this year, the city council approved a part-time (20-hours per week) administration position for the planning department for 2024. Many of the duties identified for this position were administrative in nature but exclusive to the planning department. Some of the duties identified for this position include administrative assistance with zoning regulations, applications, mailings, legal notices, agenda packet preparation, file maintenance, and rental housing. The updated Position Description is attached for your review.

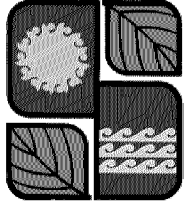
The results of many staff meetings on the subject culminated in offering the part-time position to Melissa Strandmo, considering her desire to have a full-time position, and her effective and positive track record to date in the administration department. The position now currently reports to the City Clerk/HR Director. Staff is proposing the 1.0 FTE position continue that reporting structure to the City Clerk/HR Director for the .5 FTE administration position and add Melissa as a direct report to Planning Director for the .5 FTE planning position. Melissa's proposed schedule allows for 2.5 days in each position and includes a work station location for each position so that the front desk work does not distract her when she is working on planning tasks. Staff believes that with this solution, we will be able to retain an employee who at some point may have sought full-time employment elsewhere and take any guesswork out of the fit of a new hire to the team and the organization.

### Financial Considerations

Staff is recommending Melissa's six-month step increase of Grade 7, Step B of Shorewood's Compensation Plan of \$26.23 per hour effective on her 6-month anniversary date of December 14, 2023. Upon starting full-time status on January 1, 2024, the position will remain non-exempt, PERA eligible, but will then receive full benefits for regular full-time employees as delineated in the Personnel Policy. The position is provided for in the 2024 Personnel budgets of Administration (.5 FTE) and Planning (.5 FTE).

**Action Requested**

Staff recommends the City Council approve Melissa Strandmo's permanent appointment as of December 14, 2023, and job status change from part-time (.5 FTE) to full-time (1.0 FTE) effective January 1, 2024. Motion, second and simple majority vote required.



CITY OF  
SHOREWOOD

## POSITION DESCRIPTION

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POSITION TITLE: Administrative Assistant (Administration/Planning)  
DEPARTMENT: Administration  
ACCOUNTABLE TO: City Clerk/Human Resources Director (.5 FTE)  
Planning Director (.5 FTE)  
FLSA STATUS: Non-Exempt

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### PRIMARY OBJECTIVE

To provide community-focused support to the administration and planning departments in the capacity of administrative assistant, ensuring effective service to the public consistent with City Council policies, federal, state, and metropolitan regulations.

### CITY VALUES & EXPECTATIONS

- Supports and models a positive and productive workplace culture based on the city's core values of respect, integrity, communication, positive attitude, teamwork, and responsiveness.
- Supports organizational development efforts for a high performing organization, employee engagement, workforce development, inclusion, equity, and performance measurement.
- Works cooperatively with others; responds to internal and external customers alike providing exceptional customer service. Develops and maintains respectful and effective working relationships with coworkers and community members; consistently brings a high level of self-awareness and empathy to personal interactions.
- Proactively resolves conflicts based on the greater good of the team, the city, and the community to ensure a respectful and inclusive workplace.
- Embrace the City's Mission, Management Philosophy and Core Values/Attributes by carrying out ones duties with a high degree of professionalism, honesty, and truthfulness.



## ESSENTIAL FUNCTIONS OF THE POSITION

### ADMINISTRATION

- Provide community-focused support to internal and external customers at City Hall.
- Provide clerical and administrative support to various city departments and maintains staff phone lists, organizational rosters, and online Administration calendar.
- Promote a positive customer experience within the Administration and Elections departments and contributes to the city's mission of providing resident's quality public services through effective, efficient, and visionary leadership.
- Provides Notary Public service to the community and city.
- Performs a variety of moderate clerical support work that requires general knowledge of Microsoft applications and office procedures.
- Serves as the first point of contact at City Hall including communications with residents and staff; answering phones, providing information to callers, routing callers to departments, and monitoring city email and forwarding and/or responding to inquiries.
- Greets and assists walk-in customers at front counter with various applications, licenses, permits, and collects payment and issues receipt for permits.
- Processes and issues water meter requests/permits.
- Processes over-the-counter building permits; plumbing, roof, window, door, siding, and sewer repair permits. Prepares building permits for review and assigns.
- Ensures that front-desk information is organized and accessible and that the online document center (Laserfiche) is maintained.
- Processes and assigns See-Click-Fix submissions to proper department for handling.
- Receives, sorts, opens, date-stamps and distributes all incoming correspondence, including mail and packages received at the city.
- Schedules building inspections appointments and prepares inspection calendar for building inspector.

- Purchases office supplies and monitors office supply inventory. Upon request, purchases furnishings and equipment for all departments.
- Prepares receipts and daily deposit, balances petty cash and submits to Finance Department.
- Assist all departments with mailings, special projects, employee events and meeting preparations and reservations.
- Assists in the administration of all elections including attending training sessions; answering inquiries, issuance of absentee ballots, maintenance of files and reports, and assembly and maintenance of voting precinct supply boxes.
- Assist with processing various licenses/permits such as Dog and Multiple Dog Licenses, Horse Stable Permits, Fertilizer Applicator Licenses, Gambling Permits (temporary and biennial); Solicitors; Massage Therapy, burn permits, special event and parking permits.
- Organize and maintain administrative filing system; uses the records retention schedule to maintain files.
- Assist with preparation and distribution of Council meeting agenda packets, as needed.
- Assists the city clerk with processing data requests.
- Assist with preparation of general city-related informational pieces and new resident information packets.
- Schedules Water and Sewer inspections for the public works department.
- Assists with the City's Recycling Program when necessary and answers residents inquiries in regard to recycling.
- Assist with community events; Spring Clean-Up, Shred Event, Community Events.

## PLANNING

- Assists in the administration of the Comprehensive Plan and Zoning/Subdivision regulations.
- Assists in providing information regarding zoning regulations, standards, policies and procedures. This position may provide the above to residents, businesses, developers, contractors, architects, city staff and others.
- Accepts planning, zoning, and subdivision applications, processes all fees and applications materials, creates electronic and physical file folders, updates the

website with new application information, updates/maintains the log of planning applications, and maintains permanent storage of planning applications/files (paper and electronic).

- Creates mailing lists and maps for new applications in compliance with applicable state statutes and local ordinances regarding publication of such notices and additional notices as directed. Assists in preparation of legal notices for publication in the official newspaper. Assembles and sends all mailed notices in the code required timeframe.
- Collects, assembles, and distributes agendas and packets for Planning Commission in both hard copy and electronic forms. Maintain permanent storage of agendas and packets. Update the website with this information as needed.
- Updates handouts and applications forms for planning, zoning and building division. Updates the website with updated handouts and forms.
- Assists Planning Director, Planning Technician and Building Official in conducting surveys of other cities' codes and requirements.
- Assists in maintaining permanent storage of building permits.
- Prepares and mails expiration notices for rental licenses and farm animal permits. Answers questions on the application process.
- Receives complaints of rental housing, planning and other code violations, create files, and arrange for investigations as may be appropriate.
- Completes mailings for deer management program.
- Conducts special studies and assists with the processing of data requests.
- Maintains correspondence files.

Performs other duties as apparent or assigned.

## EDUCATION/EXPERIENCE

Minimum Qualifications: High school diploma or GED; two years 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, Outlook, PowerPoint).

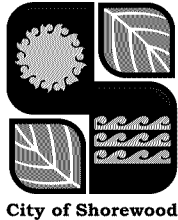
## DESIRED QUALIFICATIONS

Preferred Qualifications include a Two-Year Associate's Degree in a related field.

## OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of municipal policies, operation, 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 communication skills both verbally and in writing with elected officials, supervisors, other employees and the general public.
- Ability to prepare routine reports and correspondence.
- Ability to file and maintain files alphabetically and numerically, and maintain organized, complete and accurate records.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook) and capable of learning other software programs as required.
- Ability to operate various types of office equipment including ten-key, copy machine, and scanner and other general office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages. Ability to handle currency and make change.
- 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 thirty (30) 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. Must adhere to safety policies and actively promote safe practices in the workplace based on annual safety training.



## City Council Meeting Item

**Title/Subject: Authorize Dispensing of Liquor at Arctic Fever Event**

Meeting Date: Monday, December 11, 2023

Prepared by: Brenda Pricco, Deputy City Clerk

Reviewed by: Sandie Thone, City Clerk/HR Director

**Attachments: Resolution****Background**

Pursuant to MN Statute §340A.404, Subd.4 for special provisions; sports, conventions, or cultural facilities; community festivals. The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policy-making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises and may dispense intoxicating liquor only to persons attending the event. The licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur athletic event, for persons 18 years of age or younger, held on the premises.

The following establishment is requesting council consideration in authorizing the dispensing of liquor at the City's Arctic Fever event being held on January 19, 2024 from 5:30 p.m. to 7:30 p.m. at the Shorewood Community and Event Center located at 5735 Country Club Road, Shorewood, MN 55331:

<b><i>Donor</i></b>	<b><i>Address</i></b>	<b><i>License</i></b>
<b><i>Excelsior Brewing</i></b>	<b><i>421 Third Street</i></b>	<b><i>On-Sale Liquor License</i></b>
<b><i>Randy Howe, Vice President</i></b>	<b><i>Excelsior, MN 55331</i></b>	

Excelsior Brewing is donating the beer for sampling at the community event, Arctic Fever, pursuant to the EBC donation qualifications. The beer samples will be provided at no charge to the public.

**Financial Considerations**

None

**Action Requested**

Staff recommends the city council approve the Resolution Authorizing the Dispensing of Liquor by Excelsior Brewing located at 1421 Third Street in Excelsior for the Arctic Fever event at Shorewood Community and Event Center on January 19, 2024. Motion, second, and simple majority vote required.

CITY OF SHOREWOOD  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA

RESOLUTION 23-123

A RESOLUTION AUTHORIZING THE DISPENSION OF INTOXICATING LIQUOR BY EXCELSIOR  
BREWING AT THE ARCTIC FEVER EVENT

**WHEREAS**, pursuant to MN Statute §340A.404, Subd.4 for special provisions such as community festivals, the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a cultural facility owned by the municipality thereof having independent policy-making and appropriating authority and located within the municipality.; and

**WHEREAS**, the following establishment is requesting council consideration in authorizing the dispensing of liquor at the City's Arctic Fever event being held on January 19, 2024 from 5:30 p.m. to 7:30 p.m.at the Shorewood Community and Event Center located at 5735 Country Club Road, Shorewood, MN 55331:

<b><i>Donor</i></b>	<b><i>Address</i></b>	<b><i>License</i></b>
<b><i>Excelsior Brewing</i></b>	<b><i>421 Third Street</i></b>	<b><i>On-Sale Liquor License</i></b>
<b><i>Randy Howe, Vice President</i></b>	<b><i>Excelsior, MN 55331</i></b>	

and

**WHEREAS**, Excelsior Brewing is donating the beer for sampling at the community event; Arctic Fever, pursuant to the EBC donation qualifications. The beer samples will be provided at no charge to the public.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shorewood, to approve the resolution authorizing Excelsior Brewing to dispense beer donated to the free community event, Arctic Fever, put on by the City of Shorewood.

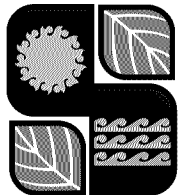
**ADOPTED BY THE CITY COUNCIL** of the City of Shorewood this 11th day of December 2023.

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**Jennifer Labadie, Mayor**

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**Sandie Thone, City Clerk**



City of Shorewood

## City Council Meeting Item

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Item  
2F

**Title/Subject:**           **Setting the 2024 City Council Regular Meeting Schedule**  
**Meeting Date:**        December 11, 2023  
**Prepared by:**         Sandie Thone, City Clerk/Human Resources Director  
**Reviewed by:**        Marc Nevinski, City Administrator  
**Attachments:**        **2024 Regular Meeting Schedule**

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### Background

Pursuant to Minnesota State Statute §13D.04 the city council is required to provide the regular meeting schedule on file at city offices. In addition, the statute specifically requires that should an alternate date be chosen for a regular meeting other than one on the annual schedule, that the city follow the notification requirements for a special meeting which includes posting the date, time, place, and purpose of the meeting on the official posting board at City Hall.

Regular city council meetings which could include council work sessions prior to the regular meeting for the year 2024 will be held on the second and fourth Mondays of each month in the City Council Chambers located at 5755 Country Club Road in Shorewood, MN 55331. Should the meeting fall on a holiday and an alternate date is chosen for the meeting in lieu of opting out of the meeting date, the process, and requirements for calling a special meeting will be followed.

Included is the Schedule of the proposed 2024 regular meetings. Three (3) regular meetings fall on Federal Holidays: Memorial Day, Indigenous People's Day (Legislation passed in the 2023 legislative session re-designated Columbus Day as Indigenous People's Day, although the Federal Government recognize it as Columbus Day), and Veteran's Day.

Pursuant to Minnesota State Statute 645.44, Subdivision 5, no public business may be transacted including public meetings on a Federal Holiday except for emergencies. Please note in the schedule that we have moved the regularly scheduled city council meetings that land on a Federal Holiday to the following Tuesday as has been the practice for the past six years. The Truth-In-Taxation meeting will be held on the second Monday in December along with our regularly scheduled city council meeting on that date. The second meeting in December falls on December 23<sup>rd</sup>, close to the Christmas holiday and has been cancelled.

### Action Requested

Staff recommends the city council approve the Resolution Setting the 2024 Regular City Council Meeting Schedule. Motion, second and simple majority vote required.

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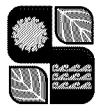
2024 City of Shorewood  
City Council Regular Meeting Schedule

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Monday, January 8	Monday, January 22
Monday, February 12	Monday, February 26
Monday, March 11	Monday, March 25
Monday, April 8	Monday, April 22
Monday, May 13	*Tuesday, May 28
Monday, June 10	Monday, June 24
Monday, July 8	Monday, July 22
Monday, August 12	Monday, August 26
Monday, September 9	Monday, September 23
*Tuesday, October 15	Monday, October 28
*Tuesday, November 12	Monday, November 25
Monday, December 9 (TIT)	2 <sup>nd</sup> December Meeting Cancelled

\*changed from Monday to Tuesday to accommodate Federal Holiday





**Title/Subject:** Adopt Winter Operations Policy  
**Meeting Date:** December 11, 2023  
**Prepared by:** Matt Morreim, Public Works Director  
**Reviewed by:** Marc Nevinski, City Administrator  
**Attachments:** Winter Operations Policy  
Resolution

Item  
2G

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**Background:**

It is important to ensure that the City is prepared to effectively manage snow and ice events. The public depends upon the use of streets and highways during all types of weather-related events. The public also utilizes public buildings, sidewalks, and trails during and after winter events.

To assist staff, residents and visitors, City staff developed a Winter Operations Policy (attached), that is designed to:

- Improve the safety and efficiency of snow and ice removal.
- Reduce environmental impacts of winter operations.
- Minimize disruptions to traffic and business.
- Reduce property damage, personal injuries and claims to the city associated with winter related events.

The proposed policy includes:

- Responsibility of all parties (city and public) regarding winter weather and operations.
- Define snow and ice management priorities across public facilities.
- Define and delegate authority for winter operation decisions and activities including training and snow and ice protocols.
- Define responsibility to private streets and jurisdictional roads.
- Define and publish maintenance routes to be more efficient with snow and ice maintenance activities.

Staff recommends the adoption of the new Winter Operations Policy to ensure that the City continues to be prepared to manage snow and ice events and maintain a safe and livable environment for all residents effectively and efficiently.

**Financial or Budget Considerations:**

Currently there are no financial or budget impacts to adopting the new policy.

**Action Requested:**

Motion to approve the attached resolution adopting the City's Winter Operations Policy. A simple majority vote is required.



City of  
**Shorewood**

# **WINTER OPERATIONS POLICY**

*Version: December, 2023*

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APPENDIX B – ROUTE ASSIGNMENTS

APPENDIX C – OPERATIONS DOCUMENTATION TEMPLATE



## A. INTRODUCTION

It is among the responsibilities of the City of Shorewood to manage snow and ice on city streets and public property under the city's jurisdiction. The purpose of this document is to set policies for how the city will fulfill this responsibility and to identify those city officials and employees who are authorized to set subordinate policies and make judgments while carrying out snow and ice management activities.

Setting policies for snow and ice management involves evaluating and weighing several considerations, including the following:

1. Public safety. The safety of those traveling by motor vehicle, on foot and by other modes of transportation is of high priority. The goal of the city is to provide for surface conditions that are safe for travel in consideration of surrounding conditions and circumstances. Also, vehicles and personnel engaged in snow and ice management activity can increase risk to the public by virtue of their presence on public ways during times when travel conditions and vision are impaired.
2. Personnel safety. City personnel incur risk by their presence on public ways while managing snow and ice. The safety of city personnel as well is of the utmost importance.
3. Cost. City funds are limited, and taxpayers require that they be spent cost-effectively. It is not possible to address all snow and ice issues simultaneously and completely. It is not practical to maintain equipment and personnel availability at a level that is sufficient for all circumstances.
4. Environment. Materials to maintain or improve surface traction contribute pollutants such as sand and chlorides to surface waters and to city stormwater basins and other facilities, which in turn can increase the cost of maintaining those facilities. It is important not to use an excess of these materials. Chloride harms fish and other freshwater aquatic life and negatively affects infrastructure, vehicles, plants, soil, pets, and wildlife, as well as impairs groundwater and drinking water supplies. Once in the water, chloride becomes a permanent pollutant and continues to accumulate in the environment over time. The data show that salt concentrations are increasing impairments to both surface waters and groundwater across the state.
5. Priority setting to optimize outcomes. Because consideration must be given to all factors, it is necessary to set priorities for snow and ice management activities. Considerations include, though are not limited to, maintenance area classification and vehicle use level, need for emergency vehicle access, areas of known safety risk, reported conditions, costs, and impact on the environment.
6. Management/professional/technical judgment. Policies and practices rest on management, professional, and technical knowledge, on prevailing weather and travel conditions and on other circumstances that operators encounter. As to important policy elements, the council cannot state a policy but instead must delegate the authority to



establish and adjust the policy to the professional judgment of appropriate city personnel.

7. Need for adaptability. Particularly with respect to effectiveness, cost and environmental consequences, snow and ice management is a realm of innovation. It is important that city policy allows for personnel to maintain awareness of developments and allow for practices to be adjusted as appropriate. The public must practice due care given the continuously changing hazards presented by natural snow and ice concerns.

The policies stated in this document, as well as any delegations of authority to set subordinate policies, rest on an assessment and balancing of these considerations. It is not possible or practicable for snow and ice to be fully removed from all surfaces or prevented from accumulating on surfaces. The city encourages and expects that city residents and other members of the traveling public will always conduct their activities mindful of conditions, hazards, and what is necessary to remain safe.

## B. SNOW AND ICE MANAGEMENT PRIORITIES

The city differentiates among maintenance areas based on a variety of factors, including traffic volume and location (e.g., school route). The established city priority is as follows:

Classification	Target Maintenance Time After Operations Commence	Level-Of-Service (LOS) Description
Priority Roads	2-5 hours	The LOS goal of the jurisdiction is to plow and/or treat driving lanes with the goal of that drive lanes are as free of snow and ice as reasonably possible in a northern climate. Drivers should take due care when driving on snow and ice surfaces, including reducing their speed.
Residential Roads, including cul-de-sacs	3-8 hours	
Parking lots, sidewalks, trails, and other surfaces for non-motorized travel	6-36 hours	

However, the city will also consider localized safety concerns, reported hazard conditions and other relevant information in adjusting priorities. The City Administrator, or delegated authority has discretion to direct the resources contained in this Policy, and those directives set by the City Administrator or delegated authority. City Administrator delegated authority directs resources and adjusts priorities during an event with due attention to the considerations listed in Section A, above. Within the policies and directives set by the City Administrator or delegated authority, operations personnel may adjust their activity as well to address safety concerns, improve effectiveness, reduce costs, and limit environmental impacts. Section A, paragraph 1, is a significant operational consideration for cities when making such adjustments.

The city is not responsible for managing snow and ice on streets, sidewalks, or other areas not within city jurisdiction.

### **C. TRAINING**

It is important that personnel involved in snow and ice management receive appropriate training to inform their operational capacities and the judgment that they must exercise in performing their responsibilities. The Public Works Director is delegated the authority to determine and provide appropriate training and tasked to inform council of training funding needs during budgeting. The Administrator and Director will consider training for police, emergency response and other city personnel who may not have specific responsibilities for snow and ice management but whose awareness and coordination is important to the city's efforts.

The city will document, or require documentation of, all training that it requires or conducts.

### **D. DELEGATIONS OF AUTHORITY**

Authority with respect to snow and ice management decisions is delegated as follows:

1. City Administrator or delegated authority. The City Administrator or delegated authority will exercise general oversight of snow and ice management activities and will make recommendations to the council on staffing, purchases, and funding as a part of annual budgeting.

The Administrator or delegated authority will establish procedures for reports on snow and ice conditions from city personnel or the public to be documented and routed to appropriate city personnel so that such reports inform snow and ice management activities. Operators will consider how best respond to snow and ice management complaints, pursuant to the following city policy:

All inquiries or complaints that come to the city through any media method (i.e. phone call, email, social media, SeeClickFix, etc.) shall be routed to the Lead Field Supervisor and/or the Public Works Director. Outside of normal business hours, all emergency inquiries or complaints shall be routed to the Streets On-Call staff at (952)292-2968.

The Administrator or delegated authority may enter into contracts or service agreements for snow and ice management services or may recommend such contracts or service agreements to the council, in accordance with city policy. All contracts will provide the following:

- a. All personnel performing the contract on behalf of the contracting party are trained to MPCA's Smart Salting Level 1 certification, and the performer of the contract is responsible for managing the training of these personnel.



- b. The contracting party will perform the work in accordance with all applicable city policies and directives, copies of which will be provided to the contracting party.
  - c. The contracting party will be insured for general and automotive liability to the same limits and under the same standard conditions as in other city contracts and service agreements, or to such other limits and under such other conditions as the city Attorney may advise.
  - d. The contracting party will perform all work with due care and will indemnify the city and hold it harmless for its negligent and willful acts and omissions.
2. Public Works Director or delegated authority. The Public Works Director or delegated authority is authorized to establish subordinate policies and directives with respect to the following:
- a. Adjustments to snow and ice management priorities as indicated in Section B, above.
  - b. The Administrator or delegated authority will exercise responsibility with respect to personnel training as indicated in Section C, above.
  - c. Protocols and directives concerning the initiation and cessation of snow and ice management activities. Cessation protocols and directives will consider conditions that endanger employee or equipment safety, or that cause management activities to be ineffective.
  - d. Protocols and practices for snow plowing and other operations, including snow storage. In determining snow storage locations and conditions, the Director or delegated authority will consider the debris and pollutant load held within stored snow and the potential water pollution impact of snowmelt within surface runoff.
  - e. Protocols for application of salt, sand, and other means to preserve/reestablish traction. The Director or delegated authority will consider safety, environmental, and cost concerns, will maintain city awareness of best practices and innovations, and in his or her judgment will adjust protocols in accordance with such practices and innovations.

In making the judgments underlying these actions, the Public Works Director or delegated authority will give due attention to the considerations listed in Section A, above. The Public Works Director or delegated authority should consider providing for awareness of best practices, including those contained in the [Winter Parking Lot and Sidewalk Maintenance Manual](#) (MPCA, 2022) and the [Minnesota Snow and Ice Control Field Handbook for Snowplow Operators](#) (Minnesota Department of Transportation and Minnesota Local Road Research Board, 2022), as they may be updated, and to provide for incorporation of best practices as appropriate.

Until such time as applicable policies and directives are established, the Public Works Director or delegated authority will direct operations in his or her best judgment and with attention to the considerations listed in Section A, above.

3. Operators. City personnel engaged in snow and ice management operations are authorized to adjust activities in accordance with Section B, above. Such personnel, in their judgment, also may adjust plowing and other operational methods and may implement hazard warnings, consistent with the policies and directives set by the Public Works Director or delegated authority. Operators are to use professional judgment and discretion to determine the best course of action to complete snow and ice management responsibilities under the circumstances, considering public and driver safety.

## **E. OPERATIONAL FRAMEWORK**

1. Documentation. The city and its operators will document control practices and decisions and keep written or printed records of application and other decisions in carrying out this Policy. A storm record will be completed by the city for each storm event and should include operating times, weather conditions, material used, and personnel and equipment resources committed. See Appendix C for documentation template.
2. Emergency Situations. The city will dispatch operators and equipment as soon as possible to the routes required by emergency vehicles—fire, medical, police—responding to an emergency situation within the jurisdiction of the city, Fire Department, or Police Department.

The city will plow private property only if emergency vehicles require access.

3. Damage to Personal Property. The city will consider for repair or replacement at city expense property that is (1) properly installed, (2) permitted by city ordinance to be located adjacent to the street, and (3) damaged by contact with city equipment. The city will not repair or replace damaged trees, shrubs, or landscaping.
4. Deviation from Policy. If a person with delegated authority determines deviation from this Policy to be in the best interest of the city, or that a change is needed, the deviation will be documented. Documentation includes identifying: the cause, why the response was necessary, and how long the deviation will be in effect.
5. Review and Modification of Policy. The City will review the policy and modify as needed on an annual basis prior to each winter season.

## **F. ASSUMING RESPONSIBILITY FOR PRIVATE ROADWAYS, PARKING AREAS, SIDEWALKS, AND TRAILS**

The city is not responsible for snow and ice management on any roadway or parking area not owned by or dedicated to the city, except as may be provided in a legally binding, written acceptance of that responsibility in the context of a development approval or otherwise.



The city does not have maintenance responsibility on the following private streets. The city may, at its discretion, provide emergency services to private streets, such as snow removal. However, the city is not obligated to provide these services.

- Eureka Way
- Pondview Drive
- Ridge Point Circle
- Galpin Lane
- Island View Road
- Gideons Lane
- Lagoon Drive
- Carrie Lane
- Tiffany Lane
- Ridge Road
- Strawberry Circle
- Christmas Lake Point
- Sussex Place
- Kensington Gate
- Devonshire Circle
- Regents Walk
- Spencer Lane
- ½ of Bayswater Road
- Spring Circle
- St Albans Bay Circle
- Barrington Way

## G. COORDINATION WITH OTHER JURISDICTIONS

The table below lists the facility and the jurisdiction responsible.

Maintenance Area	Responsibility	Telephone No.
Truck Highway 7	MnDOT	
County Road 19 – Oak St/Smithtown Rd/ Manitou Rd	Hennepin County	
County Road 82 – Mill St	Hennepin County	
Vine Hill Road – East side	City of Minnetonka	
Minnetonka Blvd – North Side	City of Deephaven	
Minnetonka Blvd – West Side	City of Greenwood	

The city will coordinate with neighboring or regional jurisdictions as warranted to realize better management outcomes, cost savings or environmental benefits.

### No Rights Created

This policy is for internal use only to specify the policies and distribution of authority for snow and ice management. The policy is for the benefit of serving the public and not for the benefit of any individual or specific group of individuals. It is not intended to and does not create any right or expectation in any third party. The City Council may amend this policy or make exceptions to it as it deems appropriate.

### Disclaimer

The city will begin snow and ice management as soon as reasonably possible. Cold, wind, visibility, equipment failure or disability, rapid snow and ice accumulation, and/or other unforeseen conditions or emergencies may prevent safe or effective management and cause delays in management operations.

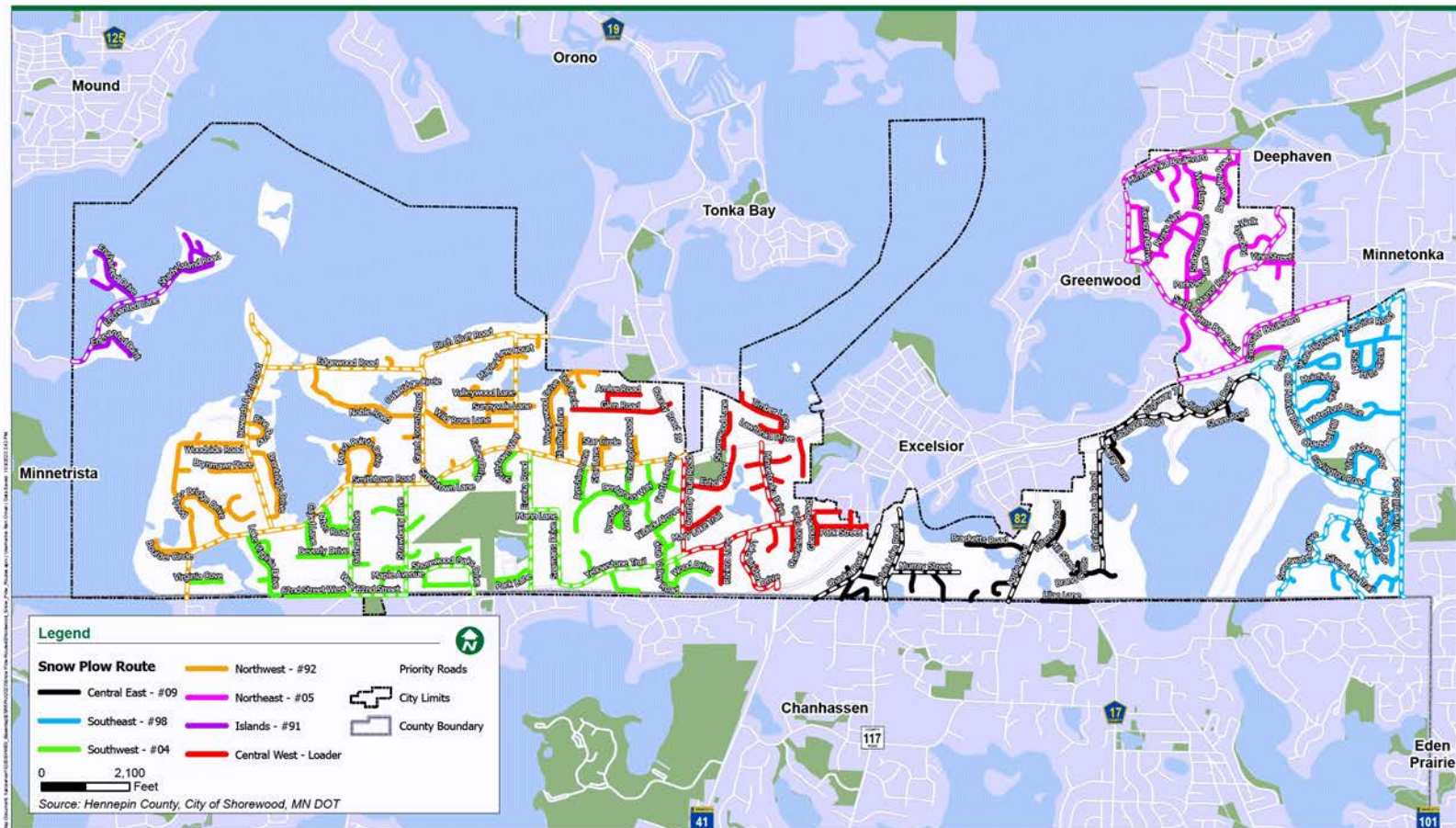
### **Distribution**

This policy will be distributed to the following:

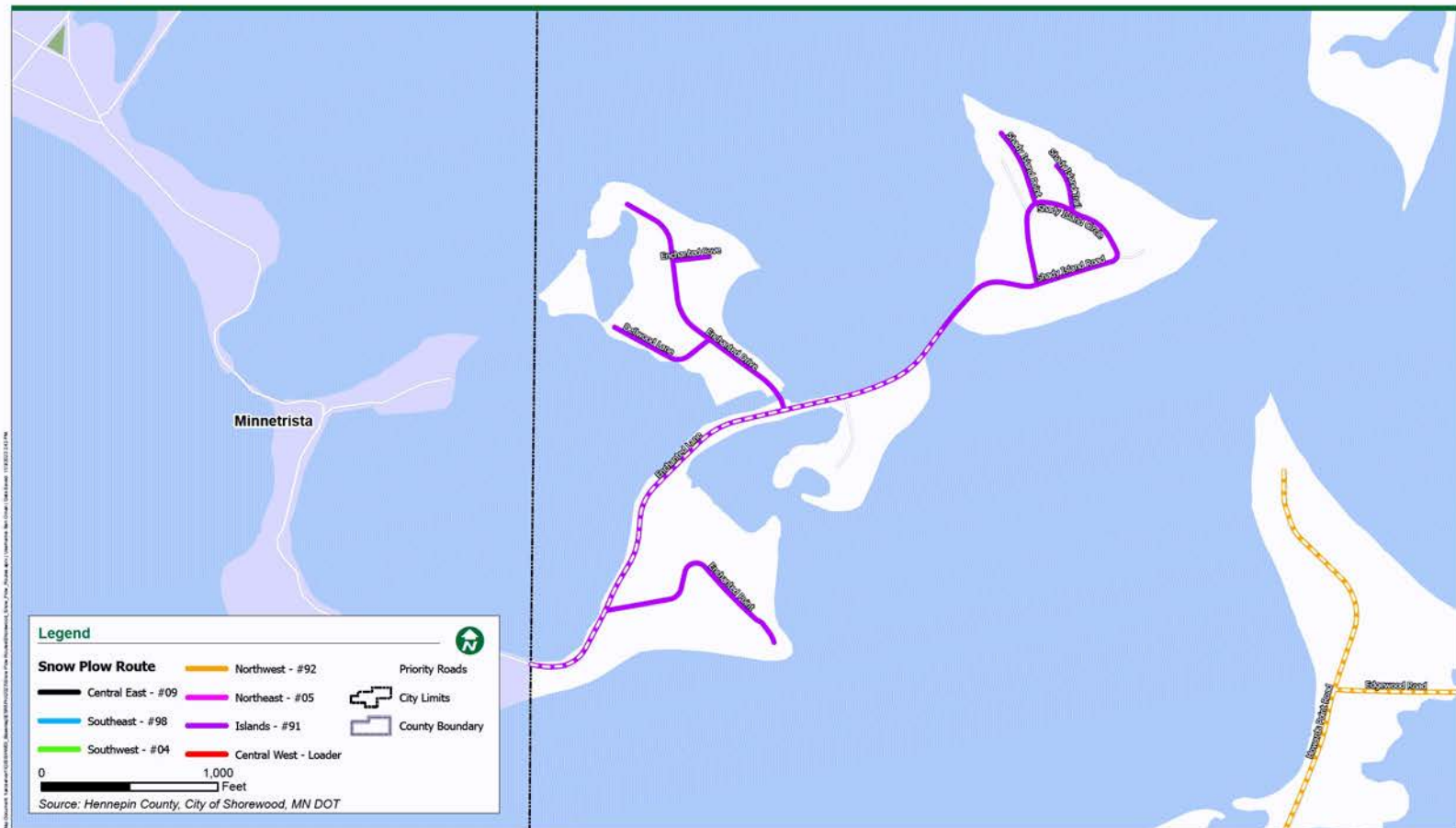
- Mayor and Council
- City administrator
- City attorney
- Public works staff
- City's website

# **APPENDIX A**

## **ROUTE MAPS**



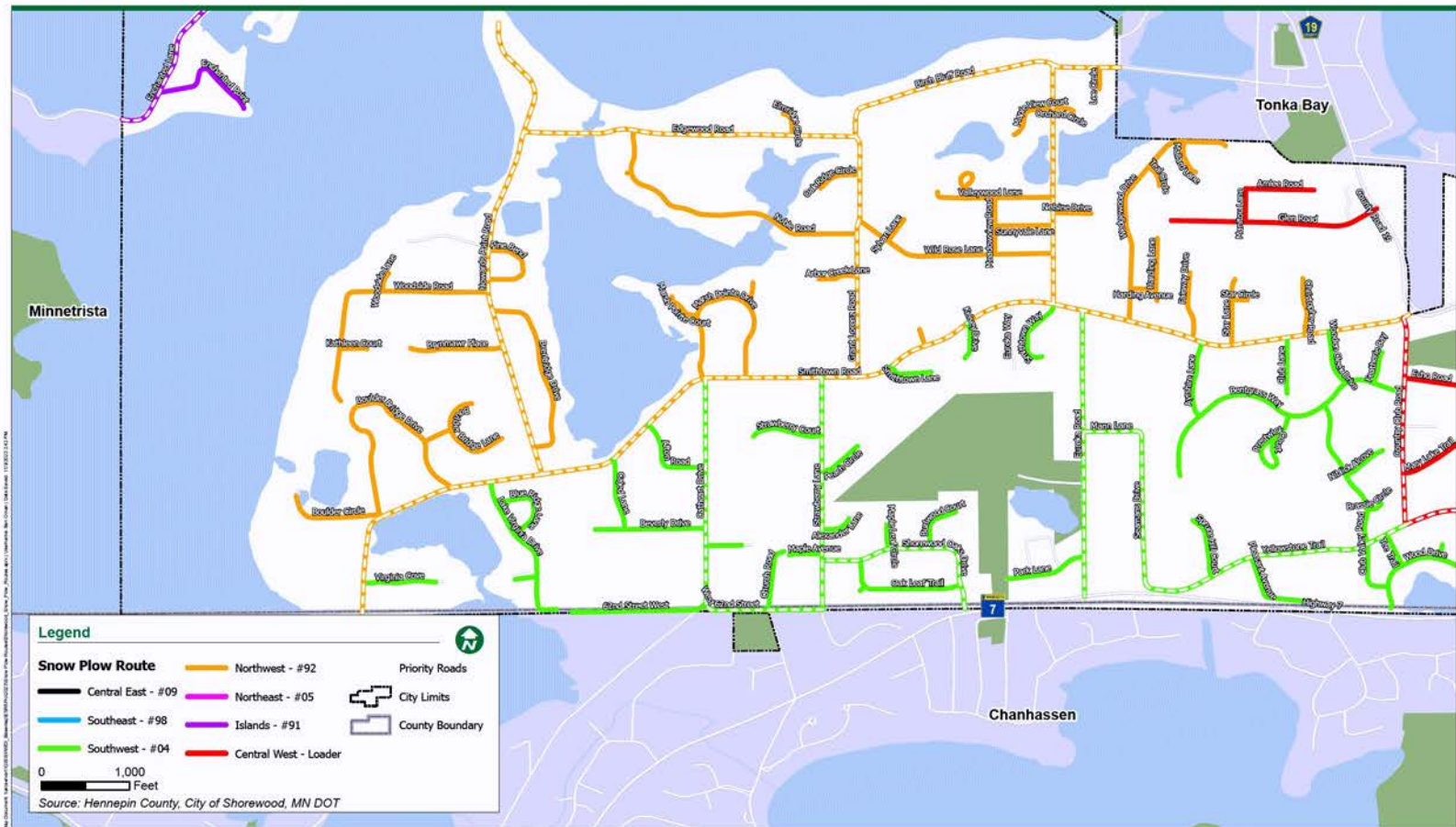






Snow Plow Routes  
City of Shorewood

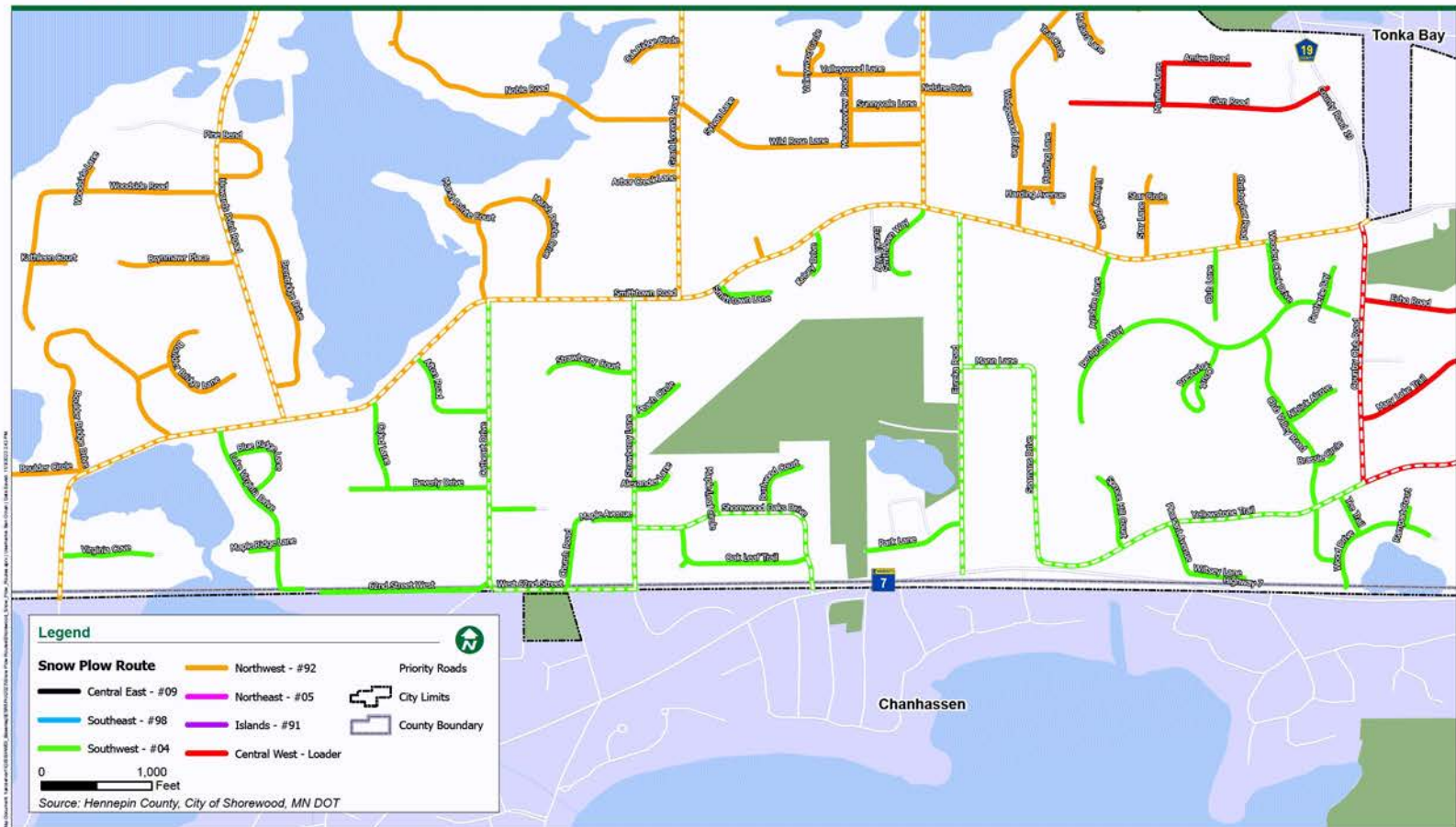
Northwest Plow Route  
November 2023





Snow Plow Routes  
City of Shorewood

Southwest Plow Route  
November 2023





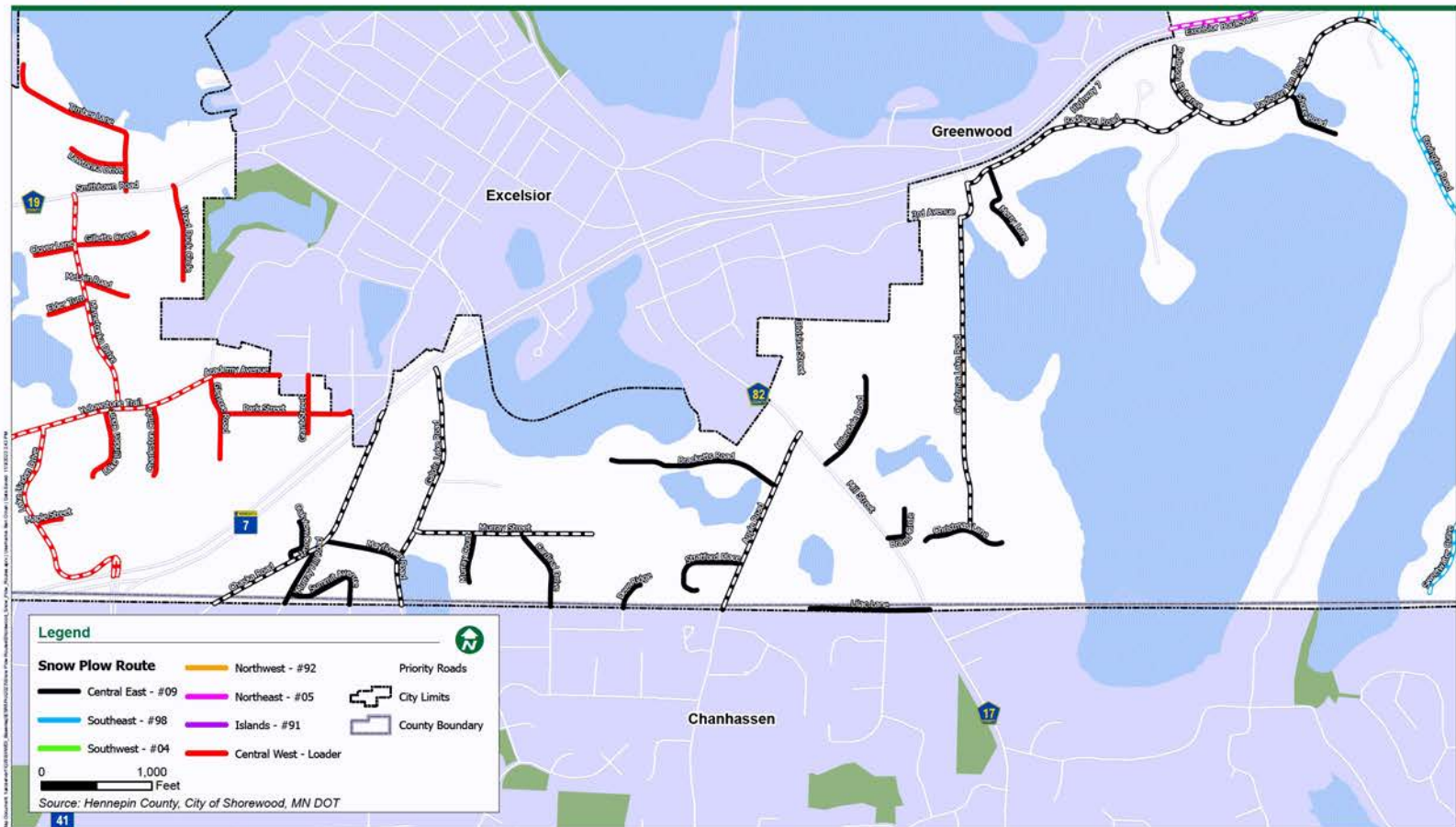


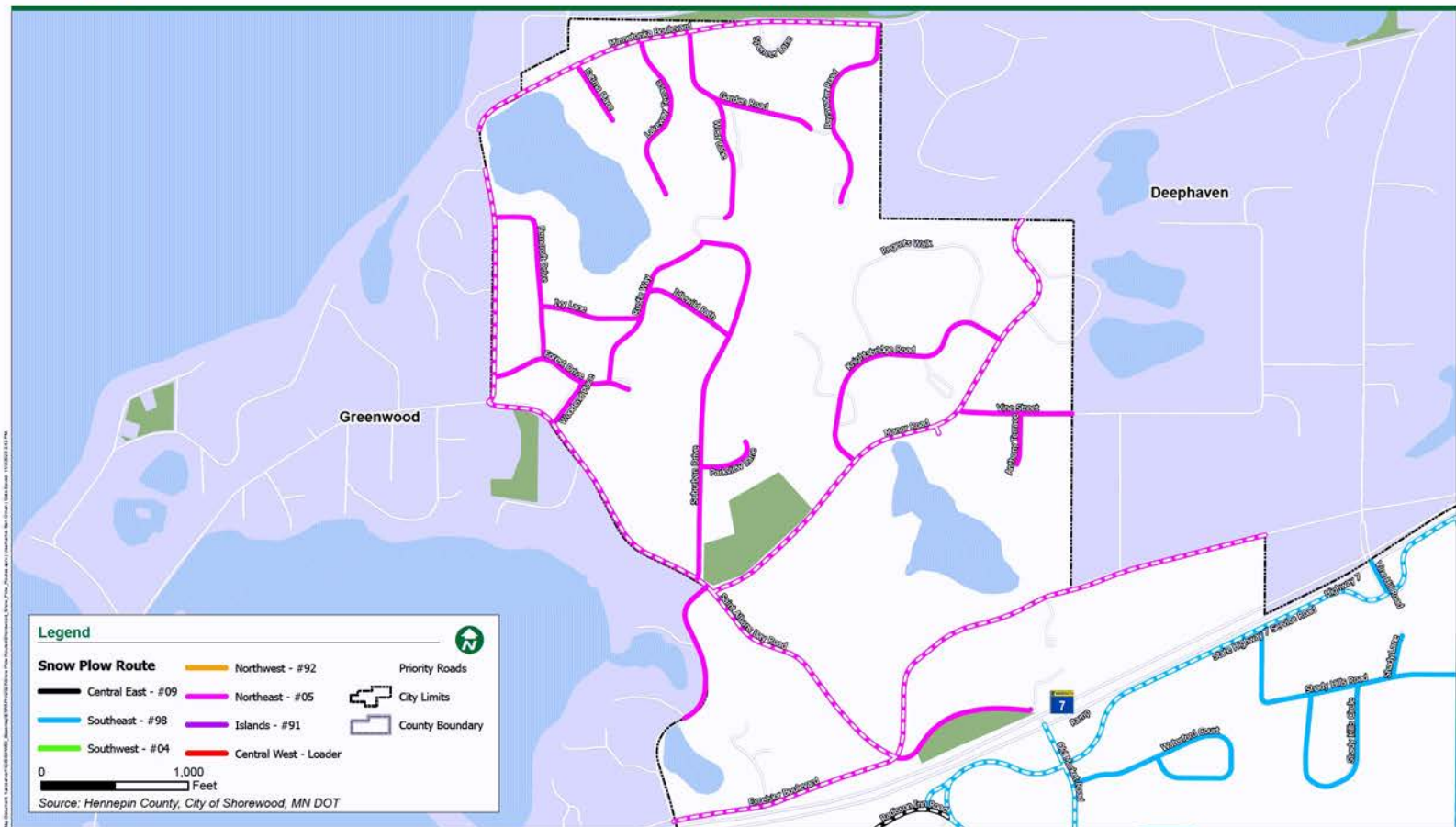
Snow Plow Routes  
City of Shorewood

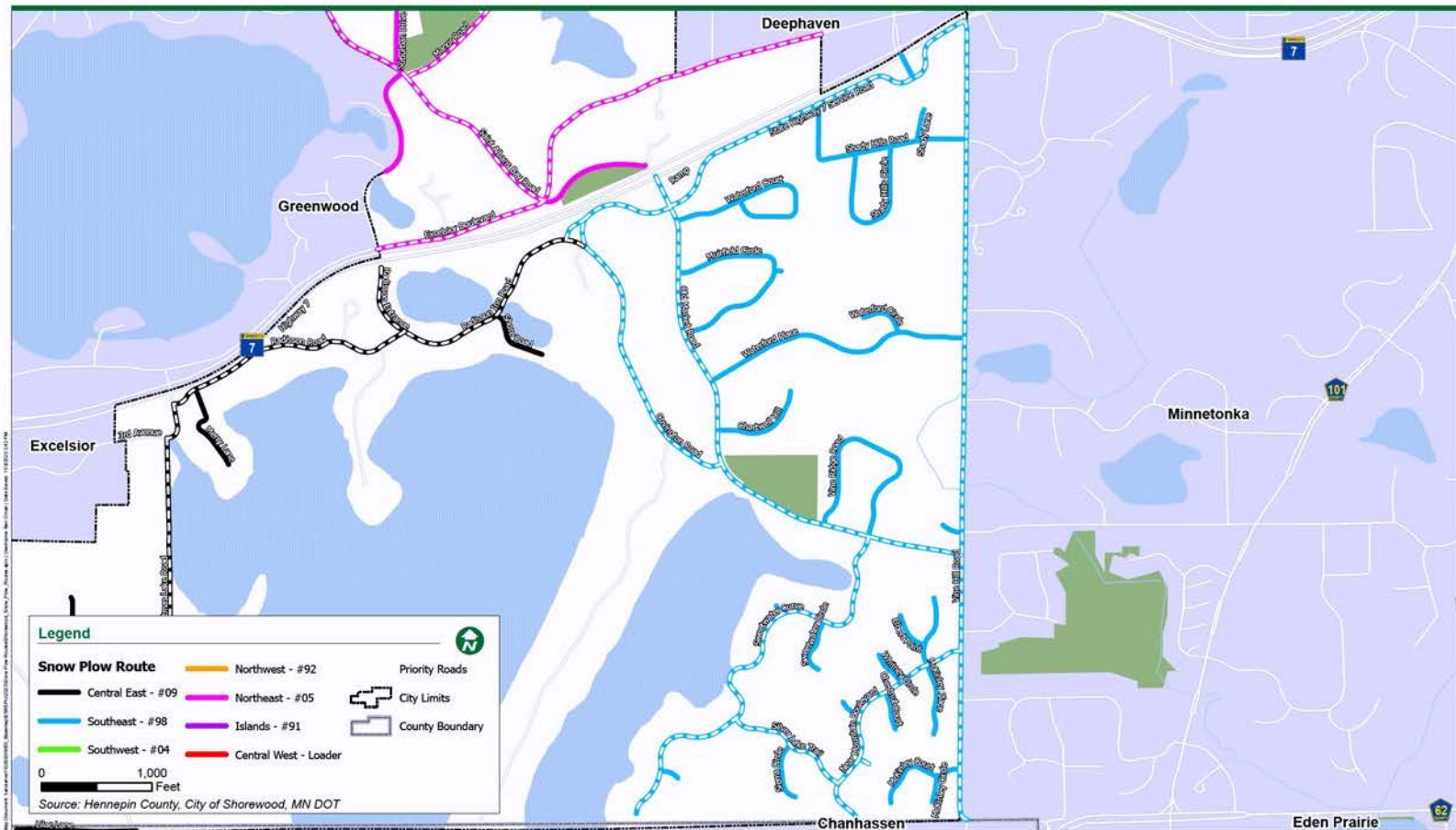
Central West Plow Route  
November 2023



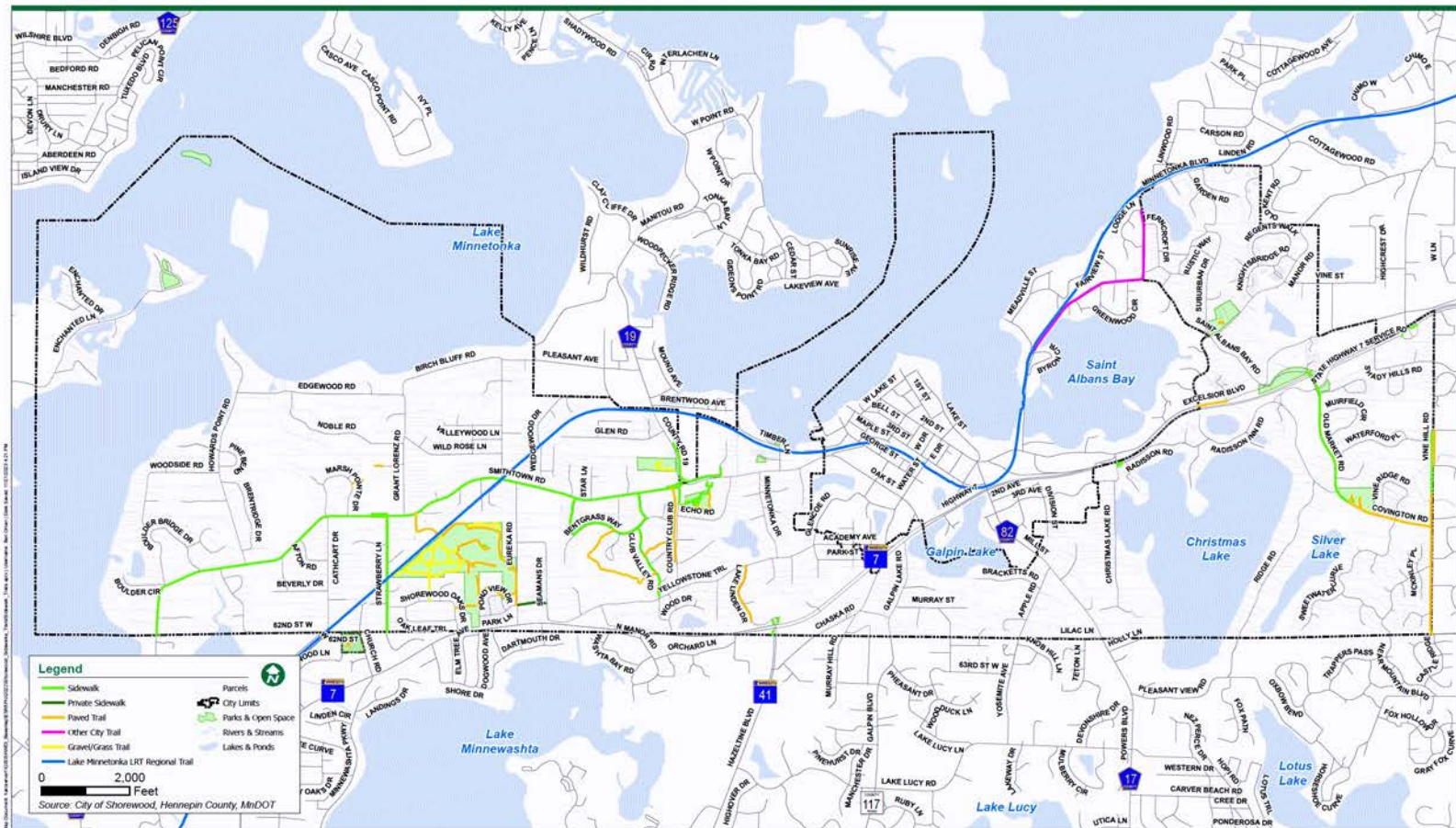












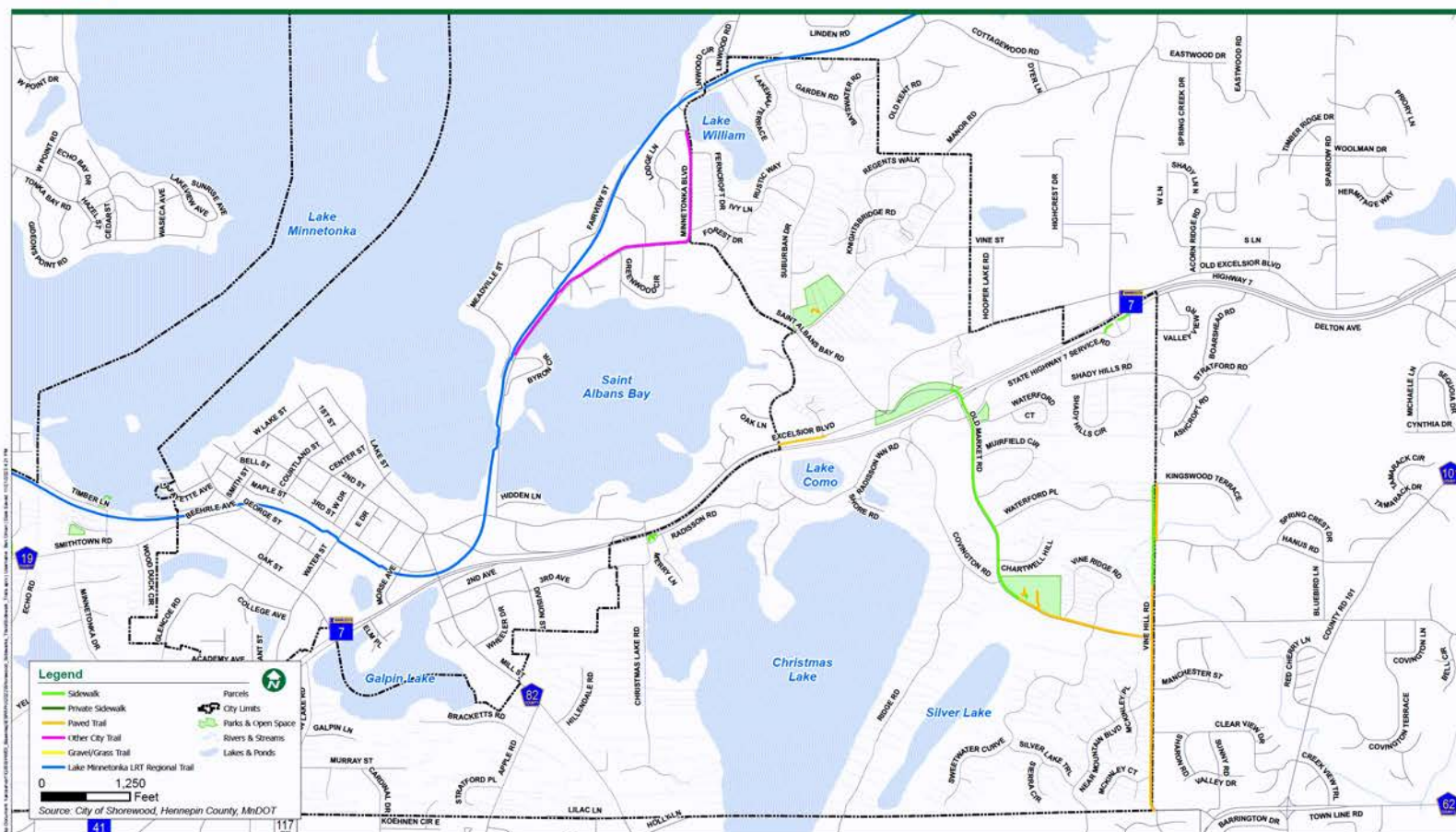






## Winter Maintenance - East

### November 2023



# **APPENDIX B**

## **ROUTE ASSIGNMENTS**

## **2023/2024 ROUTE ASSIGNMENTS**

North-West .....	Luke Weber, LEO-Utility, CDL-A
South-West .....	Matt Vanlith, LEO, CDL-A
Central-West .....	Tim Kosek, LEO-Utility, CDL-A
Central-East .....	Rob Hanson, LEO-Utility, CDL-A
North-East.....	Jeremy Moe, LEO-Utility, CDL-A
South-East.....	Chris Pratley, LEO, CDL-A
Islands.....	Bruce Stark, LEO-Utility, CDL-A
Trails/Sidewalks/Parking Lots .....	Ryan Brant, LEO, CDL-A Todd Roden, LEO, CDL-A
Reserve Staff .....	Chris Heitz, Lead Field Supervisor, CDL-A Andy Eslinger, Street Inspector, CDL-A Matt Morreim, PW Director



# **APPENDIX C**

## **OPERATIONS DOCUMENTATION TEMPLATE**

# SHOREWOOD WINTER OPERATIONS

2023-2024 WINTER SEASON

EVENT DATE	to					
<b>FORECAST</b>						
	----- Prior to event -----				EVENT	
	3-days	2 days	24-hrs	12-hrs	<6 hrs	ACTUALS
Forecast Date						
Forecast Time						
Temp (°F) - max						
- min						
Pavement Temp. (°F)						
Wind (mi/hr)						
Direction						
Dewpoint (°F)						
Precip Chance						X
Type						
Liquid (in)						
Snow (in)						
Rate (in/hr)	X					
Start date						
Start time						
Duration (hrs)						
Notes:						
<b>OPERATIONS</b>						
<b>Anti-icing:</b>						
	Yes/No	Application Rate (gal/mi)		Brine Type		
Amount (%)						
	Priority Routes	Hills/Curves	Islands	TOTAL (gallons)		
Notes:						
	Operation		Date		Begin	End
	Type of Material		Application Rate (lb/mi)	Material Used (tons)	# of Salters	# of Plow Trucks
Notes:						
	Operation		Date		Begin	End
	Type of Material		Application Rate (lb/mi)	Material Used (tons)	# of Salters	# of Plow Trucks
Notes:						

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

**RESOLUTION 23-124**

**A RESOLUTION FOR ADOPTING WINTER OPERATION POLICY**

**WHEREAS**, the City of Shorewood is committed to ensuring the safety and well-being of its residents during the winter season; and

**WHEREAS**, the City of Shorewood needs a winter operations policy to adequately meet the needs of our community; and

**WHEREAS**, City staff has conducted a comprehensive review of best practices and current practices and developed a new winter operations policy designed to improve the safety and efficiency of snow and ice removal, minimize disruptions to traffic and business, and reduce the environmental impact of winter operations.

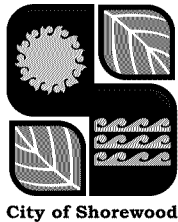
**NOW THEREFORE, BE IT RESOLVED:** by the City Council of the City of Shorewood hereby approve the resolution to adopt the Winter Operations Policy.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 11<sup>th</sup> day of December 2023.

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

**Attest:**

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



## City Council Meeting Item

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**Title/Subject:** Approve Seasonal Warming House Attendant Hires  
**Meeting Date:** December 11, 2023  
**Prepared by:** Sandie Thone, City Clerk/Human Resources Director  
**Reviewed by:** Janelle Crossfield/Park and Recreation Director  
Marc Nevinski, City Administrator  
**Attachments:** None

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### Background

The city most recently recruited candidates for Seasonal Warming House Attendant positions for the winter skating season at Cathcart and Manor parks. Thanks in part to the Council approving our new NEOGOV Insight recruiting software, the City received 133 hits on the position which was posted on October 27, 2023. The posting was closed on Monday, November 27<sup>th</sup>, after receiving six very good applicants for the position, a number that we have not met in many years. Interviews were held with five candidates for the seasonal positions on Monday, November 27 and Monday, December 4, 2023. As a result of those interviews, staff is recommending conditional approval upon receiving successful background checks, for the following:

Gage Jackson  
Noah Rajala  
Sidney Whiteside

Gavin Whiteside  
Braeden Pruitt

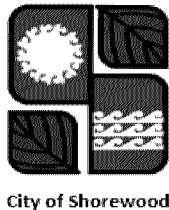
These employees, if approved, will work in the capacity as seasonal Warming House Attendants working schedules of 12-15 hours per week and not to exceed 20 hours per week. The position is classified as a seasonal position on Grade 1 of the city's compensation schedule with a range of \$13.23 to \$19.84 per hour. The position is non-exempt and does not qualify for benefits except for earned safe and sick time (ESST) beginning January 1, 2024. The above candidates were conditionally offered a starting wage of \$15.43 per hour which is Step C on the compensation schedule.

### Financial Considerations

These positions are included in the 2024 budget under the Park and Recreation personnel budget.

### Action Requested

Staff recommend the city council approve the Seasonal Warming House Attendant hires as presented and upon receiving successful background investigations. Motion, second and simple majority vote required.



## City Council Meeting Item

**Title/Subject:** Approve Quotes AV Equipment for SCEC  
**Meeting Date:** December 11, 2023  
**Prepared by:** Janelle Crossfield, Parks and Recreation Director  
**Reviewed by:** Marc Nevinski, City Administrator  
**Attachments:** Updated Quote for Mobile AV Cart, Projector and Screen

Item  
21

### Background

City Council reviewed a quote for a mobile AV cart, projector and screen at the November 27, 2023 meeting. Council discussed that the Shorewood Community and Event Center could better meet the needs of renters and users of the facility with the purchases of proposed equipment. However, there was concern about the price of two items, the display and the rally bar, as well as a conversation regarding the need for hiring out the assembly, install, testing and training. Council directed staff to determine if lower pricing could be identified and offered assistance in assembly, installation, and training.

### Equipment Pricing

Staff researched the pricing and availability of the rally bar and display. The display was found at a price of \$1733 and a sale price \$1595 at two different stores compared to the originally quoted price of \$1878.05. If approved staff will purchase from one of these two stores, whichever has the lower price at the time of purchase.

The rally bar was originally quoted for \$3600, staff was able to find the same product on sale through an online vendor for \$3370 at the time of research with two left in stock. Due to the time that passes between research, potential approval from City Council and the time of purchase staff was not confident in the availability of the rally bar or sale price remaining. Staff requested the vendor come down in price and they agreed to lower their price to \$3496, a savings of \$104.

The original quote for these two items totaled \$5478.05. If approved and depending on which store has the lower price for the display at the time of purchase, the total savings is expected to range between \$249 and \$387. Given variability in the retail market, staff request Council authorize the purchase of a display and rally bar in an amount not to exceed the original quote of \$5478, plus any tax or fees.

### Professional Services and Administrative Fees

By completing the assembly, installation, testing and training in house there the professional services and administrative fees were removed resulting in a savings of \$3546.24.

### Mobile AV Cart without Display (purchased separately), Projector and Screen

Item Number	Item Description	Qty	Unit Price	Extended Price
CHILPE1U	CART, ELECTRIC HEIGHT ADJUSTABLE L - US	1	\$1,687.06	\$1,687.06
CHIPAC870	SHELF, LARGE ELEC HEIGHT-ADJ	1	\$123.73	\$123.73
LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	1	\$161.15	\$161.15
PANPTVX610U	PROJECTOR, XGA 5500 LUMENS 11LB LCD 16000:1 CONTRAST	1	\$1,246.73	\$1,246.73
DAL38322	SCREEN SURFACE, 77" X 120" FAST FOLD DELUXE DMBBF	1	\$613.90	\$613.90
LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	1	\$3,496.00	\$3,496.00

**Total: 7328.57**

### Benefit of Updated AV Equipment

The 2023 Capital Improvement Plan (CIP) for SCEC has an amount of \$10,000 for painting and \$10,000 for a remodel of the Activity Room. After prioritizing building needs, staff recommends foregoing these projects and instead investing in A/V equipment to better suit the needs of building users.

Usage of the Shorewood Community and Event Center for rentals, educational programs and community meetings have been limited by the existing AV equipment. Staff worked with three different vendors to discuss solutions to this challenge. Options for upgrading each individual room were initially reviewed. However, in talks of budget, the frequency of multiple rooms needing special AV at the same time and the number of attendees for the average rental resulted in exploring the option of a mobile AV cart. This AV cart could be utilized in any room, even with the rooms divided and both sides being occupied and features a 75" display as well as teleconferencing capabilities. This mobile AV cart solution would be available to renters with a modest additional fee.

The mobile AV cart includes a LCD, 75" 4K/UHD display, a conferencing webcam, rally bar all-in-one video bar, mounting bracket, electric height adjustable cart (to get through doorways) and a shelf for setting your laptop or other device on.

While the mobile AV cart will be a great solution for the majority there are still times when users of the full banquet room or full activity room could benefit from a larger screen and brighter projector. When the room is being used for presentations and educational purposes the text on the screen is small and challenging to read. Additionally, there is light bleed through the shades that the projector is not bright enough to compensate for, plus minimal lights are kept on for attendees to be able to see, take notes, move around the room, etc. The existing projector is 280 lumens, a mid-size room daytime use recommendation is 5000 lumens. Renters have expressed disappointment in the quality of our projector and screen when reserving the

room for educational conferences and seminars. They also had a hard time hearing the presenters, affordable solutions to the banquet room sound system are being researched and will be presented in future budget/long-term planning meetings.

Staff recommends the purchase of the mobile AV cart, a 75" commercial display, a 77x120" portable screen and a 5500 Lumen projector for the Shorewood Community and Event Center. The purchase of these items will help to attract and keep more rentals and provide recurring renters with a standard level of service that is common with community center rentals.

#### **Financial or Budget Considerations**

The 2023 Capital Improvement Plan (CIP) for SCEC has an amount of \$10,000 for painting and \$10,000 for a remodel of the Activity Room. After prioritizing building needs, staff recommends foregoing these projects and instead investing in A/V equipment to better suit the needs of building users.

#### **Action Requested:**

Motion to approve the reallocation of 2023 CIP fund for the purchase of 1) a mobile AV cart and a 75" commercial display in an amount not to exceed \$5478, plus taxes or fees, and 2) a projector and screen in the amount of \$7328.57, plus taxes or fees. Simple majority vote required.



## Quotation # 905390

Please indicate above number with order.  
This quote is valid for a period of 30 days.

Amanda Laraia  
6301 Benjamin Road  
Suite 101  
Tampa, FL 33634  
Amanda.Laraia@avispl.com  
Tel: 813-940-8239  
Fax: (813) 882-9508

To: Janelle Crossfield Crossfield  
Company: City Of Shorewood  
Address: 5735 Country Club Road  
Excelsior, MN 55331-8926  
USA

Date: 12/5/2023  
Phone: 952.960.7925  
Fax:  
Email: jcrossfield@ci.shorewood.mn.us

### Purchase orders should be addressed to AVI-SPL LLC

Item Number	Item Description	Qty	Unit Price	Extended Price
CHILPE1U	CART, ELECTRIC HEIGHT ADJUSTABLE L - US	1	\$1,687.06	\$1,687.06
CHIPAC870	SHELF, LARGE ELEC HEIGHT-ADJ	1	\$123.73	\$123.73
LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	1	\$161.15	\$161.15
PANPTVX610U	PROJECTOR, XGA 5500 LUMENS 11LB LCD 16000:1 CONTRAST	1	\$1,246.73	\$1,246.73
DAL38322	SCREEN SURFACE, 77" X 120" FAST FOLD DELUXE DMBBF	1	\$613.90	\$613.90
LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	1	\$3,496.00	\$3,496.00
CONTRACT #: STD				
FREE GROUND SHIPPING				
			Total	\$7,328.57

Please note that any taxes referenced on this quote are provided as an estimate only. Actual taxes due, including but not limited to taxes on freight, will be calculated and shown on the actual invoice. Any sales tax exemption or resale certificates should be provided to us upon the acceptance of our quote.



# General Terms and Conditions

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## 1. Applicability of Terms

These General Terms and Conditions (the “Terms and Conditions”) are the only terms which govern the sale of the equipment and any related software (“Products”) contained in the accompanying audiovisual solutions proposal or quote (the “Proposal”) by AVI-SPL LLC (“Seller”) to the buyer/customer identified in the Proposal (“Buyer”).

The Terms and Conditions and the Proposal (collectively, the “Agreement”) comprise the entire agreement between the parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. In the event of a conflict between these General Terms and Conditions and a valid Customer Care Service Agreement applicable to the Products that are the subject of the Proposal, the Customer Care Service Agreement shall prevail. In the event of a conflict between these General Terms and Conditions and an addendum attached hereto, the addendum shall prevail. In the event of a conflict between these General Terms and Conditions and any of the other documents constituting the Agreement, these General Terms and Conditions shall prevail unless expressly provided otherwise herein. Notwithstanding anything herein to the contrary, if a master services agreement signed by both parties is in effect covering the sale of the Products that are the subject of the Proposal, the terms and conditions of said agreement shall prevail to the extent they are inconsistent with these Terms and Conditions.

## 2. Acceptance of Terms

This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this section and the earlier of Seller’s confirmation in writing of Buyer’s order and Seller’s performance under the applicable Proposal. Buyer’s signed acceptance of the Proposal, issuance of order against the Proposal, payment for any of the Products contained in the Proposal, or receipt of the Products contained in the Proposal, whichever occurs first, shall constitute Buyer’s acceptance of this Agreement. Any modification, addition to, or waiver of any of this Agreement shall not be effective unless in writing and signed by an authorized representative of Seller, and any different or conflicting terms appearing in Buyer’s purchase order or other documents are expressly rejected by Seller. No relaxation, forbearance or indulgence by Seller in enforcing any of the terms and conditions of this Agreement or the granting of any time to any other party shall prejudice or restrict the rights and powers of Seller hereunder, nor shall waiver of any breach hereof operate as a waiver of any subsequent or continuing breach hereof.

## 3. Delivery

Seller will use its best efforts to deliver the Products in accordance with the Buyer requested delivery date, subject to receipt of all necessary information from Buyer. Shipping dates are approximate only, and Seller shall not be liable for failures of or delays in manufacture, delivery or installation resulting from any cause or causes beyond its reasonable control and without its fault or negligence. Any delay due to causes beyond Seller’s reasonable control and without Seller’s fault or negligence shall extend delivery dates to the extent caused thereby. Seller will use reasonable efforts to timely notify Buyer in the event of a delay. Buyer shall reimburse the Seller its reasonable additional expenses resulting from any Buyer-caused delay. When delivery of the Products is delayed at the request of the Buyer and the Products have already been shipped by Seller’s vendor, Seller will place the Products in storage and invoice Buyer the price of such Products, which will be promptly paid. Seller shall not be liable, and the Buyer shall have no right to cancel or rescind this

Agreement, in the event of any delay due to causes beyond Seller’s reasonable control and without Seller’s fault or negligence, and Buyer shall accept such delayed performance by Seller. The Buyer’s receipt of the Products shall constitute a waiver of any claims for delay.

## 4. Payment Terms

Unless otherwise agreed in writing by Buyer and Seller, the total Proposal price shall be billed as follows, subject to continuing credit approval: 100% at time of order, payable net 30 from Buyer’s receipt of invoice. Unless otherwise specified, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Seller shall not be liable for failures of or delays in manufacture or delivery resulting from any cause or causes beyond its reasonable control.

## 5. Buyer in Arrears or Default

In the event Buyer is in arrears with any payment due from it to Seller at any time, whether in respect of the Proposal price or any other amount due from the Buyer to the Seller under the terms of this Agreement, the amount in arrears shall bear interest at the rate of 1.5% per month or the maximum rate permitted by applicable law, whichever is less, as from the date each amount falls due, pending actual payment thereof in full, without prejudice to any relief or remedy available to Seller. Upon notice to Buyer and without waiving any other rights or remedies to which it may be entitled, Seller shall have the right to suspend or terminate delivery of the Products until payment of the amount in arrears is received, decide not to fulfill additional orders from Buyer and/or seek collection of all amounts due. Seller shall have no liability to Buyer for any such suspension or termination. In the event of any action by Seller to collect any amount not paid when due, Buyer will reimburse Seller for its costs of collection (including, without limitation, any reasonable attorneys’ fees). In the event of Buyer’s default, Seller may also, without notice, peaceably enter any premises in which the Products are located and remove, hold and sell them in accordance with applicable law, to satisfy in whole or in part Buyer’s obligations.

## 6. Title, Risk of Loss

Title and risk of loss or damage to the Products shall pass to Buyer upon delivery, subject to the manufacturer’s software license (if applicable) and a purchase money security interest retained by Seller in the Products sold and the proceeds thereof until payment of all amounts then due to Seller. Buyer agrees to cooperate with Company in the execution and filing of financing statements under the Uniform Commercial Code or other documents as Seller reasonably requests to protect its security interest. Risk of loss or damage to the Products or any part thereof shall pass to the Buyer upon delivery.

## 7. Installation and Site Preparation

Except as expressly provided otherwise in this Agreement, Seller shall not be responsible for any installation or other services relating to the Products. Buyer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required in connection with the installation and/or use of the Products and the premises where the Products shall be situated.

## 8a. Limited Warranty

Seller warrants that the Products will be free from defects in materials and workmanship for a period of ninety (90) days from delivery or, with respect to

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Products manufactured by a third party, such longer period of time (if any) provided by such manufacturer. Seller shall not be liable for nor have any warranty obligations with respect to Products that are in any way misused, altered and/or repaired by someone other than a representative of the Seller which, within the sole, reasonable judgment of the Seller, results in an adverse effect, including effects upon performance or reliability of the Products.

#### **8b. Warranty Claims**

In order to make a claim under the limited warranty provided herein, Buyer shall promptly notify Seller in writing and Seller will, subject to the applicable manufacturer's warranty policy, repair or replace such defective Product at no cost to Buyer. Seller will attempt to reply to warranty claims received from Buyer prior to 1:00 p.m. within forty-eight hours. Normal working hours are 8 a.m. to 5 p.m., Monday through Friday, excluding legal holidays. Buyer shall reasonably and promptly cooperate with Seller's request for information regarding the claim and with return of the defective Product if required.

#### **8c. Warranty Limitations and Disclaimers**

Except as otherwise specified in this Agreement, no warranty whatsoever is provided by the Seller hereunder as to Products manufactured by anyone other than the Seller, including but not limited to, cables, lamps, batteries, glassware, and evacuated devices (including valve, cathode ray tubes, and other special electron tubes). Seller's sole obligation with respect to Products manufactured by someone other than Seller shall be to pass through the applicable warranties, if any, provided by the manufacturer. THE WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, IMPLIED OR STATUTORY. NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE SHALL APPLY.

#### **9. Buyer Responsibilities**

Buyer shall (i) notify Seller as soon as any unusual operating peculiarity appears, and (ii) operate the Products in a safe and competent manner in strict compliance with established safety operating procedures and applicable laws and government regulations. In the event the Buyer or any user of the Products fails to comply with any of the above-stated conditions, Seller's warranties and its obligations hereunder shall terminate without notice to Buyer.

#### **10. Limitation of Liability and Exclusion of Damages**

IN NO EVENT WILL EITHER PARTY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR INDIRECT DAMAGES, LOST BUSINESS PROFITS, OR LOSS, DAMAGE OR DESTRUCTION OF DATA, ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT AND THE RELATIONSHIP AND/OR DEALINGS BETWEEN BUYER AND COMPANY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED AS TO THE POSSIBILITY OF SAME. SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED THE PURCHASE PRICE OF THE PRODUCT(S) GIVING RISE TO THE CLAIM. THE PRECEDING LIMITATION WILL APPLY WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY.

THE ABOVE LIMITATION SHALL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

#### **11. Taxes**

Any and all taxes levied or based on the prices in this Agreement, or the Products being sold hereunder, exclusive of any taxes based on net income, shall be added to the purchase prices set forth in the Proposal, except to the extent the Buyer provides the Seller with a valid tax exempt certificate approved by Seller. The Buyer understands and agrees that in order for purchases from Seller to qualify for an exemption from sales tax that Buyer may be required by law to pay Seller using a credit, debit or purchasing card that is issued to the exempt

organization or government entity and that is payable from funds of the exempt organization or government entity and that is not a personal credit or debit card. Buyer agrees to comply with any and all such requirements and to provide documentation acceptable to Seller of Buyer's compliance with such requirements if so requested by Seller. Buyer agrees to indemnify and hold harmless Seller for any and all claims if Buyer uses a credit or debit card that does not satisfy the applicable requirements for exemption from sales tax. All payments to be made hereunder shall be made in cleared funds, without any deduction or set-off and free and clear of and without deduction for or on account of any taxes, levies, imports, duties, charges, fees and withholdings of any nature now or hereafter imposed by any governmental, fiscal or other authority save as required by law. If Buyer is compelled to make any such deduction, it will pay to Seller such additional amounts as are necessary to ensure receipt by Seller of the full amount which Seller would have received but for the deduction.

#### **12. Governing Law and Jurisdiction**

This Agreement shall be interpreted in accordance with and governed in all respects by the laws of the State of Florida without giving effect to its conflicts of law rules. Any dispute related to, arising out of, or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts in Hillsborough County, Florida and the United States District Court for the Middle District of Florida. In the event of legal proceedings arising out of or relating to this Agreement, the prevailing party, as determined by the court, shall be entitled to recover, from the non-prevailing party, reasonable costs suffered or incurred in connection with such proceedings including, but not limited to, court fees, attorneys' fees, expenses and costs of investigation and court.

TO THE EXTENT PERMITTED BY APPLICABLE LAWS, SELLER AND BUYER EACH WAIVE ANY RIGHTS WHICH EITHER MAY HAVE TO TRIAL BEFORE A JURY OF ANY DISPUTE ARISING FROM, OR RELATED TO, THIS CONTRACT. SELLER AND BUYER FURTHER STIPULATE AND CONSENT THAT ANY SUCH LITIGATION BEFORE A COURT OF COMPETENT JURISDICTION SHALL BE NON-JURY.

#### **13. Force Majeure**

Except for payment for amounts due under the Agreement, neither party will be liable to the other for delays or failures to perform occasioned by causes beyond its reasonable control and without its fault or negligence. Such acts or events shall include but not be limited to, acts of God, civil or military authority, epidemics, pandemics, civil disturbance, riot, fire, strikes, lockouts or slowdowns, factory or labor conditions, inability to obtain necessary labor, materials or manufacturing facilities, and delayed issuance of export control licenses. In the event of such delays or failures to perform, any dates or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the additional time required because of the delay or failure to perform. The party claiming force majeure shall promptly inform the other party of any event of force majeure, and its expected duration and cessation. The party claiming force majeure shall use its best efforts to mitigate such effects to the extent reasonably practicable.

#### **14. Restocking Fees**

In the event Buyer wishes to return any Products based on reasons outside of Seller's control, including but not limited to Buyer's termination of the order or any portion thereof for its convenience, Customer agrees to reimburse Seller at cost for any and all third party restocking fees incurred by Seller.

#### **15. Miscellaneous**

The Proposal shall be firm for the period shown on the face hereof, subject to withdrawal or change by the Seller upon notice at any time prior to acceptance of an order.

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In providing the Products, Seller shall be deemed to be an independent contractor and its personnel and representatives shall not act as nor be Buyer's agents or employees.

If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, the remaining terms of this Agreement shall in no way be affected or impaired.

Buyer may not assign any of its rights or obligations under this Agreement, including by purchase, merger or operation of law, without the prior written consent of Seller, which consent shall not be unreasonably withheld or delayed. Any attempted assignment or transfer in violation of this provision shall be null and void.

Seller may terminate this Agreement immediately for cause in the event Buyer breaches a material term of this Agreement (it being understood that Buyer's payment obligations shall constitute a material term) and such breach is not cured within ten (10) days after written notice thereof. Seller may also terminate this Agreement immediately for cause upon written notice in the event Buyer is declared insolvent or adjudged bankrupt by any court of competent jurisdiction or

makes an assignment for the benefit of creditors, or a petition in bankruptcy or reorganization or an arrangement with creditors is filed by or against Buyer and not dismissed within thirty (30) days. Upon Seller's termination of this Agreement for cause, without waiving or otherwise limiting any other remedies available to Seller under this Agreement, at law or in equity, Buyer shall become immediately liable for any outstanding charges for Products delivered and/or Services performed up to date of termination, any third party restocking/cancellation fees incurred, and any interest on any and all past due charges as set forth in this Agreement.

Upon any expiration or termination of the Agreement, in addition to any other provisions of this Agreement that states survival after termination or expiration of this Agreement, and notwithstanding expiration, completion or termination of this Agreement, the parties shall continue to be bound by the provisions of this Agreement that, by their nature, shall survive such completion, expiration or termination.



## City of Shorewood Council Meeting Item

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**Title / Subject:** 2023 Truth-in-Taxation Presentation  
**Meeting Date:** December 11, 2023  
**Prepared by:** Joe Rigdon, Finance Director  
**Reviewed by:** Marc Nevinski, City Administrator  
**Attachments:** General Fund 2024 Budget  
Shorewood Community & Event Center 2024 Budget  
Enterprise Funds 2024 Budgets  
Capital Improvement Plan Projects 2024-2038  
Planning Commission Findings and Memo 11/21/23  
Hennepin County Preliminary Property Tax Rates  
Resolutions

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### Background

The City Council is required by statute to consider public input at this Truth-In-Taxation meeting prior to adopting the property tax levy and budget for 2024.

The City Council holds a public meeting to allow taxpayers to discuss the budget in general, department budgets, and the amount of property taxes levied by the City of Shorewood.

This meeting is not structured for property owners to discuss individual property values, which were set earlier in the year at the Open Book and Board of Review process held from April through June.

The required elements for the Truth-in-Taxation process are:

1. The proposed property tax levy must be certified to the county auditor by September 30.
2. The public meeting is held at the scheduled time and place indicated on the TNT notice.
3. The proposed budget and property tax levy are discussed at the meeting.
4. The public is invited and allowed to speak and to ask questions concerning the budget and proposed property taxes at the public meeting.
5. The final property tax levy and the final budget are adopted.
6. The final property tax levy may not exceed the preliminary certified property tax levy.
7. The final property tax levy must be certified to the county auditor by no later than December 28.
8. The Certification of Truth in Taxation Compliance form is filed with the Minnesota Department of Revenue after the final property tax levy is adopted, but no later than December 28.

The property tax system's general timeline is as follows:

- January 2, 2023 – A property market value is set for each parcel in the City by the Hennepin County Assessor.
- March, 2023 – Valuation notices are sent to each parcel with the new estimated property value.
- April-June, 2023 – Open Book meeting and valuation appeals to the Hennepin County Board of Equalization. This will finalize the value to be used for Truth-in-Taxation estimates and 2024 property taxes.
- July-September, 2023 – City Council discusses the General Fund budget and property tax levy for 2024.
- September 30, 2023 – The preliminary tax levy is certified to Hennepin County.
- November, 2023 – A Truth-in-Taxation parcel-specific notice is mailed to each property owner with the estimated taxes identified for each taxing jurisdiction - County, City, School District, Metropolitan Council, Watershed District, and other minor taxing districts.
- December 11, 2023 – Shorewood City Council holds the Truth-in-Taxation meeting.
- December 11, 2023 – Shorewood City Council adopts a tax levy and budget for 2024.
- December 28, 2023 – Final tax levy is certified to Hennepin County and Certification of Truth in Taxation Compliance form is filed with the Minnesota Department of Revenue.
- May 15, 2024 – 2024 first half taxes are due at Hennepin County.

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**2024 Budget process-related communications have included the following:**

Date	Content	Platform	Engagement
11/23	<a href="#">December Shore Report eNews</a>	Email	646 opens
11/14	<a href="#">2024 Budget Update: Truth-in-Taxation</a>	Website – news* & slider image on homepage	
11/9 (sent to printer)	“2024 Budget Update: Truth-in-taxation”	<a href="#">December ShoreReport (print)</a>	Qty 2700
10/25	<a href="#">November Shore Report eNews</a>	Email	704 opens
10/10 (sent to printer)	“2024 Budget Process Continues”	<a href="#">November ShoreReport (print)</a>	Qty 2700
10/2	<a href="#">2024 Budget Update: 2024 preliminary budget &amp; property tax levy adopted on 9/25</a>	Website – news*	
8/29	<a href="#">September Shore Report eNews</a>	Email	692 opens
8/24 – present	Finance web page was updated with 2024 budget process updates. All articles and budget meeting documents have been continuously updated on this page	Website: <a href="https://ci.shorewood.mn.us/finance">ci.shorewood.mn.us/finance</a>	191 views; 96 users (8/24-12/3)
8/22 (sent to printer)	“2024 Budget Process”	<a href="#">September Shore Report</a>	Qty 2700
8/18	<a href="#">2024 City Budget Process</a>	Website – news*	

\*email notifications are sent to users who have subscribed to receive email updates when a news article is published.

### ***General Fund Budget & Property Tax Levy:***

On September 25, 2023, the City of Shorewood adopted the proposed 2024 General Fund budget. In addition, the city adopted the “2024 Proposed Levy Certification” for submission to the Hennepin County Auditor.

#### Expenditures:

Overall proposed 2024 General Fund expenditures and transfers out are preliminarily budgeted at \$6,485,291 or a 6.5% increase from the 2023 General Fund budget. The revenues section of the 2024 General Fund budget draft includes a detail of taxes section. Notable investments for 2024 based on community feedback include a new website platform, funding for tree replacement, and the continuation of technology related investments to improve processes and user experiences.

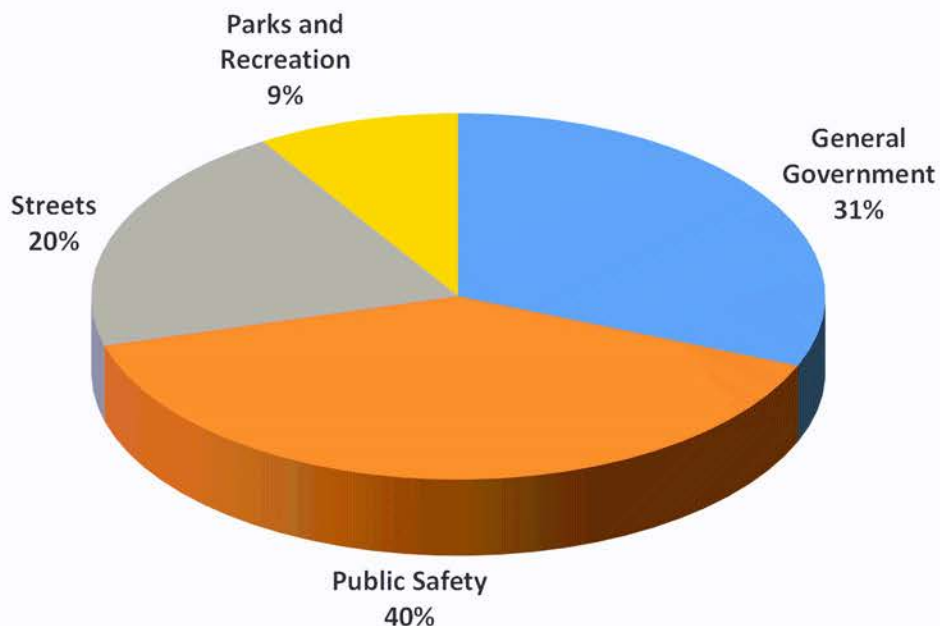
#### Personnel-related Assumptions:

- A compensation study was undertaken and will result in changes to employee pay classifications and compensation. The preliminary 2024 budget is shown using the existing projected 2024 pay rates based on the existing 2023 rates. The compensation study and this preliminary budget do include the provision of pay grade modifications and an additional step beyond the current maximum step on the pay scale.
- One new Administrative Assistant is included in the 2024 budget at 0.5 FTE in the planning department.
- Employee 2024 pay step increases are included as applicable.
- An employee cost of living adjustment of 3.0% is included for 2024.
- Health insurance premiums are estimated to increase approximately 10% for 2024.
- The employer contribution toward insurance premiums is shown with an increase from \$1,380 per month in 2023 to \$1,480 per month in 2024.

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**General Fund Expenditures and Transfers Out  
2024 Proposed Budget**

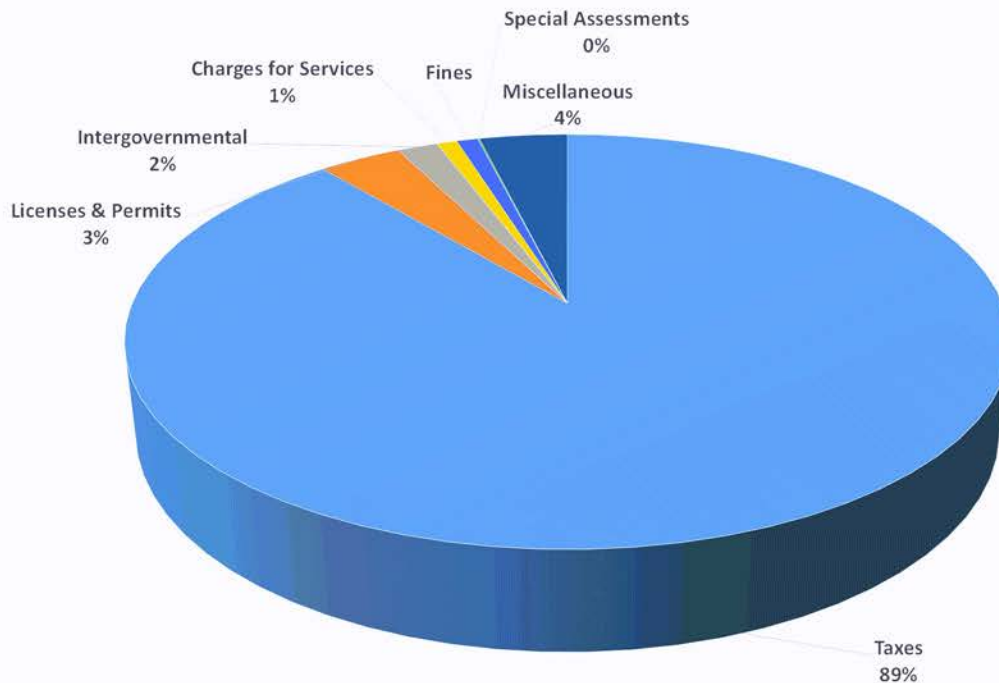


**Revenues:**

General Fund 2024 revenues and transfers in are preliminarily budgeted at \$6,485,291 or a 6.5% increase from the 2023 budget. The increase is due to the proposed General Fund taxes increasing in order to cover 2024 expenditure increases. Property taxes account for 88.9% of the 2024 General Fund revenue budget. Non-tax revenues make up 11.1% of the budget and are projected to increase by 3.3%.

For the 2022, 2023 and 2024 budgets (preliminary), no use of reserves has been included in the annual General Fund budget, resulting in structurally balanced budgets. It is recommended that the City strive to structurally balance its General Fund budget with revenues equaling expenditures, and without the use of reserves.

### General Fund Revenues and Transfers In 2024 Proposed Budget



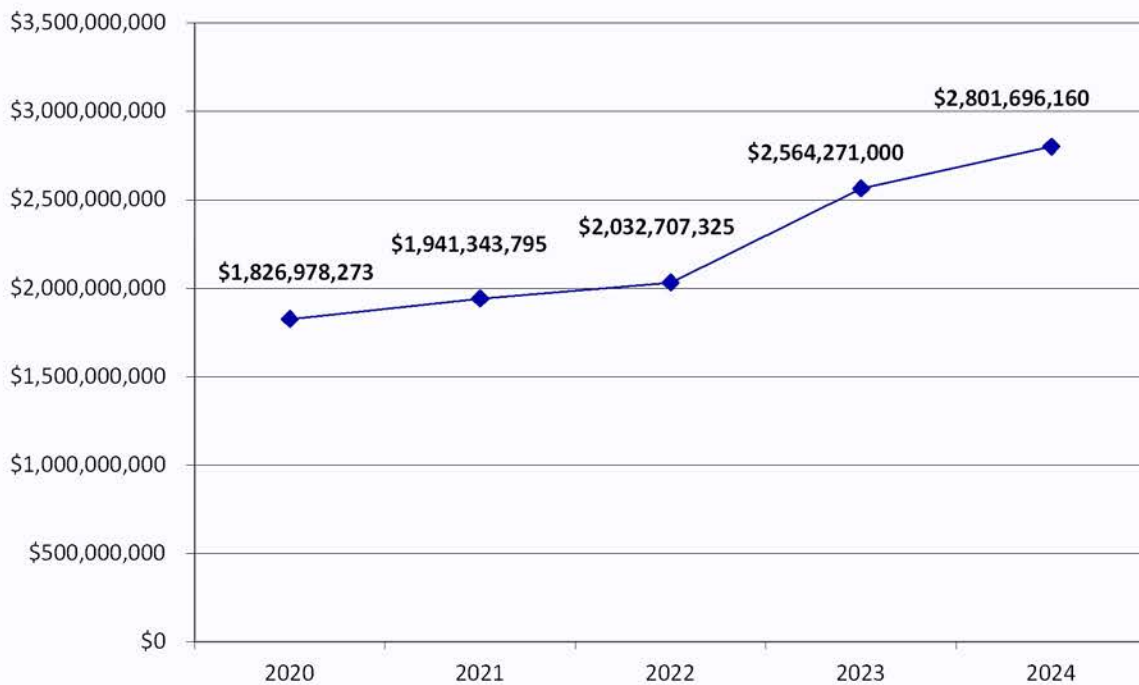
#### Property Tax Levy:

The City's 2024 overall preliminary property tax levy of \$7,115,274 is 9.3% higher than the 2023 total levy of \$6,510,948. The General Fund portion of the property tax levy is proposed to increase by \$372,996, or 6.9%, with all other non-General Fund tax levies (capital and debt levies) budgeted to increase \$231,330, or 20.3%.

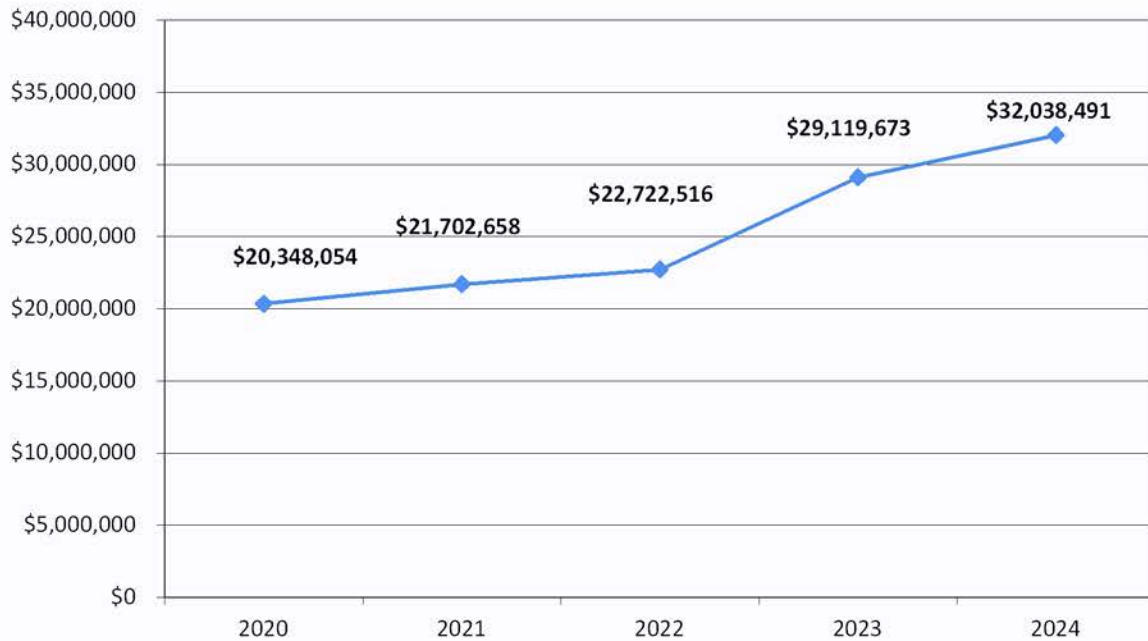
Based on a property tax capacity increase of 10.0%, the City is proposing to decrease the estimated payable 2024 City tax rate by 0.4% from 22.416% in 2023 to 22.323% in 2024. Preliminary individual fund property tax levies are as follows:

	2023	2024	Change in \$	Change in %
General Fund	\$5,370,016	\$5,743,012	\$372,996	6.9%
Non-General Fund Levies				
Debt Service Funds:				
2020A G.O. Street Reconstruction Bonds	\$230,487	\$228,492	(\$1,995)	-0.9%
2021A G.O. Street Reconstruction Bonds	\$312,806	\$310,023	(\$2,783)	-0.9%
2022A G.O. Street Reconstruction Bonds	\$228,639	\$289,416	\$60,777	26.6%
2023A G.O. Street Reconstruction Bonds	\$0	\$160,331	\$160,331	N/A
Total Debt Service Funds	\$771,932	\$988,262	\$216,330	28.0%
Capital Project Funds:				
Equipment Replacement	\$123,000	\$128,000	\$5,000	4.1%
Street Improvements	\$123,000	\$128,000	\$5,000	4.1%
Park Improvements	\$123,000	\$128,000	\$5,000	4.1%
Total Capital Project Funds	\$369,000	\$384,000	\$15,000	4.1%
Total Non-General Fund Levies	\$1,140,932	\$1,372,262	\$231,330	20.3%
Total Levies	\$6,510,948	\$7,115,274	\$604,326	9.3%

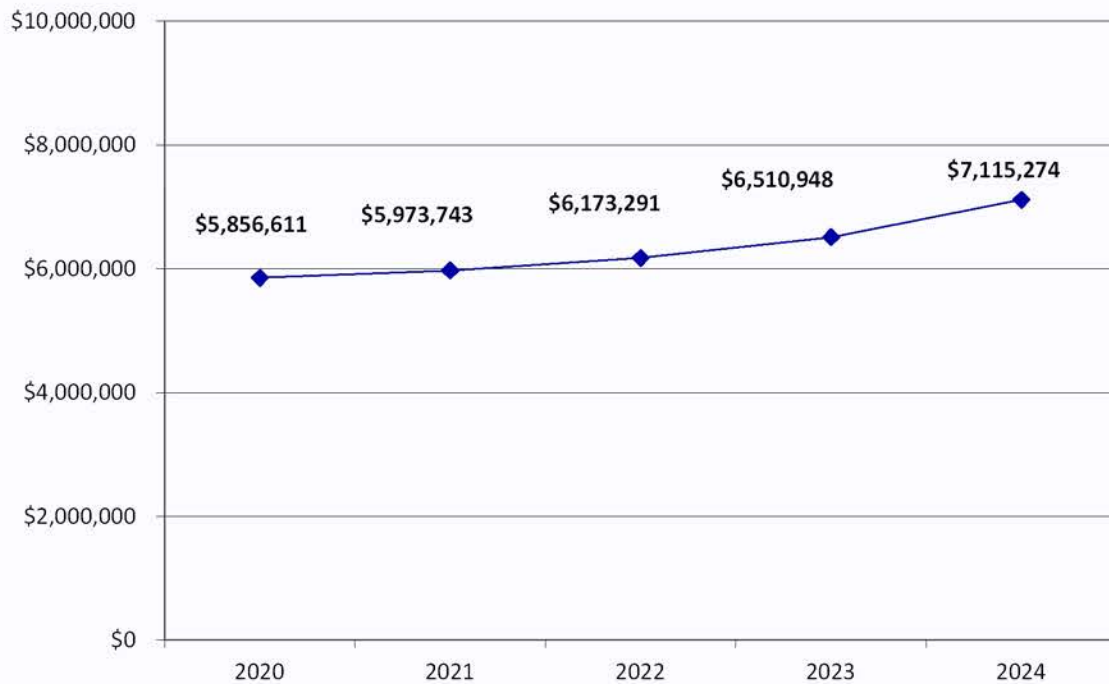
## TAXABLE MARKET VALUE

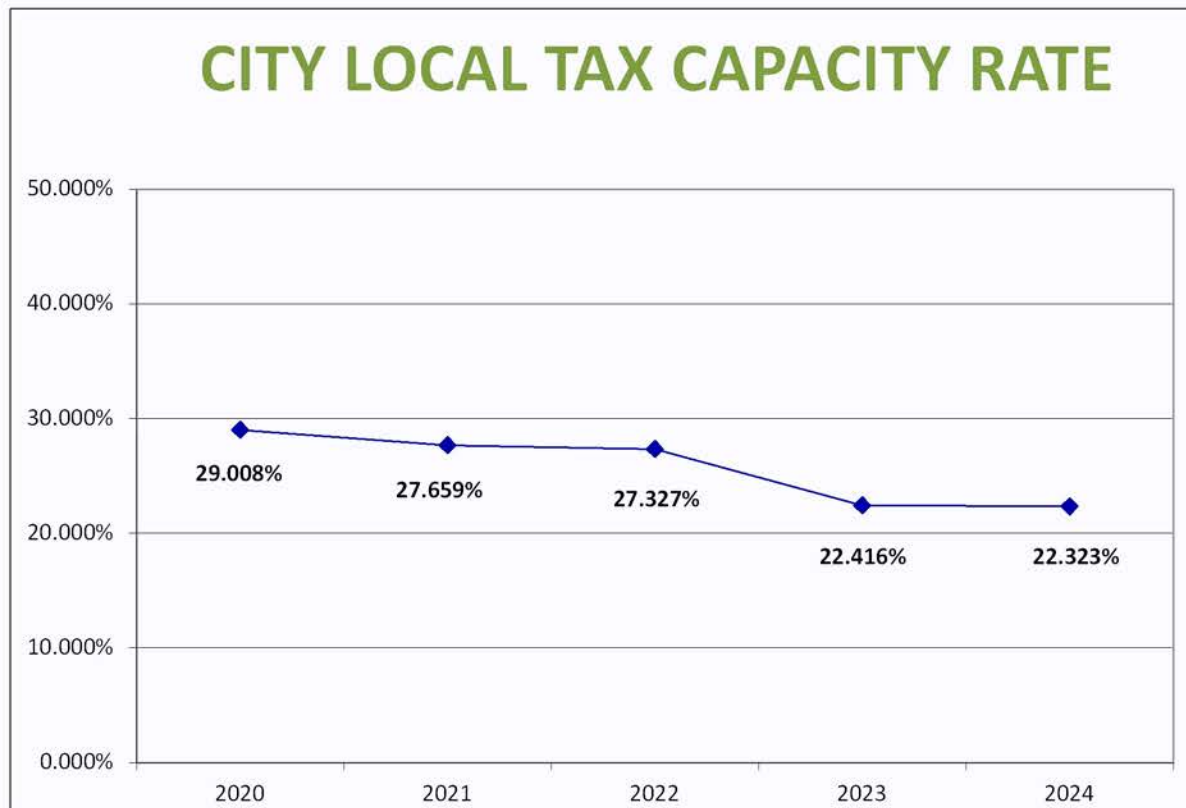


# TAX CAPACITY



# PROPERTY TAX LEVY





Property owners with no change in market values from payable 2023 to payable 2024 should experience a 0.4% decrease in the City portion of their overall property tax bill. In the event of a market value decrease or increase from payable 2023 to payable 2024, City property taxes would change proportionately.

The following table calculates the property tax impact on residential homesteads that had no market value change from 2023 to 2024:

### **2024 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)**

Market Value 2024 <i>NO CHANGE</i>	Tax Capacity 2024	City Local Tax Capacity Rate Pay 2024	City Property Taxes 2024	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$400,000	\$3,988	22.323%	\$890	(\$4)	-0.4%
\$600,000	\$6,250	22.323%	\$1,395	(\$6)	-0.4%
\$800,000	\$8,750	22.323%	\$1,953	(\$8)	-0.4%
\$1,000,000	\$11,250	22.323%	\$2,511	(\$10)	-0.4%
\$1,200,000	\$13,750	22.323%	\$3,069	(\$13)	-0.4%



The City's overall market value increased by 9.2% from 2023 to 2024, including existing value increases and new construction. The following tables calculate the property tax impact on residential homesteads that had an average market value growth increase of 5.0%, 10.0% and 15.0% for 2024.

**2024 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)**

Market Value 2024 <b>INCREASE OF 5.0%</b>	Tax Capacity 2024	City Local Tax Capacity Rate Pay 2024	City Property Taxes 2024	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$420,000	\$4,200	22.323%	\$938	\$44	4.9%
\$630,000	\$6,625	22.323%	\$1,479	\$78	5.6%
\$840,000	\$9,250	22.323%	\$2,065	\$103	5.3%
\$1,050,000	\$11,875	22.323%	\$2,651	\$129	5.1%
\$1,260,000	\$14,500	22.323%	\$3,237	\$155	5.0%

**2024 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)**

Market Value 2024 <b>INCREASE OF 10.0%</b>	Tax Capacity 2024	City Local Tax Capacity Rate Pay 2024	City Property Taxes 2024	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$440,000	\$4,400	22.323%	\$982	\$88	9.9%
\$660,000	\$7,000	22.323%	\$1,563	\$162	11.5%
\$880,000	\$9,750	22.323%	\$2,176	\$215	11.0%
\$1,100,000	\$12,500	22.323%	\$2,790	\$269	10.6%
\$1,320,000	\$15,250	22.323%	\$3,404	\$322	10.4%

**2024 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)**

Market Value 2024 <b>INCREASE OF 15.0%</b>	Tax Capacity 2024	City Local Tax Capacity Rate Pay 2024	City Property Taxes 2024	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$460,000	\$4,600	22.323%	\$1,027	\$133	14.9%
\$690,000	\$7,375	22.323%	\$1,646	\$245	17.5%
\$920,000	\$10,250	22.323%	\$2,288	\$327	16.7%
\$1,150,000	\$13,125	22.323%	\$2,930	\$408	16.2%
\$1,380,000	\$16,000	22.323%	\$3,572	\$489	15.9%

### **Level of change to the overall 2024 property tax levy**

The preliminary budget includes a 9.3% increase in the total property tax levy from 2023 to 2024. As described, the tax impact (percentage change in taxes) to homeowners may be different than the 9.3% percentage increase in the total levy. This is due to the spreading of taxes on an increased property tax base. In recent years, the overall property value of the City has increased at a faster rate than the property tax levy, resulting in a slow decline to the local tax rate. For 2023, the decline in the tax rate was significantly more pronounced, due to total market value increasing approximately 26.2%.

For 2024, as can be seen from the previous tables, a 9.3% levy increase results in a \$6 annual property tax decrease on a \$600,000 valued home that experienced no valuation increase. If that same property value increased 5%, the annual property tax increase would be \$78. If that same property value increased 10%, the annual property tax increase would be \$162, while if that same property value increased by 15%, the annual property tax increase would be \$245.

The City Council adopted a preliminary General Fund budget and 9.3% property tax levy increase on 09/25/23. That information was sent to Hennepin County who used the County Assessor's property values to determine an estimated tax rate for each overlapping jurisdiction. This information was combined with preliminary tax information from other taxing jurisdictions to create a Truth-in-Taxation statement for each property.

### ***Shorewood Community & Event Center Budget:***

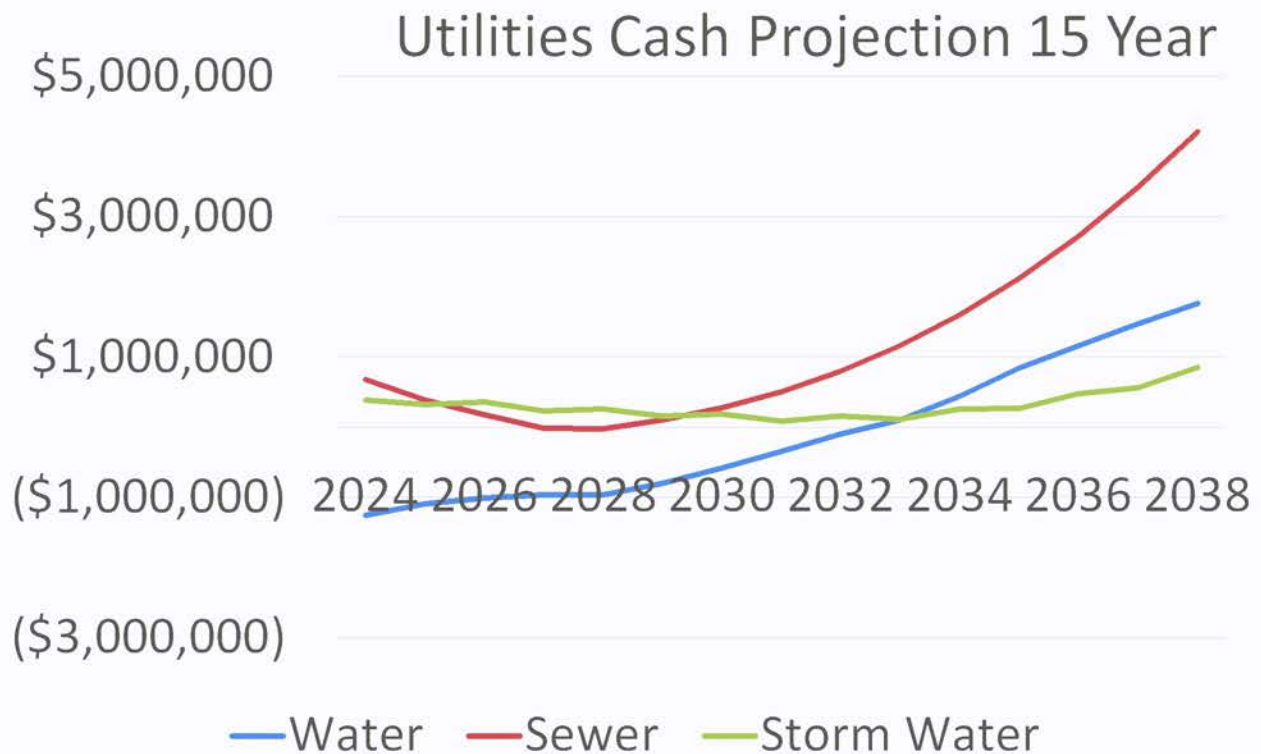
The SCEC is funded by facility rentals and annual transfers from the General Fund. A transfer of \$105,000 to assist with operations and with building improvements in 2024 is included. Staff will evaluate the SCEC expenditures and revenues on an annual basis, while reviewing the transfer amount.

### ***Enterprise Fund Budgets:***

#### **Enterprise Funds:**

The City maintains and budgets four enterprise funds: Water, Sewer, Storm Water, and Recycling. These funds are supported by user charges/utility fees. In recent years, the financial impact of completing various city street and utility construction projects has been analyzed, and the City Council has approved utility rate increases with a goal to sustain positive utility fund cash balances.





***Capital Improvement Plan 2023-2032/2037:***

On an annual basis, the City Council adopts a Capital Improvement Plan (CIP). The CIP lists major capital improvements, and the sources to pay for them. Items in the CIP are not mandated, and the Council reviews capital spending throughout the year. The CIP provides an estimation of the timing and cost of future projects. The Planning Commission reviewed the CIP on November 21, 2023 and found it generally consistent with the Comprehensive Plan.

- Shorewood Community & Event Center (SCEC): Capital items for the SCEC include building improvements and equipment for the Center. Transfers from the General Fund are the planned source to pay for these items.
- Park Improvements: The parks CIP includes funds for parks and playground replacements and improvements. For 2023, the annual levy to the parks fund was \$123,000, and is proposed to increase to \$128,000 in 2024. Transfers from General Fund reserves may be used to assist in funding park improvements.
- Equipment Replacement: The majority of the CIP for equipment replacement pertains to Public Works items, but also includes some administrative technology items. For 2023, the annual levy to the equipment fund was \$123,000, and is proposed to increase

to \$128,000 in 2024. Transfers from General Fund reserves may be used to assist in funding equipment replacement. Projects being proposed for 2024 include various vehicles and equipment.

- Street Improvements: City staff has discussed overall infrastructure system recommendations and is proposing the following projects for 2024:
  - Shorewood Lane Ravine (storm)
  - Mill Street Trail ROW – County LED (streets)
  - Mill and Overlay (streets, water, storm)
  - Smithtown Road Curb & Drainage Improvements (storm)

For 2023, the annual levy to the street improvements fund was \$123,000 and is proposed to increase to \$128,000 in 2024.

For each of the applicable proposed street and utility improvement projects, it is assumed that the Water, Sewer, and Stormwater funds will fund associated utility costs. Without financing assistance and beginning in 2020, the Street Improvement fund activities were originally projected to result in a significant fund deficit. In addition, the City's utility funds were projected to be significantly depleted. In order to complete the proposed street and utility projects, Street Reconstruction bonds and utility revenue bonds are proposed to be issued periodically to allow for the spreading of repayments over a period of years. To repay the bonded debt, a combination of annual property tax levies and utility fund rate increases and contributions will be necessary.

- Utility Funds: The Capital Improvement plans for Water, Sewer, and Stormwater funds include equipment, portions of street infrastructure projects, as well as maintenance and preventative maintenance items. In order to finance the improvements, bonded debt with debt service repayments supported by utility revenues and franchise fees will be necessary.

**Action Requested:**

Staff recommends that the City Council hold the public meeting and accept public input on the proposed budget and property tax levy.

Staff additionally recommends that the City Council approves the following resolutions:

- A resolution adopting the 2024 General Fund operating budget and approving the property tax levy collectible in 2024.
- A resolution adopting the 2024 Shorewood Community & Event Center budget and 2024 Enterprise Fund budgets.
- A resolution adopting the 2024-2033 capital improvement plan, and 2024 capital project fund budgets.



General Fund

2024 Budget

Summary

Account Number	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b>REVENUES</b>									
<b>TAXES</b>									
TOTAL LEVY			6,173,291	0	6,510,948	0	7,115,274	604,326	9.3%
LESS: NON-GENERAL FUND LEVIES			(965,438)	0	(1,140,932)	0	(1,372,262)	(231,330)	20.3%
Taxes	5,859,652	4,783,987	5,207,853	5,189,295	5,370,016	2,774,005	5,743,012	372,996	6.9%
Licenses & Permits	535,219	556,916	232,225	361,873	232,225	290,158	232,225	0	0.0%
Intergovernmental	740,716	102,822	129,450	111,304	115,450	106,922	115,450	0	0.0%
Charges for Services	49,882	70,733	54,570	65,218	56,570	41,960	56,570	0	0.0%
Fines & Forfeitures	52,115	56,978	60,000	68,409	60,000	75,982	60,000	0	0.0%
Special Assessments	5,395	6,432	5,000	6,675	5,000	9,939	5,000	0	0.0%
Miscellaneous	272,006	234,297	218,000	345,169	225,034	233,221	248,034	23,000	10.2%
<b>TOTAL REVENUES</b>	<b>7,514,985</b>	<b>5,812,165</b>	<b>5,907,098</b>	<b>6,147,943</b>	<b>6,064,295</b>	<b>3,532,187</b>	<b>6,460,291</b>	<b>395,996</b>	<b>6.5%</b>
<b>OTHER FINANCING SOURCES</b>									
Sales of Capital Assets	0	0	0	0	0	0	0	0	N/A
Transfers In	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>7,539,985</b>	<b>5,837,165</b>	<b>5,932,098</b>	<b>6,172,943</b>	<b>6,089,295</b>	<b>3,557,187</b>	<b>6,485,291</b>	<b>395,996</b>	<b>6.5%</b>
<b>EXPENDITURES</b>									
<b>GENERAL GOVERNMENT</b>									
Council	83,240	82,924	88,600	74,518	104,151	78,085	100,151	(4,000)	-3.8%
Administration	500,607	526,120	568,730	591,068	599,855	559,757	682,701	82,846	13.8%
Elections	36,783	370	29,200	22,065	1,500	25	35,200	33,700	2246.7%
Finance	203,648	222,309	218,674	213,862	226,125	237,227	240,302	14,177	6.3%
Professional Services	238,767	262,120	279,000	277,328	295,000	455,779	320,000	25,000	8.5%
Planning	257,846	327,931	272,790	294,477	359,603	281,789	338,701	(20,902)	-5.8%
Municipal Buildings	203,328	219,329	249,200	231,448	255,600	246,081	304,500	48,900	19.1%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,524,219</b>	<b>1,641,103</b>	<b>1,706,194</b>	<b>1,704,766</b>	<b>1,841,834</b>	<b>1,858,743</b>	<b>2,021,555</b>	<b>179,721</b>	<b>9.8%</b>
<b>PUBLIC SAFETY</b>									
Police	1,522,180	1,562,530	1,616,070	1,618,506	1,484,218	1,486,455	1,541,043	56,825	3.8%
Fire	693,325	706,969	744,907	744,907	770,300	770,300	779,007	8,707	1.1%
Protective Inspections	140,558	155,628	180,510	153,234	180,650	135,406	238,168	57,518	31.8%
<b>TOTAL PUBLIC SAFETY</b>	<b>2,356,063</b>	<b>2,425,127</b>	<b>2,541,487</b>	<b>2,516,647</b>	<b>2,435,168</b>	<b>2,392,161</b>	<b>2,558,218</b>	<b>123,050</b>	<b>5.1%</b>

General Fund

2024 Budget

Summary

Account Number	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b><u>STREETS</u></b>									
Engineer	166,908	122,364	162,000	110,417	162,000	116,821	140,000	(22,000)	-13.6%
Public Works	849,209	824,648	949,187	901,832	982,734	873,383	1,031,770	49,036	5.0%
Ice and Snow Removal	94,486	123,297	130,218	170,041	140,861	104,500	150,830	9,969	7.1%
<b>TOTAL STREETS</b>	<b>1,110,603</b>	<b>1,070,309</b>	<b>1,241,405</b>	<b>1,182,290</b>	<b>1,285,595</b>	<b>1,094,704</b>	<b>1,322,600</b>	<b>37,005</b>	<b>2.9%</b>
<b><u>PARKS AND RECREATION</u></b>									
Park Maintenance	208,457	214,066	274,040	203,504	348,009	237,182	362,546	14,537	4.2%
Recreation	64,145	58,897	66,672	66,772	76,389	93,265	115,372	38,983	51.0%
<b>TOTAL PARKS AND RECREATION</b>	<b>272,602</b>	<b>272,963</b>	<b>340,713</b>	<b>270,276</b>	<b>424,398</b>	<b>330,447</b>	<b>477,918</b>	<b>53,520</b>	<b>12.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,263,487</b>	<b>5,409,502</b>	<b>5,829,798</b>	<b>5,673,979</b>	<b>5,986,995</b>	<b>5,676,055</b>	<b>6,380,291</b>	<b>393,296</b>	<b>6.6%</b>
<b><u>OTHER FINANCING USES</u></b>									
Transfers Out	1,222,415	102,300	102,300	610,249	102,300	102,300	105,000	2,700	2.6%
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>6,485,902</b>	<b>5,511,802</b>	<b>5,932,098</b>	<b>6,284,228</b>	<b>6,089,295</b>	<b>5,778,355</b>	<b>6,485,291</b>	<b>395,996</b>	<b>6.5%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>1,054,083</b>	<b>325,363</b>	<b>(0)</b>	<b>(111,285)</b>	<b>(0)</b>	<b>(2,221,168)</b>	<b>0</b>	<b>1</b>	<b>-200.0%</b>

General Fund

2024 Budget

Revenues by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b>REVENUES</b>										
<b>TAXES</b>										
TOTAL LEVY				6,173,291		6,510,948		7,115,274	604,326	9.3%
LESS: NON-GENERAL FUND LEVIES				(965,438)		(1,140,932)		(1,372,262)	(231,330)	20.3%
101-00-3010-0000	CURRENT AD VALOREM TAXES	5,686,368	4,594,776	5,207,853	5,003,008	5,370,016	2,678,551	5,743,012	372,996	6.9%
101-00-3011-0000	DELINQUENT AD VALOREM TAXES	21,739	11,408	0	9,444	0	13,754	0	0	N/A
101-00-3100-0000	FISCAL DISPARITIES	150,784	173,204	0	171,948	0	80,420	0	0	N/A
101-00-3180-0000	OTHER TAXES	0	0	0	0	0	0	0	0	N/A
101-00-3191-0000	PENALTIES & INT. ON AD VALOREM	761	4,599	0	4,895	0	1,280	0	0	N/A
101-00-3192-0000	TAX FORFEIT SALE	0	0	0	0	0	0	0	0	N/A
Total Taxes		5,859,652	4,783,987	5,207,853	5,189,295	5,370,016	2,774,005	5,743,012	372,996	6.9%
<b>LICENSES &amp; PERMITS</b>										
101-00-3211-0000	LIQUOR LICENSES	2,093	3,540	3,500	1,430	3,500	3,230	3,500	0	0.0%
101-00-3212-0000	TOBACCO LICENSES	1,000	2,000	500	1,500	500	2,000	500	0	0.0%
101-00-3215-0000	REFUSE COLLECTION LICENSES	1,700	1,500	1,375	1,350	1,375	25	1,375	0	0.0%
101-00-3216-0000	TREE TRIMMING LICENSES	750	660	500	630	500	720	500	0	0.0%
101-00-3217-0000	RENTAL HOUSING LICENSES	0	0	0	0	0	0	0	0	N/A
101-24-3217-0000	RENTAL HOUSING LICENSES	2,925	3,880	2,400	2,935	2,400	2,400	2,400	0	0.0%
101-00-3218-0000	OTHER BUSINESS LICENSES&PEN	884	700	750	610	750	1,284	750	0	0.0%
101-00-3219-0000	LAWN FERTILIZER LICENSE	210	180	200	180	200	150	200	0	0.0%
101-00-3221-0000	BUILDING PERMITS	12,053	11,204	0	4,279	0	5,825	0	0	N/A
101-24-3221-0000	BUILDING PERMITS	383,366	413,752	180,000	265,228	180,000	199,829	180,000	0	0.0%
101-00-3222-0000	PLAN CHECK FEES	0	0	0	0	0	0	0	0	N/A
101-24-3222-0000	PLAN CHECK FEES	126,288	117,379	40,000	82,121	40,000	73,347	40,000	0	0.0%
101-00-3223-0000	DOG LICENSES	1,525	1,696	2,000	1,035	2,000	1,023	2,000	0	0.0%
101-00-3224-0000	FARM ANIMAL PERMIT	450	150	0	150	0	150	0	0	N/A
101-00-3225-0000	HORSE PERMITS	25	25	0	25	0	25	0	0	N/A
101-00-3226-0000	OTHER NON-BUSINESS LICENSES AN	0	0	0	0	0	0	0	0	N/A
101-00-3235-0000	SOLICITOR PERMIT	1,950	250	1,000	400	1,000	150	1,000	0	0.0%
Total Licenses & Permits		535,219	556,916	232,225	361,873	232,225	290,158	232,225	0	0.0%
<b>INTERGOVERNMENTAL</b>										
101-00-3314-0000	BULLETPROOF VEST GRANT	996	2,956	500	0	500	0	500	0	0.0%
101-00-3316-0000	FEMA STORM DISASTER AID	0	0	0	0	0	0	0	0	N/A
101-00-3341-0000	LOCAL PERFORMANCE AID	0	0	0	0	0	0	0	0	N/A
101-00-3343-0000	MKT VALUE CREDIT AID	51	39	0	66	0	21	0	0	N/A
101-00-3344-0000	PERA AID	0	0	4,750	0	4,750	0	4,750	0	0.0%
101-00-3345-0000	MUNICIPAL STATE AID FOR STREET	105,859	97,168	102,000	109,644	108,000	106,846	108,000	0	0.0%
101-00-3348-0000	PRES NOMINATION PRIMARY REIMB	7,540	0	0	0	0	0	0	0	N/A
101-00-3349-0000	CARES ACT ELECTION GRANT	5,967	0	0	0	0	0	0	0	N/A
101-00-3350-0000	CORONAVIRUS RELIEF FUND	579,593	0	0	0	0	0	0	0	N/A
101-00-3362-0000	MISC GRANTS	38,962	0	20,000	0	0	0	0	0	N/A
101-00-3365-0000	EXCELSIOR ANNEX-DETACH	1,748	2,659	2,200	1,594	2,200	55	2,200	0	0.0%
Total Intergovernmental		740,716	102,822	129,450	111,304	115,450	106,922	115,450	0	0.0%



General Fund

2024 Budget

Revenues by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b>CHARGES FOR SERVICES</b>										
101-00-3400-0000	CHARGES FOR SERVICES	0	0	0	0	0	0	0	0	N/A
101-00-3410-0000	RENTAL INCOME	0	0	0	0	0	0	0	0	N/A
101-00-3413-0000	ZONING AND SUBDIVISION FEES	13,294	21,565	10,000	10,538	10,000	11,082	10,000	0	0.0%
101-18-3413-0000	ZONING & SUBDIVISION FEES	0	0	0	0	0	0	0	0	N/A
101-00-3414-0000	PASS-THRU CHARGES	0	(1,010)	0	0	0	(13,930)	0	0	N/A
101-00-3415-0000	SALE OF COPIES	98	1,365	250	695	250	231	250	0	0.0%
101-00-3417-0000	SPECIAL ASSESSMENT SEARCHES	125	75	0	150	0	75	0	0	N/A
101-00-3420-0000	ELECTION FILING FEES	10	0	10	10	10	0	10	0	0.0%
101-00-3470-0000	PARK DEDICATION FEES	0	0	0	0	0	0	0	0	N/A
101-00-3471-0000	PARK FEES & RENTALS	22,907	30,493	35,000	39,822	35,000	34,999	35,000	0	0.0%
101-53-3471-0000	PARK FEES & RENTALS	(200)	0	0	0	0	235	0	0	N/A
101-00-3472-0000	TREE SALES	8,465	12,110	5,000	8,502	7,000	8,729	7,000	0	0.0%
101-00-3473-0000	PARK PROGRAM FEES	128	945	0	167	0	0	0	0	N/A
101-53-3473-0000	PARK PROGRAM FEES	0	(10)	0	0	0	200	0	0	N/A
101-00-3474-0000	ARCTIC FEVER DONATIONS	3,950	3,000	2,210	4,260	2,210	1,292	2,210	0	0.0%
101-53-3476-0000	COMM GARDEN PLOT RENTAL	1,005	1,545	1,200	1,340	1,200	1,285	1,200	0	0.0%
101-53-3478-0000	SAFETY CAMP	0	455	500	(466)	500	(933)	500	0	0.0%
101-53-3479-0000	MUSIC IN THE PARK	0	0	0	0	0	(1,655)	0	0	N/A
101-53-3481-0000	GARDEN FAIR	0	0	0	0	0	0	0	0	N/A
101-00-3482-0000	SPECIAL EVENT PERMIT FEES	100	200	400	200	400	350	400	0	0.0%
Total Charges for Services		49,882	70,733	54,570	65,218	56,570	41,960	56,570	0	0.0%
<b>FINES &amp; FORFEITURES</b>										
101-00-3510-0000	FINES & FORFEITS	52,115	56,978	60,000	68,409	60,000	75,982	60,000	0	0.0%
101-00-3511-0000	IMPOUND FEES	0	0	0	0	0	0	0	0	N/A
Total Fines & Forfeitures		52,115	56,978	60,000	68,409	60,000	75,982	60,000	0	0.0%
<b>SPECIAL ASSESSMENTS</b>										
101-00-3610-0000	SPECIAL ASSESSMENT-CURRENT	5,395	6,432	5,000	6,675	5,000	9,939	5,000	0	0.0%
101-00-3611-0000	SPECIAL ASSESSMENT-DELINQUENT	0	0	0	0	0	0	0	0	N/A
101-00-3614-0000	SPECIAL ASSESSMENT-INTEREST	0	0	0	0	0	0	0	0	N/A
Total Special Assessments		5,395	6,432	5,000	6,675	5,000	9,939	5,000	0	0.0%
<b>MISCELLANEOUS</b>										
101-00-3620-0000	INTEREST EARNINGS	36,806	1,951	12,000	(4,398)	10,000	273	20,000	10,000	100.0%
101-00-3622-0000	LEASE INTEREST REVENUE	0	0	0	70,248	0	0	0	0	N/A
101-00-3623-0000	CONTRIBUTIONS AND DONATIONS	0	0	0	(460)	0	0	0	0	N/A
101-53-3623-0000	PARK DONATIONS	1,250	1,813	0	1,000	0	0	0	0	N/A
101-00-3624-0000	REFUNDS & REIMBURSEMENTS	47,866	66,020	20,000	21,884	25,000	29,757	25,000	0	0.0%
101-00-3626-0000	DRY HYDRANT CHARGES	0	0	0	0	0	0	0	0	N/A
101-00-3627-0000	CELLULAR ANTENNA REVENUE	185,478	163,386	185,000	253,070	189,000	202,782	202,000	13,000	6.9%
101-00-3630-0000	LEASE REVENUE	0	0	0	0	0	0	0	0	N/A
101-00-3670-0000	MISCELLANEOUS REVENUE	606	1,127	1,000	3,825	1,034	409	1,034	0	0.0%
Total Miscellaneous		272,006	234,297	218,000	345,169	225,034	233,221	248,034	23,000	10.2%

General Fund

2024 Budget

Revenues by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b>TOTAL REVENUES</b>		7,514,985	5,812,165	5,907,098	6,147,943	6,064,295	3,532,187	6,460,291	395,996	6.5%
<b>OTHER FINANCING SOURCES</b>										
101-00-3910-0000	SALES OF CAPITAL ASSETS	0	0	0	0	0	0	0	0	N/A
101-00-3920-0000	TRANSFERS IN	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL OTHER FINANCING SOURCES</b>		25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		7,539,985	5,837,165	5,932,098	6,172,943	6,089,295	3,557,187	6,485,291	395,996	6.5%
<b>TAXES</b>										
101	GENERAL FUND			5,207,853		5,370,016		5,743,012	372,996	6.9%
201	SCEC - BUILDING			0		0		0	0	N/A
201	SCEC - OPERATIONS			0		0		0	0	N/A
310	CITY HALL DEBT SERVICE			96,065		0		0	0	N/A
320	2020A G.O. STREET RECONSTRUCTION BONDS			232,482		230,487		228,492	(1,995)	-0.9%
321	2021A G.O. STREET RECONSTRUCTION BONDS			282,891		312,806		310,023	(2,783)	-0.9%
322	2022A G.O. STREET RECONSTRUCTION BONDS			0		228,639		289,416	60,777	26.6%
323	2023A G.O. STREET RECONSTRUCTION BONDS			0		0		160,331	160,331	N/A
403	EQUIPMENT REPLACEMENT			118,000		123,000		128,000	5,000	4.1%
404	STREET IMPROVEMENTS			118,000		123,000		128,000	5,000	4.1%
402	PARK IMPROVEMENTS			118,000		123,000		128,000	5,000	4.1%
		0	0	6,173,291	0	6,510,948	0	7,115,274	604,326	9.3%
				3.3%		5.5%		9.3%		



General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b>EXPENDITURES</b>										
DEPT 11	<b>COUNCIL</b>									
<b>PERSONAL SERVICES</b>										
101-11-4103-0000	PART-TIME	20,600	19,625	21,000	20,600	25,500	22,975	25,500	0	0.0%
101-11-4121-0000	PERA CONTRIB - CITY SHARE	0	0	0	0	0	0	0	0	N/A
101-11-4122-0000	FICA CONTRIB - CITY SHARE	1,576	1,501	1,600	1,576	1,951	1,758	1,951	0	0.0%
101-11-4151-0000	WORKERS COMPENSATION	0	0	0	0	0	0	0	0	N/A
	Total Personal Services	22,176	21,126	22,600	22,176	27,451	24,733	27,451	0	0.0%
<b>SUPPLIES</b>										
101-11-4245-0000	GENERAL SUPPLIES	837	6,379	2,000	4,443	3,000	1,672	3,000	0	0.0%
101-11-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
	Total Supplies	837	6,379	2,000	4,443	3,000	1,672	3,000	0	0.0%
<b>OTHER SERVICES AND CHARGES</b>										
101-11-4331-0000	TRAVEL, CONFERENCE & SCHOOL	560	409	3,000	2,215	3,000	155	3,000	0	0.0%
101-11-4346-0000	EVENTS	0	8,500	7,500	7,000	12,000	7,500	8,000	(4,000)	-33.3%
101-11-4351-0000	PRINTING AND PUBLISHING	0	95	0	0	200	310	200	0	0.0%
101-11-4400-0000	CONTRACTUAL SERVICES	6,640	1,509	8,500	560	8,500	9,260	8,500	0	0.0%
101-11-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
101-11-4433-0000	DUES AND SUBSCRIPTIONS	44,527	44,468	45,000	38,124	50,000	34,455	50,000	0	0.0%
101-11-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
101-11-4488-0000	COVID-19 Expenditures	8,500	438	0	0	0	0	0	0	N/A
	Total Other Services and Charges	60,227	55,419	64,000	47,899	73,700	51,680	69,700	(4,000)	-5.4%
	Total Council	83,240	82,924	88,600	74,518	104,151	78,085	100,151	(4,000)	-3.8%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 13	<u>ADMINISTRATION</u>									
	<u>PERSONAL SERVICES</u>									
101-13-4101-0000	FULL-TIME REGULAR	314,454	340,826	364,034	315,662	381,269	354,785	417,139	35,870	9.4%
101-13-4102-0000	OVERTIME	621	0	0	662	0	0	0	0	N/A
101-13-4103-0000	PART-TIME	30,003	16,675	19,469	19,764	21,393	20,044	28,101	6,708	31.4%
101-13-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-13-4121-0000	PERA CONTRIB - CITY SHARE	25,845	26,638	28,763	20,764	30,200	27,944	33,393	3,193	10.6%
101-13-4122-0000	FICA CONTRIB - CITY SHARE	25,848	26,338	29,338	24,771	30,804	27,596	34,061	3,257	10.6%
101-13-4131-0000	EMPLOYEE INSURANCE - CITY	45,706	54,445	56,590	48,493	61,960	47,711	55,933	(6,027)	-9.7%
101-13-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-13-4151-0000	WORKERS COMPENSATION	3,022	3,090	2,536	2,236	3,229	1,642	3,574	345	10.7%
	Total Personal Services	445,499	468,012	500,730	432,352	528,855	479,722	572,201	43,346	8.2%
	<u>SUPPLIES</u>									
101-13-4200-0000	OFFICE SUPPLIES	4,669	3,461	5,000	4,637	5,000	7,246	5,000	0	0.0%
101-13-4208-0000	POSTAGE	9,266	9,750	11,000	7,705	11,000	7,509	8,000	(3,000)	-27.3%
101-13-4221-0000	MAINTENANCE OF EQUIPMENT	4,680	0	0	0	0	0	0	0	N/A
101-13-4245-0000	GENERAL SUPPLIES	594	680	1,000	1,690	1,000	4,088	5,000	4,000	400.0%
	Total Supplies	19,209	13,891	17,000	14,032	17,000	18,843	18,000	1,000	5.9%
	<u>OTHER SERVICES AND CHARGES</u>									
101-13-4321-0000	COMMUNICATIONS - VOICE/DATA	0	270	0	360	500	2,250	5,000	4,500	900.0%
101-13-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,690	3,847	8,500	3,272	8,500	4,687	8,500	0	0.0%
101-13-4351-0000	PRINTING AND PUBLISHING	8,866	12,076	12,500	12,129	14,000	13,309	14,000	0	0.0%
101-13-4400-0000	CONTRACTUAL SERVICES	13,834	17,388	18,000	118,379	19,000	29,151	53,000	34,000	178.9%
101-13-4433-0000	DUES AND SUBSCRIPTIONS	9,605	10,156	12,000	10,544	12,000	11,795	12,000	0	0.0%
101-13-4488-0000	COVID-19 Expenditures	1,904	480	0	0	0	0	0	0	N/A
	Total Other Services and Charges	35,899	44,217	51,000	144,684	54,000	61,192	92,500	38,500	71.3%
	Total Administration	500,607	526,120	568,730	591,068	599,855	559,757	682,701	82,846	13.8%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 14	<u>ELECTIONS</u>									
	<u>PERSONAL SERVICES</u>									
101-14-4107-0000	ELECTION JUDGE	20,847	0	17,000	14,832	0	0	22,000	22,000	N/A
	Total Personal Services	20,847	0	17,000	14,832	0	0	22,000	22,000	N/A
	<u>SUPPLIES</u>									
101-14-4200-0000	OFFICE SUPPLIES	1,387	0	1,200	204	0	0	1,200	1,200	N/A
101-14-4208-0000	ELECTION POSTAGE	918	376	2,000	1,357	500	0	2,000	1,500	300.0%
101-14-4221-0000	MAINTENANCE OF EQUIPMENT	2,571	(6)	3,000	1,836	500	0	3,000	2,500	500.0%
101-14-4245-0000	GENERAL SUPPLIES	3,852	0	3,000	3,518	500	0	4,000	3,500	700.0%
	Total Supplies	8,728	370	9,200	6,915	1,500	0	10,200	8,700	580.0%
	<u>OTHER SERVICES AND CHARGES</u>									
101-14-4331-0000	TRAVEL, CONFERENCE & SCHOOL	2,355	0	1,000	123	0	0	1,000	1,000	N/A
101-14-4351-0000	PRINTING AND PUBLISHING	415	0	1,000	195	0	0	1,000	1,000	N/A
101-14-4400-0000	CONTRACTUAL SERVICES	252	0	0	0	0	25	0	0	N/A
101-14-4440-0000	MISC SERVICES/CONTINGENCY	0	0	1,000	0	0	0	1,000	1,000	N/A
101-14-4488-0000	COVID-19 Expenditures	4,186	0	0	0	0	0	0	0	N/A
	Total Other Services and Charges	7,208	0	3,000	318	0	25	3,000	3,000	N/A
	Total Elections	36,783	370	29,200	22,065	1,500	25	35,200	33,700	2246.7%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 15	<u>FINANCE</u>									
	<u>PERSONAL SERVICES</u>									
101-15-4101-0000	FULL-TIME REGULAR	137,205	142,607	146,066	146,073	150,448	149,899	159,607	9,159	6.1%
101-15-4102-0000	OVERTIME	0	0	0	0	0	0	0	0	N/A
101-15-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
101-15-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-15-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-15-4121-0000	PERA CONTRIB - CITY SHARE	10,291	10,696	10,955	10,956	11,284	11,242	11,971	687	6.1%
101-15-4122-0000	FICA CONTRIB - CITY SHARE	10,498	10,902	11,174	11,176	11,509	11,344	12,210	701	6.1%
101-15-4131-0000	EMPLOYEE INSURANCE - CITY	15,435	16,394	17,071	17,190	17,650	16,349	19,005	1,355	7.7%
101-15-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-15-4151-0000	WORKERS COMPENSATION	851	946	1,008	1,044	1,234	812	1,309	75	6.1%
	Total Personal Services	174,280	181,545	186,274	186,439	192,125	189,646	204,102	11,977	6.2%
	<u>SUPPLIES</u>									
101-15-4200-0000	OFFICE SUPPLIES	897	1,099	1,000	387	1,000	771	1,000	0	0.0%
101-15-4221-0000	MAINTENANCE OF EQUIPMENT	17,348	25,206	19,000	18,728	20,000	40,190	22,000	2,000	10.0%
101-15-4245-0000	GENERAL SUPPLIES	0	0	0	0	0	0	0	0	N/A
	Total Supplies	18,245	26,305	20,000	19,115	21,000	40,961	23,000	2,000	9.5%
	<u>OTHER SERVICES AND CHARGES</u>									
101-15-4301-0000	AUDITING & ACCOUNTING	0	0	0	0	0	0	0	0	N/A
101-15-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	375	0	0	N/A
101-15-4331-0000	TRAVEL, CONFERENCE & SCHOOL	917	980	3,500	1,160	3,000	1,134	3,000	0	0.0%
101-15-4351-0000	PRINTING AND PUBLISHING	2,450	2,455	2,200	1,804	2,300	1,452	2,500	200	8.7%
101-15-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
101-15-4400-0000	CONTRACTUAL SERVICES	243	1,464	1,500	326	1,500	214	1,500	0	0.0%
101-15-4433-0000	DUES AND SUBSCRIPTIONS	964	1,015	1,200	1,062	1,200	935	1,200	0	0.0%
101-15-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
101-15-4450-0000	BANK SERVICE CHARGES	6,248	8,395	4,000	3,956	5,000	2,510	5,000	0	0.0%
101-15-4488-0000	COVID-19 Expenditures	301	150	0	0	0	0	0	0	N/A
	Total Other Services and Charges	11,123	14,459	12,400	8,308	13,000	6,620	13,200	200	1.5%
	Total Finance	203,648	222,309	218,674	213,862	226,125	237,227	240,302	14,177	6.3%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 16	<u>PROFESSIONAL SERVICES</u>									
	<u>SUPPLIES</u>									
101-16-4200-0000	OFFICE SUPPLIES	0	0	0	0	0	0	0	0	N/A
	<u>OTHER SERVICES AND CHARGES</u>									
101-16-4301-0000	AUDITING & ACCOUNTING	31,635	32,960	34,000	33,485	35,000	36,322	39,000	4,000	11.4%
101-16-4304-0000	LEGAL FEES	61,547	83,437	100,000	88,843	100,000	158,007	100,000	0	0.0%
101-16-4400-0000	CONTRACTUAL SERVICES	140,671	145,723	145,000	155,000	160,000	261,450	181,000	21,000	13.1%
101-16-4488-0000	COVID-19 Expenditures	4,914	0	0	0	0	0	0	0	N/A
	Total Other Services and Charges	238,767	262,120	279,000	277,328	295,000	455,779	320,000	25,000	8.5%
	Total Professional Services	238,767	262,120	279,000	277,328	295,000	455,779	320,000	25,000	8.5%



General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 18	<u>PLANNING</u>									
	<u>PERSONAL SERVICES</u>									
101-18-4101-0000	FULL-TIME REGULAR	152,543	201,638	201,420	203,029	208,781	195,329	200,277	(8,504)	-4.1%
101-18-4102-0000	OVERTIME	0	0	0	0	0	0	0	0	N/A
101-18-4103-0000	PART-TIME	11,969	196	0	7,059	0	5,911	26,978	26,978	N/A
101-18-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-18-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-18-4121-0000	PERA CONTRIB - CITY SHARE	12,082	15,081	15,106	15,757	15,659	15,093	17,044	1,385	8.8%
101-18-4122-0000	FICA CONTRIB - CITY SHARE	12,523	14,692	15,409	14,455	15,972	13,982	17,385	1,413	8.8%
101-18-4131-0000	EMPLOYEE INSURANCE - CITY	20,622	28,291	29,972	33,051	38,502	35,475	32,412	(6,090)	-15.8%
101-18-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-18-4151-0000	WORKERS COMPENSATION	1,181	1,454	1,083	1,808	1,489	716	1,605	116	7.8%
	Total Personal Services	210,920	261,352	262,990	275,159	280,403	266,506	295,701	15,298	5.5%
	<u>SUPPLIES</u>									
101-18-4200-0000	OFFICE SUPPLIES	490	171	0	482	100	346	500	400	400.0%
101-18-4208-0000	POSTAGE	0	19	0	0	0	0	0	0	N/A
101-18-4221-0000	MAINTENANCE OF EQUIPMENT	0	780	400	(274)	400	2,032	500	100	25.0%
101-18-4245-0000	GENERAL SUPPLIES	849	36	200	194	200	69	500	300	150.0%
	Total Supplies	1,339	1,006	600	402	700	2,447	1,500	800	114.3%
	<u>OTHER SERVICES AND CHARGES</u>									
101-18-4304-0000	LEGAL FEES	35,479	44,423	5,000	7,149	10,000	1,451	10,000	0	0.0%
101-18-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	853	1,000	1,000	N/A
101-18-4331-0000	TRAVEL, CONFERENCE & SCHOOL	593	454	2,000	427	2,000	319	3,000	1,000	50.0%
101-18-4351-0000	PRINTING AND PUBLISHING	796	961	1,000	999	1,000	636	1,000	0	0.0%
101-18-4400-0000	CONTRACTUAL SERVICES	6,457	18,283	0	9,203	64,000	3,008	25,000	(39,000)	-60.9%
101-18-4433-0000	DUES AND SUBSCRIPTIONS	1,378	1,152	1,200	1,138	1,500	6,569	1,500	0	0.0%
101-18-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
101-18-4488-0000	COVID-19 Expenditures	884	300	0	0	0	0	0	0	N/A
	Total Other Services and Charges	45,587	65,573	9,200	18,916	78,500	12,836	41,500	(37,000)	-47.1%
	Total Planning	257,846	327,931	272,790	294,477	359,603	281,789	338,701	(20,902)	-5.8%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 19	<u>MUNICIPAL BUILDINGS</u>									
	<u>SUPPLIES</u>									
101-19-4221-0000	MAINTENANCE OF EQUIPMENT	5,674	9,237	25,000	11,789	18,000	8,507	18,000	0	0.0%
101-19-4223-0000	MAINTENANCE OF BUILDINGS	1,016	4,635	10,000	675	17,000	10,793	17,000	0	0.0%
101-19-4245-0000	GENERAL SUPPLIES	2,055	2,490	3,000	4,420	3,000	3,447	4,000	1,000	33.3%
	Total Supplies	8,745	16,362	38,000	16,884	38,000	22,747	39,000	1,000	2.6%
	<u>OTHER SERVICES AND CHARGES</u>									
101-19-4321-0000	COMMUNICATIONS - VOICE/DATA	61,871	67,107	64,000	70,237	70,000	73,737	99,000	29,000	41.4%
101-19-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	0	0	114	0	30	0	0	N/A
101-19-4360-0000	INSURANCE	98,571	109,779	115,000	107,908	115,000	119,819	125,000	10,000	8.7%
101-19-4361-0000	INSURANCE DEDUCTIBLE	0	0	0	0	0	0	0	0	N/A
101-19-4380-0000	UTILITY SERVICES	8,184	9,288	11,000	12,955	11,000	11,263	15,000	4,000	36.4%
101-19-4400-0000	CONTRACTUAL SERVICES	16,249	14,740	17,000	21,456	17,000	17,426	24,000	7,000	41.2%
101-19-4410-0000	RENTALS	502	947	1,000	780	1,200	585	1,200	0	0.0%
101-19-4433-0000	DUES AND SUBSCRIPTIONS	361	295	1,000	1,098	1,200	474	1,200	0	0.0%
101-19-4437-0000	TAXES/LICENSES	17	16	100	16	100	0	100	0	0.0%
101-19-4440-0000	MISC SERVICES/CONTINGENCY	0	0	100	0	100	0	0	(100)	-100.0%
101-19-4488-0000	COVID-19 Expenditures	7,078	795	0	0	0	0	0	0	N/A
101-19-4720-0000	FISCAL AGENT FEES	1,750	0	2,000	0	2,000	0	0	(2,000)	-100.0%
	Total Other Services and Charges	194,583	202,967	211,200	214,564	217,600	223,334	265,500	47,900	22.0%
	Total Municipal Buildings	203,328	219,329	249,200	231,448	255,600	246,081	304,500	48,900	19.1%
	<b>TOTAL GENERAL GOVERNMENT</b>	1,524,219	1,641,103	1,706,194	1,704,766	1,841,834	1,858,743	2,021,555	179,721	9.8%



General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 21	<u>POLICE</u>									
	<u>SUPPLIES</u>									
101-21-4221-0000	MAINTENANCE OF EQUIPMENT	3,496	2,956	0	0	0	0	0	0	N/A
101-21-4245-0000	GENERAL SUPPLIES	0	0	0	0	0	0	0	0	N/A
	Total Supplies	3,496	2,956	0	0	0	0	0	0	N/A
	<u>OTHER SERVICES AND CHARGES</u>									
101-21-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
101-21-4400-0000	CONTRACTUAL SERVICES	1,306,276	1,353,447	1,404,123	1,406,639	1,481,218	1,482,148	1,538,043	56,825	3.8%
101-21-4440-0000	MISC SERVICES/CONTINGENCY	513	891	3,000	2,920	3,000	4,307	3,000	0	0.0%
	Total Other Services and Charges	1,306,789	1,354,338	1,407,123	1,409,559	1,484,218	1,486,455	1,541,043	56,825	3.8%
	<u>CAPITAL OUTLAY</u>									
101-21-4620-0000	BUILDINGS & STRUCTURES	211,895	205,236	208,947	208,947	0	0	0	0	N/A
	Total Police	1,522,180	1,562,530	1,616,070	1,618,506	1,484,218	1,486,455	1,541,043	56,825	3.8%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 22	<u>FIRE</u>									
	<u>OTHER SERVICES AND CHARGES</u>									
101-22-4400-0000	CONTRACTUAL SERVICES - EXCELSIOR	394,916	413,085	457,758	457,758	542,531	537,538	634,080	91,549	16.9%
101-22-4400-0000	CONTRACTUAL SERVICES - MOUND	25,029	24,560	26,391	26,391	27,653	32,646	32,646	4,993	18.1%
	Total Other Services and Charges	419,945	437,645	484,149	484,149	570,184	570,184	666,726	96,542	16.9%
	<u>CAPITAL OUTLAY</u>									
101-22-4620-0000	BUILDINGS & STRUCTURES	273,380	269,324	260,758	260,758	200,116	200,116	112,281	(87,835)	-43.9%
	Total Fire	693,325	706,969	744,907	744,907	770,300	770,300	779,007	8,707	1.1%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 24	<b><u>PROTECTIVE INSPECTIONS</u></b>									
	<b><u>PERSONAL SERVICES</u></b>									
101-24-4101-0000	FULL-TIME REGULAR	92,325	90,836	112,264	94,336	108,409	88,933	148,455	40,046	36.9%
101-24-4102-0000	OVERTIME	0	0	0	0	0	0	0	0	N/A
101-24-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
101-24-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-24-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-24-4121-0000	PERA CONTRIB - CITY SHARE	6,436	6,805	8,096	7,076	8,131	6,670	11,134	3,003	36.9%
101-24-4122-0000	FICA CONTRIB - CITY SHARE	7,112	6,945	8,588	7,208	8,293	6,782	11,357	3,064	36.9%
101-24-4131-0000	EMPLOYEE INSURANCE - CITY	15,330	16,565	17,228	17,205	19,458	17,846	29,748	10,290	52.9%
101-24-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-24-4151-0000	WORKERS COMPENSATION	536	590	584	620	759	473	1,074	315	41.5%
	Total Personal Services	121,739	121,741	146,760	126,445	145,050	120,704	201,768	56,718	39.1%
	<b><u>SUPPLIES</u></b>									
101-24-4200-0000	OFFICE SUPPLIES	697	942	300	69	300	68	300	0	0.0%
101-24-4212-0000	MOTOR FUELS & LUBRICANTS	0	0	0	1,427	2,400	835	2,400	0	0.0%
101-24-4221-0000	MAINTENANCE OF EQUIPMENT	0	149	0	0	500	0	500	0	0.0%
101-24-4245-0000	GENERAL SUPPLIES	40	0	100	0	100	164	100	0	0.0%
	Total Supplies	737	1,091	400	1,496	3,300	1,067	3,300	0	0.0%
	<b><u>OTHER SERVICES AND CHARGES</u></b>									
101-24-4303-0000	ENGINEERING FEES	36	0	0	0	0	0	0	0	N/A
101-24-4304-0000	LEGAL FEES	0	0	0	0	0	0	0	0	N/A
101-24-4321-0000	COMMUNICATIONS - VOICE/DATA	0	315	0	642	500	676	500	0	0.0%
101-24-4331-0000	TRAVEL, CONFERENCE & SCHOOL	2,459	2,787	3,500	960	1,200	1,258	2,000	800	66.7%
101-24-4351-0000	PRINTING AND PUBLISHING	143	0	0	0	0	0	0	0	N/A
101-24-4400-0000	CONTRACTUAL SERVICES	13,755	28,945	29,700	23,160	30,000	11,382	30,000	0	0.0%
101-24-4433-0000	DUES AND SUBSCRIPTIONS	1,037	599	150	531	600	319	600	0	0.0%
101-24-4488-0000	COVID-19 Expenditures	652	150	0	0	0	0	0	0	N/A
	Total Other Services and Charges	18,082	32,796	33,350	25,293	32,300	13,635	33,100	800	2.5%
	Total Protective Inspections	140,558	155,628	180,510	153,234	180,650	135,406	238,168	57,518	31.8%
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,356,063</b>	<b>2,425,127</b>	<b>2,541,487</b>	<b>2,516,647</b>	<b>2,435,168</b>	<b>2,392,161</b>	<b>2,558,218</b>	<b>123,050</b>	<b>5.1%</b>

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 31	<u>CITY ENGINEER</u>									
	<u>SUPPLIES</u>									
101-31-4200-0000	OFFICE SUPPLIES	0	0	0	0	0	70	0	0	N/A
101-31-4221-0000	MAINTENANCE OF EQUIPMENT	0	0	0	0	0	0	0	0	N/A
101-31-4245-0000	GENERAL SUPPLIES	0	0	0	190	0	0	0	0	N/A
	Total Supplies	0	0	0	190	0	70	0	0	N/A
	<u>OTHER SERVICES AND CHARGES</u>									
101-31-4303-0000	ENGINEERING FEES	32,866	122,294	162,000	110,054	162,000	116,751	140,000	(22,000)	-13.6%
101-31-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	0	0	0	N/A
101-31-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	50	0	0	0	0	0	0	N/A
101-31-4351-0000	PRINTING AND PUBLISHING	0	0	0	0	0	0	0	0	N/A
101-31-4400-0000	CONTRACTUAL SERVICES	133,894	20	0	173	0	0	0	0	N/A
101-31-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
101-31-4433-0000	DUES AND SUBSCRIPTIONS	148	0	0	0	0	0	0	0	N/A
	Total Other Services and Charges	166,908	122,364	162,000	110,227	162,000	116,751	140,000	(22,000)	-13.6%
	Total City Engineer	166,908	122,364	162,000	110,417	162,000	116,821	140,000	(22,000)	-13.6%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 32	<b><u>PUBLIC WORKS</u></b>									
	<b><u>PERSONAL SERVICES</u></b>									
101-32-4101-0000	FULL-TIME REGULAR	394,688	412,779	393,380	421,468	409,256	400,604	432,171	22,915	5.6%
101-32-4102-0000	OVERTIME	7,464	2,954	3,000	9,130	3,000	7,288	5,000	2,000	66.7%
101-32-4103-0000	PART-TIME	0	0	0	0	0	2,358	0	0	N/A
101-32-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
101-32-4105-0000	STREET PAGER PAY	8,538	5,599	9,500	7,091	8,500	3,503	8,500	0	0.0%
101-32-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-32-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-32-4121-0000	PERA CONTRIB - CITY SHARE	30,484	30,368	30,442	27,666	31,557	30,995	32,413	857	2.7%
101-32-4122-0000	FICA CONTRIB - CITY SHARE	29,342	28,889	31,050	30,632	32,188	30,337	33,061	873	2.7%
101-32-4131-0000	EMPLOYEE INSURANCE - CITY	69,850	66,302	69,114	56,729	66,309	62,610	74,134	7,825	11.8%
101-32-4141-0000	UNEMPLOYMENT COMPENSATION	150	0	0	0	0	0	0	0	N/A
101-32-4151-0000	WORKERS COMPENSATION	26,766	29,284	33,701	30,070	42,225	27,438	44,791	2,566	6.1%
	Total Personal Services	567,282	576,175	570,187	582,786	593,034	565,133	630,070	37,036	6.2%
	<b><u>SUPPLIES</u></b>									
101-32-4200-0000	OFFICE SUPPLIES	522	161	400	2,214	400	1,111	400	0	0.0%
101-32-4208-0000	POSTAGE	9	0	0	19	0	0	0	0	N/A
101-32-4212-0000	MOTOR FUELS & LUBRICANTS	29,093	39,395	41,000	55,105	46,000	47,047	52,000	6,000	13.0%
101-32-4221-0000	MAINTENANCE OF EQUIPMENT	15,862	18,041	25,000	52,925	25,000	34,941	35,000	10,000	40.0%
101-32-4223-0000	MAINTENANCE OF BUILDINGS	2,330	6,543	10,000	6,007	17,000	14,140	17,000	0	0.0%
101-32-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	2,393	406	3,500	3,453	3,500	1,859	3,500	0	0.0%
101-32-4245-0000	GENERAL SUPPLIES	18,739	17,920	17,000	19,799	19,000	16,813	23,000	4,000	21.1%
101-32-4250-0000	ROAD MAINT MATERIALS	67,891	18,051	85,000	34,285	80,000	64,985	70,000	(10,000)	-12.5%
	Total Supplies	136,839	100,517	181,900	173,807	190,900	180,896	200,900	10,000	5.2%
	<b><u>OTHER SERVICES AND CHARGES</u></b>									
101-32-4303-0000	ENGINEERING FEES	285	0	0	33	0	0	0	0	N/A
101-32-4305-0000	DRUG TESTING	1,034	1,313	1,200	883	1,200	734	1,200	0	0.0%
101-32-4321-0000	COMMUNICATIONS - VOICE/DATA	6,895	7,722	5,000	6,509	5,000	8,523	8,000	3,000	60.0%
101-32-4331-0000	TRAVEL, CONFERENCE & SCHOOL	973	597	7,500	2,063	7,500	1,531	7,500	0	0.0%
101-32-4351-0000	PRINTING AND PUBLISHING	0	0	300	0	0	50	0	0	N/A
101-32-4380-0000	UTILITY SERVICES	10,958	9,206	12,000	11,229	12,000	10,307	15,000	3,000	25.0%
101-32-4399-0000	UTILITIES-STREET LIGHTS	39,241	42,427	42,000	51,954	40,000	46,649	45,000	5,000	12.5%
101-32-4400-0000	CONTRACTUAL SERVICES	81,666	84,019	125,000	70,313	129,000	58,046	120,000	(9,000)	-7.0%
101-32-4410-0000	RENTALS	329	26	1,400	800	1,400	631	1,400	0	0.0%
101-32-4433-0000	DUES AND SUBSCRIPTIONS	401	1,693	1,700	487	1,700	472	1,700	0	0.0%
101-32-4437-0000	TAXES/LICENSES	676	885	1,000	968	1,000	331	1,000	0	0.0%
101-32-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	80	0	0	N/A
101-32-4488-0000	COVID-19 Expenditures	2,630	68	0	0	0	0	0	0	N/A
	Total Other Services and Charges	145,088	147,956	197,100	145,239	198,800	127,354	200,800	2,000	1.0%
	Total Public Works	849,209	824,648	949,187	901,832	982,734	873,383	1,031,770	49,036	5.0%



General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 33	<b><u>ICE AND SNOW REMOVAL</u></b>									
	<b><u>PERSONAL SERVICES</u></b>									
101-33-4101-0000	FULL-TIME REGULAR	33,234	39,291	36,600	56,208	36,343	41,191	38,843	2,500	6.9%
101-33-4102-0000	OVERTIME	8,918	7,785	8,000	11,733	8,000	12,675	10,000	2,000	25.0%
101-33-4103-0000	PART-TIME	700	0	0	0	0	70	0	0	N/A
101-33-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-33-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-33-4121-0000	PERA CONTRIB - CITY SHARE	3,132	3,531	3,345	4,960	3,326	4,040	2,913	(413)	-12.4%
101-33-4122-0000	FICA CONTRIB - CITY SHARE	2,968	3,169	3,412	4,590	3,392	3,638	2,971	(421)	-12.4%
101-33-4131-0000	EMPLOYEE INSURANCE - CITY	6,285	6,883	7,283	5,840	5,930	4,102	6,251	321	5.4%
101-33-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-33-4151-0000	WORKERS COMPENSATION	2,232	3,085	2,378	4,545	2,670	3,736	2,852	182	6.8%
	Total Personal Services	57,469	63,744	61,018	87,876	59,661	69,452	63,830	4,169	7.0%
	<b><u>SUPPLIES</u></b>									
101-33-4245-0000	GENERAL SUPPLIES	37,017	59,553	68,000	82,165	80,000	34,268	85,000	5,000	6.3%
	<b><u>OTHER SERVICES AND CHARGES</u></b>									
101-33-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	0	1,200	0	1,200	780	2,000	800	66.7%
	Total Ice and Snow Removal	94,486	123,297	130,218	170,041	140,861	104,500	150,830	9,969	7.1%
	<b>TOTAL STREETS</b>	1,110,603	1,070,309	1,241,405	1,182,290	1,285,595	1,094,704	1,322,600	37,005	2.9%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 52	<u>PARK MAINTENANCE</u>									
	<u>PERSONAL SERVICES</u>									
101-52-4101-0000	FULL-TIME REGULAR	82,455	91,257	117,400	90,585	162,935	115,815	181,182	18,247	11.2%
101-52-4102-0000	OVERTIME	0	0	1,500	0	1,500	476	1,500	0	0.0%
101-52-4103-0000	PART-TIME	8,634	8,372	10,000	0	10,000	7,236	16,000	6,000	60.0%
101-52-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
101-52-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-52-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-52-4121-0000	PERA CONTRIB - CITY SHARE	6,159	6,845	8,918	6,566	12,333	9,265	13,565	1,233	10.0%
101-52-4122-0000	FICA CONTRIB - CITY SHARE	6,992	7,547	9,861	6,749	13,345	9,460	13,836	491	3.7%
101-52-4131-0000	EMPLOYEE INSURANCE - CITY	20,544	21,447	22,207	16,854	29,003	15,857	21,954	(7,049)	-24.3%
101-52-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-52-4151-0000	WORKERS COMPENSATION	5,737	6,523	6,305	6,366	4,844	8,507	5,209	365	7.5%
	Total Personal Services	130,521	141,991	176,190	127,120	233,959	166,616	253,246	19,287	8.2%
	<u>SUPPLIES</u>									
101-52-4208-0000	POSTAGE	0	0	0	0	0	0	0	0	N/A
101-52-4221-0000	MAINTENANCE OF EQUIPMENT	0	150	6,000	172	6,000	5,743	8,000	2,000	33.3%
101-52-4223-0000	MAINTENANCE OF BUILDINGS	10,287	2,379	10,000	550	10,000	4,293	10,000	0	0.0%
101-52-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	274	743	1,200	103	1,200	478	1,200	0	0.0%
101-52-4245-0000	GENERAL SUPPLIES	7,889	7,552	9,500	9,531	9,500	7,747	9,500	0	0.0%
101-52-4247-0000	TREES PURCHASED	9,987	13,298	10,000	9,938	10,000	9,581	20,000	10,000	100.0%
	Total Supplies	28,437	24,122	36,700	20,294	36,700	27,842	48,700	12,000	32.7%
	<u>OTHER SERVICES AND CHARGES</u>									
101-52-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
101-52-4303-0000	ENGINEERING FEES	288	0	2,000	0	5,000	2,350	2,000	(3,000)	-60.0%
101-52-4304-0000	LEGAL FEES	0	0	0	198	0	0	0	0	N/A
101-52-4321-0000	COMMUNICATIONS - VOICE/DATA	2,278	2,696	1,750	2,711	1,750	2,446	2,000	250	14.3%
101-52-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	192	500	0	1,200	89	1,200	0	0.0%
101-52-4351-0000	PRINTING AND PUBLISHING	170	0	400	0	400	0	400	0	0.0%
101-52-4380-0000	UTILITY SERVICES	7,248	7,298	9,000	9,332	8,000	7,554	9,000	1,000	12.5%
101-52-4400-0000	CONTRACTUAL SERVICES	24,747	22,095	32,000	26,017	45,000	23,617	35,000	(10,000)	-22.2%
101-52-4401-0000	LAKE MINNETONKA TREATMENT	0	0	5,000	0	5,000	0	0	(5,000)	-100.0%
101-52-4402-0000	CHRISTMAS LAKE AIS INSPECTIONS	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0	0.0%
101-52-4410-0000	RENTALS	9,733	10,672	5,100	12,329	6,000	1,107	6,000	0	0.0%
101-52-4433-0000	DUES AND SUBSCRIPTIONS	35	0	400	503	0	494	0	0	N/A
101-52-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	67	0	0	N/A
	Total Other Services and Charges	49,499	47,953	61,150	56,090	77,350	42,724	60,600	(16,750)	-21.7%
	Total Park Maintenance	208,457	214,066	274,040	203,504	348,009	237,182	362,546	14,537	4.2%



General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
DEPT 53	<b>RECREATION</b>									
	<b>PERSONAL SERVICES</b>									
101-53-4101-0000	FULL-TIME REGULAR	35,330	38,947	32,032	42,551	35,635	41,129	49,026	13,391	37.6%
101-53-4102-0000	OVERTIME	0	0	300	0	0	0	0	0	N/A
101-53-4103-0000	PART-TIME	7,644	0	8,000	66	8,000	16,269	14,641	6,641	83.0%
101-53-4121-0000	PERA CONTRIB - CITY SHARE	2,649	2,921	2,425	2,407	2,673	4,105	4,547	1,874	70.1%
101-53-4122-0000	FICA CONTRIB - CITY SHARE	3,254	2,928	3,085	3,284	3,338	4,271	4,638	1,300	38.9%
101-53-4131-0000	EMPLOYEE INSURANCE - CITY	582	398	879	664	6,624	3,471	5,108	(1,516)	-22.9%
101-53-4141-0000	UNEMPLOYMENT COMPENSATION	266	0	0	0	0	0	0	0	N/A
101-53-4151-0000	WORKERS COMPENSATION	1,661	1,989	852	1,864	1,019	1,323	1,734	715	70.2%
	Total Personal Services	51,386	47,183	47,572	50,836	57,289	70,568	79,694	22,405	39.1%
	<b>SUPPLIES</b>									
101-53-4245-0000	GENERAL SUPPLIES	1,075	914	1,000	966	1,000	1,451	2,500	1,500	150.0%
101-53-4246-0000	PROGRAM SUPPLIES	24	0	1,000	25	1,000	1,351	1,200	200	20.0%
101-53-4248-0000	OTHER PROGRAMS FEE	3,855	7,928	5,000	5,989	5,000	0	750	(4,250)	-85.0%
	Total Supplies	4,954	8,842	7,000	6,980	7,000	2,802	4,450	(2,550)	-36.4%
	<b>OTHER SERVICES AND CHARGES</b>									
101-53-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	0	0	0	N/A
101-53-4331-0000	TRAVEL, CONFERENCE & SCHOOL	230	0	250	129	250	528	2,900	2,650	1060.0%
101-53-4351-0000	PRINTING AND PUBLISHING	680	1,560	1,500	445	1,500	881	2,500	1,000	66.7%
101-53-4400-0000	CONTRACTUAL SERVICES	120	100	900	0	900	9,302	8,458	7,558	839.8%
101-53-4433-0000	DUES AND SUBSCRIPTIONS	315	254	350	0	350	1,094	570	220	62.9%
101-53-4437-0000	TAXES/LICENSES	0	0	0	0	0	0	0	0	N/A
101-53-4438-0000	OKTOBERFEST	0	0	2,000	1,480	2,000	(979)	5,000	3,000	150.0%
101-53-4441-0000	ARCTIC FEVER PROGRAMS	6,436	958	7,100	6,902	7,100	9,069	8,500	1,400	19.7%
101-53-4443-0000	Safety Camp	0	0	0	0	0	0	1,800	1,800	N/A
101-53-4444-0000	Entertainment in the Park	0	0	0	0	0	0	1,500	1,500	N/A
101-53-4449-0000	Adaptive & Inclusion	0	0	0	0	0	0	0	0	N/A
101-53-4488-0000	COVID-19 Expenditures	24	0	0	0	0	0	0	0	N/A
101-53-4450-0000	BANK SERVICE CHARGES	0	0	0	0	0	0	0	0	N/A
	Total Other Services and Charges	7,805	2,872	12,100	8,956	12,100	19,895	31,228	19,128	158.1%
	Total Recreation	64,145	58,897	66,672	66,772	76,389	93,265	115,372	38,983	51.0%
	<b>TOTAL PARKS AND RECREATION</b>	272,602	272,963	340,713	270,276	424,398	330,447	477,918	53,520	12.6%
	<b>TOTAL EXPENDITURES</b>	5,263,487	5,409,502	5,829,798	5,673,979	5,986,995	5,676,055	6,380,291	393,296	6.6%

General Fund

2024 Budget

Expenditures by Line Item

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b><u>OTHER FINANCING USES</u></b>										
<b><u>TRANSFERS OUT</u></b>										
101-00-4820-0000	SOUTHSHORE CENTER - BUILDING	32,300	32,300	32,300	32,300	32,300	32,300	0	(32,300)	-100.0%
101-11-4820-0000	SOUTHSHORE CENTER - OPERATIONS	70,000	70,000	70,000	70,000	70,000	70,000	105,000	35,000	50.0%
101-19-4820-0000	CITY HALL DEBT SERVICE	95,115	0	0	507,949	0	0	0	0	N/A
101-32-4820-0000	EQUIPMENT REPLACEMENT	95,000	0	0	0	0	0	0	0	N/A
101-32-4820-0000	STREET IMPROVEMENTS	835,000	0	0	0	0	0	0	0	N/A
101-53-4820-0000	PARK IMPROVEMENTS	95,000	0	0	0	0	0	0	0	N/A
101-00-4820-0000	STORM WATER - MANOR PARK POND	0	0	0	0	0	0	0	0	N/A
Total Transfers Out		1,222,415	102,300	102,300	610,249	102,300	102,300	105,000	2,700	2.6%
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		6,485,902	5,511,802	5,932,098	6,284,228	6,089,295	5,778,355	6,485,291	395,996	6.5%

**Shorewood Community & Event Center**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
FUND 201	Shorewood Community & Event Center									
<b><u>REVENUE</u></b>										
201-00-3410-0000	RENTAL INCOME	18,371	35,439	55,000	45,929	55,000	61,756	61,000	6,000	10.9%
201-00-3471-0000	PARK FEES & RENTALS	0	0	0	0	0	0	0	0	N/A
201-00-3473-0000	EVENT PROGRAM FEES	50	85	500	96	500	0	500	0	0.0%
201-00-3477-0000	METRO DINING CARDS	195	1,035	2,500	1,600	2,500	0	0	(2,500)	-100.0%
201-00-3480-0000	PROGRAM (CLASS) FEES	1,374	135	1,500	105	1,500	940	0	(1,500)	-100.0%
201-00-3620-0000	INTEREST EARNINGS	1,093	8	0	(124)	0	0	0	0	N/A
201-00-3623-0000	CONTRIBUTIONS AND DONATIONS	110	0	0	100	0	0	0	0	N/A
201-00-3670-0000	MISCELLANEOUS REVENUE	0	0	0	198	0	158	0	0	N/A
201-00-3920-0000	TRANSFERS IN	102,300	102,300	102,300	102,300	102,300	102,300	105,000	2,700	2.6%
	REVENUE Totals:	123,493	139,002	161,800	150,204	161,800	165,154	166,500	4,700	2.9%
<b><u>EXPENDITURES</u></b>										
<b><u>PERSONAL SERVICES</u></b>										
201-00-4101-0000	FULL-TIME REGULAR	39,300	40,379	48,048	65,442	44,541	38,018	49,026	4,485	10.1%
201-00-4102-0000	OVERTIME	534	41	2,000	361	2,000	0	1,000	(1,000)	-50.0%
201-00-4103-0000	PART-TIME	8,596	9,091	11,500	11,935	11,500	20,980	14,641	3,141	27.3%
201-00-4121-0000	PERA CONTRIB - CITY SHARE	3,242	3,371	3,754	4,381	3,491	4,037	4,547	1,056	30.2%
201-00-4122-0000	FICA CONTRIB - CITY SHARE	3,663	3,785	4,709	5,917	4,440	4,555	4,638	198	4.5%
201-00-4131-0000	EMPLOYEE INSURANCE - CITY	874	597	1,318	996	9,936	5,207	5,108	(4,828)	-48.6%
201-00-4151-0000	WORKERS COMPENSATION	2,206	2,404	1,278	2,823	1,274	1,136	1,734	460	36.1%
	Total Personal Services	58,415	59,668	72,607	91,855	77,182	73,933	80,694	3,512	4.6%
<b><u>SUPPLIES</u></b>										
201-00-4200-0000	OFFICE SUPPLIES	394	188	400	219	400	4,246	2,300	1,900	475.0%
201-00-4223-0000	MAINTENANCE OF BUILDINGS	1,908	5,959	3,000	5,681	3,000	3,549	8,500	5,500	183.3%
201-00-4245-0000	GENERAL SUPPLIES	2,188	1,035	3,000	3,221	2,500	3,779	3,000	500	20.0%
201-00-4246-0000	EVENT SUPPLIES EXPENSE	481	0	500	0	500	122	500	0	0.0%
201-00-4247-0000	COMMUNITY EVENT EXPENSE	0	2,000	2,000	3,000	2,000	0	500	(1,500)	-75.0%
201-00-4248-0000	PROGRAM (CLASS) EXPENSES	4,570	6,427	9,000	10,134	7,000	9,425	7,000	0	0.0%
	Total Supplies	9,541	15,609	17,900	22,255	15,400	21,121	21,800	6,400	41.6%
<b><u>OTHER SERVICES AND CHARGES</u></b>										
201-00-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
201-00-4304-0000	LEGAL FEES	0	0	0	0	0	0	0	0	N/A
201-00-4321-0000	COMMUNICATIONS - VOICE/DATA	3,069	7,126	5,000	1,918	5,000	1,813	5,000	0	0.0%
201-00-4331-0000	TRAVEL, CONFERENCE & SCHOOL	36	19	200	242	200	205	600	400	200.0%
201-00-4351-0000	PRINTING AND PUBLISHING	876	851	3,500	1,197	3,500	0	7,310	3,810	108.9%
201-00-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
201-00-4380-0000	UTILITY SERVICES	8,660	10,083	11,000	13,201	11,000	12,687	12,000	1,000	9.1%
201-00-4400-0000	CONTRACTUAL SERVICES	13,729	14,517	15,000	18,687	15,000	19,005	30,853	15,853	105.7%

**Shorewood Community & Event Center**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
201-00-4433-0000	DUES AND SUBSCRIPTIONS	408	482	500	1,819	500	689	800	300	60.0%
201-00-4437-0000	TAXES/LICENSES	868	869	1,200	886	1,200	903	1,200	0	0.0%
201-00-4440-0000	MISC SERVICES	0	0	1,000	0	1,000	67	1,000	0	0.0%
201-00-4441-0000	ARCTIC FEVER PROGRAMS	0	0	0	0	0	0	0	0	N/A
201-00-4450-0000	BANK SERVICE CHARGES	0	0	0	0	0	5	0	0	N/A
201-00-4488-0000	COVID-19 Expenditures	753	0	0	0	0	0	0	0	N/A
	Total Other Services and Charges	28,399	33,947	37,400	37,950	37,400	35,374	58,763	21,363	57.1%
<b><u>CAPITAL OUTLAY</u></b>										
201-00-4620-0000	BUILDINGS & STRUCTURES	1,925	0	27,000	10,790	38,000	6,978	29,000	(9,000)	-23.7%
201-00-4680-0000	OTHER IMPROVEMENTS	0	0	0	0	0	0	0	0	N/A
	Total Capital Outlay	1,925	0	27,000	10,790	38,000	6,978	29,000	(9,000)	-23.7%
	EXPENDITURES TOTAL	98,280	109,224	154,907	162,850	167,982	137,406	190,257	22,275	13.3%
<b><u>CHANGE IN FUND BALANCE</u></b>		25,213	29,778	6,893	(12,646)	(6,182)	27,748	(23,757)	(17,575)	284.3%



**Water Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
FUND 601	Water Utility									
<b>REVENUE</b>										
601-00-3353-0000	PERA PENSION OTHER REVENUE	399	289	0	1,002	0	0	0	0	N/A
601-00-3362-0000	MISC GRANTS	0	0	0	4,827	0	2,200	0	0	N/A
601-00-3610-0000	SPECIAL ASSESSMENTS - CURREN	4,715	4,824	0	6,687	0	46,456	0	0	N/A
601-00-3611-0000	SPECIAL ASSESSMENTS-DELINQUE	0	0	0	0	0	0	0	0	N/A
601-00-3614-0000	SPECIAL ASSESSMENTS-INTEREST	0	0	0	0	0	0	0	0	N/A
601-00-3620-0000	INTEREST EARNINGS	2,021	876	0	(610)	0	19,577	0	0	N/A
601-00-3620-0000	INTEREST EARNINGS	9,480	6,382	3,223	3,223	0	0	0	0	N/A
601-00-3620-0000	INTEREST EARNINGS	70,665	77,211	43,989	41,076	38,776	0	38,000	(776)	-2.0%
601-00-3621-0000	GAIN / (LOSS) ON INVESTMENTS	0	0	0	0	0	0	0	0	N/A
601-00-3624-0000	REFUNDS & REIMBURSEMENTS	20,000	2,497	0	751	0	0	0	0	N/A
601-00-3670-0000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	0	0	N/A
601-00-3710-0000	UTILITY REVENUE	544,140	737,399	598,400	812,193	658,240	825,036	990,000	331,760	50.4%
601-00-3711-0000	WATER CONNECTION FEES	197,500	177,500	25,000	75,000	25,000	80,477	25,000	0	0.0%
601-00-3712-0000	UTILITY PERMIT FEES	3,120	3,000	1,000	1,050	1,000	1,440	1,000	0	0.0%
601-00-3713-0000	WATER METER SALES	29,490	28,670	10,000	9,760	15,000	8,595	15,000	0	0.0%
601-00-3715-0000	STATE SURCHARGE	0	0	0	0	0	75	0	0	N/A
601-00-3717-0000	Water Meter Permit	0	0	0	0	0	0	0	0	N/A
601-00-3720-0000	WATER PENALTIES	0	0	0	0	0	0	0	0	N/A
601-00-3725-0000	LOCAL SAC CHARGES	0	0	0	0	0	0	0	0	N/A
601-00-3900-0000	CAPITAL CONTRIBUTIONS	0	331,857	0	4,528	0	0	0	0	N/A
601-00-3910-0000	SALES OF CAPITAL ASSETS	0	0	0	0	0	0	0	0	N/A
601-00-3920-0000	TRANSFERS IN	0	0	0	0	0	0	0	0	N/A
601-00-3940-0000	BOND PREMIUM	510	242	0	0	0	0	0	0	N/A
REVENUE Totals:		882,040	1,370,747	681,612	959,487	738,016	983,856	1,069,000	330,984	44.8%
<b>EXPENSE</b>										
<b>PERSONAL SERVICES</b>										
601-00-4101-0000	FULL-TIME REGULAR	172,258	192,165	206,621	203,981	215,809	174,898	230,642	14,833	6.9%
601-00-4102-0000	OVERTIME	3,228	6,876	5,000	8,321	5,000	2,724	5,000	0	0.0%
601-00-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
601-00-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
601-00-4105-0000	WATER PAGER PAY	6,422	4,527	6,500	4,879	5,500	2,278	5,500	0	0.0%
601-00-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
601-00-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
601-00-4121-0000	PERA CONTRIB - CITY SHARE	13,641	15,267	16,360	15,589	16,974	13,493	17,298	325	1.9%
601-00-4122-0000	FICA CONTRIB - CITY SHARE	12,839	14,791	16,687	15,541	17,312	13,406	17,644	332	1.9%
601-00-4131-0000	EMPLOYEE INSURANCE - CITY	25,349	33,803	36,640	34,183	38,154	33,615	40,848	2,694	7.1%
601-00-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
601-00-4151-0000	WORKERS COMPENSATION	5,846	8,404	10,338	9,268	10,656	7,764	11,411	755	7.1%
601-00-4161-0000	PENSION EXPENSE	10,072	2,711	0	33,104	0	0	0	0	N/A
Total Personal Services		249,655	278,544	298,145	324,866	309,405	248,178	328,343	18,938	6.1%

**Water Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b><u>SUPPLIES</u></b>										
601-00-4200-0000	OFFICE SUPPLIES	0	352	200	0	200	524	200	0	0.0%
601-00-4208-0000	POSTAGE	1,544	1,476	1,400	1,527	1,400	1,232	1,500	100	7.1%
601-00-4212-0000	MOTOR FUELS & LUBRICANTS	0	0	0	0	0	0	0	0	N/A
601-00-4215-0000	SHOP MATERIALS	0	0	0	0	0	0	0	0	N/A
601-00-4221-0000	MAINTENANCE OF EQUIPMENT	4,242	7,839	25,000	5,555	35,000	20,227	32,000	(3,000)	-8.6%
601-00-4223-0000	MAINTENANCE OF BUILDINGS	4,722	26,167	25,000	5,239	25,000	3,039	25,000	0	0.0%
601-00-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	1,705	5,535	6,500	1,111	2,000	1,188	2,000	0	0.0%
601-00-4245-0000	GENERAL SUPPLIES	7,657	7,738	11,500	19,050	12,500	19,684	14,000	1,500	12.0%
601-00-4260-0000	WATER PURCHASES - TONKA BAY	4,716	5,197	3,500	5,811	5,000	4,458	5,000	0	0.0%
601-00-4261-0000	WATER PURCHASES - EXCELSIOR	15,656	16,895	18,000	27,758	18,000	28,922	18,000	0	0.0%
601-00-4262-0000	WATER PURCHASES - MINNETONK	0	0	1,200	0	1,200	0	1,000	(200)	-16.7%
601-00-4263-0000	WATER PURCHASES-CHANHASSEN	14,049	13,007	11,000	15,230	12,000	12,045	12,000	0	0.0%
601-00-4265-0000	WATER METER PURCHASES	29,092	45,094	30,000	45,696	30,000	6,148	30,000	0	0.0%
Total Supplies		83,383	129,300	133,300	126,977	142,300	97,467	140,700	(1,600)	-1.1%
<b><u>OTHER SERVICES AND CHARGES</u></b>										
601-00-4301-0000	AUDITING & ACCOUNTING	0	0	0	0	0	0	0	0	N/A
601-00-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
601-00-4303-0000	ENGINEERING FEES	5,873	17,582	20,000	20,000	20,000	18,099	20,000	0	0.0%
601-00-4304-0000	LEGAL FEES	1,560	1,268	0	0	0	0	0	0	N/A
601-00-4312-0000	ENGINEERING	0	0	5,000	0	0	0	0	0	N/A
601-00-4321-0000	COMMUNICATIONS - VOICE/DATA	7,618	7,323	7,100	6,379	6,000	6,275	7,000	1,000	16.7%
601-00-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,099	581	2,000	1,105	2,000	1,577	2,500	500	25.0%
601-00-4351-0000	PRINTING AND PUBLISHING	181	0	500	154	500	449	500	0	0.0%
601-00-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
601-00-4380-0000	UTILITY SERVICES	0	0	0	0	0	0	0	0	N/A
601-00-4394-0000	UTILITIES - AMESBURY WELL	5,764	12,255	12,000	8,986	12,000	6,575	12,000	0	0.0%
601-00-4395-0000	UTILITIES - BADGER WELL	19,703	14,405	12,500	20,644	14,000	11,676	14,000	0	0.0%
601-00-4396-0000	UTILITIES - BOULDER BRIDGE	12,285	22,143	20,000	21,112	20,000	26,483	20,000	0	0.0%
601-00-4397-0000	UTILITIES - WOODHAVEN WELL	0	0	0	0	0	0	0	0	N/A
601-00-4398-0000	UTILITIES - SE AREA WELL	28,010	28,348	30,000	36,984	30,000	34,404	35,000	5,000	16.7%
601-00-4400-0000	CONTRACTUAL SERVICES	34,057	98,993	70,000	106,708	95,000	37,772	95,000	0	0.0%
601-00-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
601-00-4420-0000	DEPRECIATION	347,753	348,143	360,000	357,571	360,000	0	460,000	100,000	27.8%
601-00-4433-0000	DUES AND SUBSCRIPTIONS	4,628	0	4,100	0	4,100	1,520	4,100	0	0.0%
601-00-4437-0000	TAXES/LICENSES	495	2,654	4,000	4,011	5,000	3,467	5,000	0	0.0%
601-00-4440-0000	MISC SERVICES/CONTINGENCY	0	3,226	0	0	0	0	0	0	N/A
601-00-4450-0000	BANK SERVICE CHARGES	3,431	4,252	3,300	5,873	4,500	6,467	5,000	500	11.1%
601-00-4499-0000	FEMA ELIGIBLE EXPENSES	0	0	0	0	0	0	0	0	N/A
601-00-4620-0000	BUILDINGS & STRUCTURES	29,930	0	0	8,682	0	0	0	0	N/A
601-00-4640-0000	MACHINERY & EQUIPMENT	0	0	0	0	0	5,476	0	0	N/A
601-00-4680-0000	OTHER IMPROVEMENTS	7,850	0	20,000	29,890	10,000	14,949	10,000	0	0.0%
Total Other Services and Charges		510,237	561,173	570,500	628,099	583,100	175,189	690,100	107,000	18.4%

**NON-OPERATING EXPENSES**



**Water Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
601-00-4711-0000	BOND INTEREST	10,943	18,470	19,104	18,491	16,643	45,628	96,865	80,222	-482.0%
601-00-4720-0000	FISCAL AGENT FEES	2,245	1,495	3,500	1,000	3,500	0	2,000	(1,500)	-42.9%
601-00-4730-0000	BOND ISSUANCE COSTS	6,086	3,709	7,500	12,230	7,500	0	0	(7,500)	-100.0%
601-00-4810-0000	RESIDUAL EQUITY TRANSFERS	0	0	0	0	0	0	0	0	N/A
601-00-4820-0000	OPERATING TRANSFERS	12,500	12,500	12,500	12,500	12,500	12,500	12,500	0	0.0%
601-00-4820-0000	TRANSFERS FOR CIP STREETS	0	0	0	0	0	0	0	0	N/A
	Total Non-Operating Expenses	31,774	36,174	42,604	44,221	40,143	58,128	111,365	71,222	177.4%
	Total Expenses	875,049	1,005,191	1,044,549	1,124,163	1,074,948	578,962	1,270,508	195,560	18.2%
	Change in Net Position	6,991	365,556	(362,937)	(164,676)	(336,932)	404,894	(201,508)	135,424	-40.2%
							Depreciation (Non-Cash)	460,000		
							Bond Proceeds	33,075		
							Bond Principal	(93,809)		
							Capital Acquisitions - Infrastructure	(33,075)	mill and overlay	
							Capital Acquisitions - Other	(655,000)	wells, watermains, equipment; etc.	
							Principal Payments Received on TIF Loan	28,850		
							water connection fees collected against assessments receivable	45,500		
							Change in Cash	(415,967)		

**Sewer Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
FUND 611	Sanitary Sewer Utility									
<b>REVENUE</b>										
611-00-3353-0000	PERA PENSION OTHER REVENUE	326	249	0	814	0	0	0	0	N/A
611-00-3362-0000	MISC GRANTS	0	600	0	0	0	31,192	0	0	N/A
611-00-3400-0000	CHARGES FOR SERVICES	0	0	0	0	0	0	0	0	N/A
611-00-3610-0000	SPECIAL ASSESSMENTS - CURREN	220	179	0	183	0	15,824	0	0	N/A
611-00-3611-0000	SPECIAL ASSESSMENTS-DELINQUE	0	0	0	0	0	0	0	0	N/A
611-00-3614-0000	SPECIAL ASSESSMENTS-INTEREST	0	0	0	0	0	0	0	0	N/A
611-00-3620-0000	INTEREST EARNINGS	26,708	(3,122)	5,000	(2,743)	5,000	0	8,000	3,000	60.0%
611-00-3621-0000	GAIN / (LOSS) ON INVESTMENTS	0	0	0	0	0	0	0	0	N/A
611-00-3670-0000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	0	0	N/A
611-00-3710-0000	UTILITY REVENUE	1,049,742	1,169,863	1,220,800	1,285,352	1,267,900	1,048,228	1,476,950	209,050	16.5%
611-00-3712-0000	UTILITY PERMIT FEES	6,810	4,086	3,000	1,200	3,000	450	3,000	0	0.0%
611-00-3720-0000	SEWER PENALTIES	0	0	0	0	0	0	0	0	N/A
611-00-3725-0000	LOCAL SAC CHARGES PAYABLE	11,875	14,862	5,000	2,400	5,000	26,655	5,000	0	0.0%
611-00-3727-0000	OUTSIDE SEWER REPAIR	750	1,050	750	900	750	1,847	750	0	0.0%
611-00-3900-0000	CAPITAL CONTRIBUTIONS	0	0	0	0	0	0	0	0	N/A
611-00-3910-0000	SALES OF CAPITAL ASSETS	0	0	0	0	0	0	0	0	N/A
611-00-3920-0000	TRANSFERS IN	0	0	0	0	0	0	0	0	N/A
611-00-3940-0000	BOND PREMIUM	239	20	0	20	0	0	0	0	N/A
REVENUE Totals:		1,096,670	1,187,787	1,234,550	1,288,126	1,281,650	1,124,196	1,493,700	212,050	16.5%
<b>EXPENSE</b>										
<b>PERSONAL SERVICES</b>										
611-00-4101-0000	FULL-TIME REGULAR	139,465	167,364	175,102	171,722	182,824	132,772	195,397	12,573	6.9%
611-00-4102-0000	OVERTIME	2,962	3,239	3,000	5,613	3,000	1,678	5,000	2,000	66.7%
611-00-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
611-00-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
611-00-4105-0000	SEWER PAGER PAY	6,422	4,527	6,500	4,879	5,500	2,097	5,500	0	0.0%
611-00-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
611-00-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
611-00-4121-0000	PERA CONTRIB - CITY SHARE	11,164	13,135	13,846	12,987	14,350	10,241	14,655	306	2.1%
611-00-4122-0000	FICA CONTRIB - CITY SHARE	10,595	12,697	14,122	13,128	14,636	10,352	14,948	312	2.1%
611-00-4131-0000	EMPLOYEE INSURANCE - CITY	21,779	28,111	30,209	28,422	31,386	27,904	33,561	2,175	6.9%
611-00-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	5,546	0	0	N/A
611-00-4151-0000	WORKERS COMPENSATION	4,561	6,751	9,260	6,988	9,767	0	10,459	692	7.1%
611-00-4161-0000	PENSION EXPENSE	9,415	7,698	0	24,022	0	0	0	0	N/A
Total Personal Services		206,363	243,522	252,038	267,761	261,463	190,590	279,520	18,057	6.9%
<b>SUPPLIES</b>										
611-00-4200-0000	OFFICE SUPPLIES	0	352	200	0	200	494	250	50	25.0%
611-00-4208-0000	POSTAGE	1,436	1,461	1,500	1,527	1,500	1,232	1,500	0	0.0%
611-00-4212-0000	MOTOR FUELS & LUBRICANTS	0	0	0	0	0	0	0	0	N/A

**Sewer Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
611-00-4215-0000	SHOP MATERIALS	0	0	0	0	0	0	0	0	N/A
611-00-4221-0000	MAINTENANCE OF EQUIPMENT	3,261	2,038	10,000	3,845	10,000	10,120	10,000	0	0.0%
611-00-4223-0000	MAINTENANCE OF BUILDINGS	123	3,659	0	1,414	0	66,625	0	0	N/A
611-00-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	360	139	900	528	1,400	1,106	1,400	0	0.0%
611-00-4245-0000	GENERAL SUPPLIES	414	1,664	2,000	1,402	2,000	1,231	2,000	0	0.0%
Total Supplies		5,594	9,313	14,600	8,716	15,100	80,808	15,150	50	0.3%

**OTHER SERVICES AND CHARGES**

611-00-4301-0000	AUDITING & ACCOUNTING	0	0	0	0	0	0	0	0	N/A
611-00-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
611-00-4303-0000	ENGINEERING FEES	14,287	31,694	5,000	26,660	35,000	84,732	35,000	0	0.0%
611-00-4304-0000	LEGAL FEES	3,198	5,148	0	132	0	0	0	0	N/A
611-00-4312-0000	ENGINEERING	0	0	7,000	0	0	0	0	0	N/A
611-00-4321-0000	COMMUNICATIONS - VOICE/DATA	9,627	9,756	10,000	10,785	10,000	9,191	10,000	0	0.0%
611-00-4331-0000	TRAVEL, CONFERENCE & SCHOOL	390	1,012	1,600	615	2,000	975	2,000	0	0.0%
611-00-4351-0000	PRINTING AND PUBLISHING	181	745	0	706	1,000	1,101	1,000	0	0.0%
611-00-4360-0000	INSURANCE	0	2,500	0	0	0	214	0	0	N/A
611-00-4380-0000	UTILITY SERVICES	3,927	3,975	0	3,598	0	5,068	0	0	N/A
611-00-4385-0000	MCES SAC Payables Charges	826,307	995,899	1,070,850	1,070,850	1,162,113	1,162,113	1,076,772	(85,341)	-7.3%
611-00-4386-0000	Excelsior Sewer Charges	50,000	848	32,000	0	32,000	0	32,000	0	0.0%
611-00-4400-0000	CONTRACTUAL SERVICES	9,871	48,218	32,000	30,259	43,000	27,633	40,000	(3,000)	-7.0%
611-00-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
611-00-4420-0000	DEPRECIATION	102,474	102,474	105,000	111,280	105,000	0	130,000	25,000	23.8%
611-00-4433-0000	DUES AND SUBSCRIPTIONS	50	0	0	0	0	0	0	0	N/A
611-00-4437-0000	TAXES/LICENSES	0	498	500	0	500	0	500	0	0.0%
611-00-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
611-00-4450-0000	BANK SERVICE CHARGES	6,486	8,602	5,600	9,364	5,600	11,392	7,000	1,400	25.0%
611-00-4499-0000	FEMA ELIGIBLE EXPENSES	0	0	0	0	0	0	0	0	N/A
611-00-4620-0000	BUILDINGS & STRUCTURES	0	0	0	0	0	0	0	0	N/A
611-00-4640-0000	MACHINERY & EQUIPMENT	0	0	15,000	0	6,000	0	6,000	0	0.0%
611-00-4680-0000	OTHER IMPROVEMENTS	608	0	25,000	0	20,000	166,220	20,000	0	0.0%
611-00-4680-0001	MCES Forcemain(DO NOT USE)	0	0	0	0	0	0	0	0	N/A
611-00-4680-0011	MCES FORCEMAIN IMPROVEMENT	0	0	0	0	0	0	0	0	N/A
Total Other Services and Charges		1,027,406	1,211,369	1,309,550	1,264,249	1,422,213	1,468,639	1,360,272	(61,941)	-4.4%

**NON-OPERATING EXPENSES**

611-00-4711-0000	BOND INTEREST	1,553	4,520	4,916	9,231	4,814	39,595	83,410	78,596	1632.7%
611-00-4720-0000	FISCAL AGENT FEES	0	0	500	0	500	0	500	0	0.0%
611-00-4730-0000	BOND ISSUANCE COSTS	2,856	300	7,500	14,676	7,500	0	0	(7,500)	-100.0%
611-00-4810-0000	RESIDUAL EQUITY TRANSFERS	0	0	0	0	0	0	0	0	N/A
611-00-4820-0000	OPERATING TRANSFERS	12,500	12,500	12,500	12,500	12,500	12,500	12,500	0	0.0%
611-00-4820-0000	TRANSFERS FOR CIP STREETS	0	0	0	0	0	0	0	0	N/A
Total Non-Operating Expenses		16,909	17,320	25,416	36,407	25,314	52,095	96,410	71,096	280.9%
Total Expenses		1,256,272	1,481,524	1,601,604	1,577,133	1,724,090	1,792,132	1,751,352	27,262	1.6%

Sewer Fund  
2024 Budget

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
	Change in Net Position	(159,602)	(293,737)	(367,054)	(289,007)	(442,440)	(667,936)	(257,652)	184,788	-41.8%
							Non-Cash: Depreciation	130,000		
							Bond Proceeds	0		
							Bond Principal	(65,772)		
							Capital Acquisitions - Infrastructure	0		
							Capital Acquisitions - Other	(190,000)		



**Recycling Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
FUND 621	Recycling Utility									
<b><u>REVENUE</u></b>										
621-00-3353-0000	PERA PENSION OTHER REVENUE	26	21	0	61	0	0	0	0	N/A
621-00-3362-0000	MISC GRANTS	15,530	16,525	12,000	15,727	12,000	15,783	15,000	3,000	25.0%
621-00-3400-0000	CHARGES FOR SERVICES	0	0	0	0	0	0	0	0	N/A
621-00-3610-0000	SPECIAL ASSESSMENTS - CURREN	220	180	300	183	300	2,343	300	0	0.0%
621-00-3611-0000	SPECIAL ASSESSMENTS-DELINQUE	0	0	0	0	0	0	0	0	N/A
621-00-3614-0000	SPECIAL ASSESSMENTS-INTEREST	0	0	0	0	0	0	0	0	N/A
621-00-3620-0000	INTEREST EARNINGS	3,912	(362)	3,000	(357)	2,000	0	3,000	1,000	50.0%
621-00-3621-0000	GAIN / (LOSS) ON INVESTMENTS	0	0	0	0	0	0	0	0	N/A
621-00-3623-0000	CONTRIBUTIONS AND DONATIONS	0	0	0	0	0	0	0	0	N/A
621-00-3670-0000	MISCELLANEOUS REVENUE	11	0	0	0	0	0	0	0	N/A
621-00-3710-0000	UTILITY REVENUE	162,978	167,119	165,000	168,258	165,000	126,821	190,000	25,000	15.2%
621-00-3720-0000	RECYCLING PENALTIES	0	0	0	0	0	0	0	0	N/A
621-00-3732-0000	CITY CLEANUP CHARGES	0	6,857	6,500	5,685	6,500	5,864	6,000	(500)	-7.7%
621-00-3920-0000	TRANSFERS IN	0	0	0	0	0	0	0	0	N/A
REVENUE Totals:		182,677	190,340	186,800	189,557	185,800	150,811	214,300	28,500	15.3%
<b><u>EXPENSE</u></b>										
<b><u>PERSONAL SERVICES</u></b>										
621-00-4101-0000	FULL-TIME REGULAR	11,892	14,583	15,015	15,670	13,919	6,274	14,867	948	6.8%
621-00-4102-0000	OVERTIME	0	470	0	779	0	355	0	0	N/A
621-00-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
621-00-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
621-00-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
621-00-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
621-00-4121-0000	PERA CONTRIB - CITY SHARE	892	1,129	1,126	945	1,044	497	1,115	71	6.8%
621-00-4122-0000	FICA CONTRIB - CITY SHARE	823	1,006	1,149	1,152	1,065	504	1,137	72	6.8%
621-00-4131-0000	EMPLOYEE INSURANCE - CITY	1,890	1,962	2,880	1,702	3,105	959	1,891	(1,214)	-39.1%
621-00-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
621-00-4151-0000	WORKERS COMPENSATION	82	113	78	115	97	47	104	7	7.2%
621-00-4161-0000	PENSION EXPENSE	(104)	1,295	0	270	0	0	0	0	N/A
Total Personal Services		15,475	20,558	20,248	20,633	19,230	8,636	19,114	(116)	-0.6%
<b><u>SUPPLIES</u></b>										
621-00-4200-0000	OFFICE SUPPLIES	0	384	300	0	500	443	2,000	1,500	300.0%
621-00-4208-0000	POSTAGE	1,436	1,461	1,500	1,527	1,500	1,232	1,500	0	0.0%
621-00-4221-0000	MAINTENANCE OF EQUIPMENT	0	1,020	1,800	2,680	1,800	5,230	3,000	1,200	66.7%
621-00-4223-0000	MAINTENANCE OF BUILDINGS	0	0	0	0	0	0	0	0	N/A
621-00-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	0	0	0	0	0	0	0	0	N/A
621-00-4245-0000	GENERAL SUPPLIES	238	78	250	13	250	62	4,000	3,750	1500.0%
Total Supplies		1,674	2,943	3,850	4,220	4,050	6,967	10,500	6,450	159.3%



**Recycling Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
<b><u>OTHER SERVICES AND CHARGES</u></b>										
621-00-4301-0000	AUDITING & ACCOUNTING	0	0	0	0	0	0	0	0	N/A
621-00-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
621-00-4303-0000	ENGINEERING FEES	0	0	0	0	0	0	0	0	N/A
621-00-4304-0000	LEGAL FEES	0	0	0	0	0	0	0	0	N/A
621-00-4312-0000	ENGINEERING	0	0	0	0	0	0	0	0	N/A
621-00-4321-0000	COMMUNICATIONS - VOICE/DATA	0	150	200	0	200	0	200	0	0.0%
621-00-4331-0000	TRAVEL, CONFERENCE & SCHOOL	96	305	500	295	500	0	1,000	500	100.0%
621-00-4347-0000	CITY CLEANUP EXP	1,025	7,597	11,500	8,386	11,500	14,531	11,500	0	0.0%
621-00-4351-0000	PRINTING AND PUBLISHING	24	1,021	1,500	185	1,500	449	1,500	0	0.0%
621-00-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
621-00-4380-0000	UTILITY SERVICES	0	0	0	0	0	0	0	0	N/A
621-00-4400-0000	CONTRACTUAL SERVICES	144,509	171,953	171,600	124,111	145,174	98,815	145,000	(174)	-0.1%
621-00-4400-0026	ORGANIC GARBAGE	114	1,648	2,500	2,497	2,500	3,025	5,000	2,500	100.0%
621-00-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
621-00-4420-0000	DEPRECIATION	0	0	0	0	0	0	0	0	N/A
621-00-4433-0000	DUES AND SUBSCRIPTIONS	49	25	0	100	0	0	200	200	N/A
621-00-4437-0000	TAXES/LICENSES	0	0	0	0	0	0	0	0	N/A
621-00-4440-0000	MISC SERVICES/CONTINGENCY	0	0	5,000	0	0	0	0	0	N/A
621-00-4450-0000	BANK SERVICE CHARGES	1,677	2,392	1,900	2,159	2,500	2,483	0	(2,500)	-100.0%
Total Other Services and Charges		147,494	185,091	194,700	137,733	163,874	119,303	164,400	526	0.3%
<b><u>NON-OPERATING EXPENSES</u></b>										
621-00-4810-0000	RESIDUAL EQUITY TRANSFERS	0	0	0	0	0	0	0	0	N/A
621-00-4820-0000	OPERATING TRANSFERS	0	0	0	0	0	0	0	0	N/A
Total Non-Operating Expenses		0	0	0	0	0	0	0	0	N/A
Total Expenses		164,643	208,592	218,798	162,586	187,154	134,906	194,014	6,860	3.7%
Change in Net Position		18,034	(18,252)	(31,998)	26,971	(1,354)	15,905	20,286	21,640	-1598.7%

**Stormwater Management Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
FUND 631	Storm Water Utility									
<b>REVENUE</b>										
631-00-3195-0000	FRANCHISE FEES - ELECTRIC	0	0	167,000	171,464	171,200	129,113	171,200	0	0.0%
631-00-3196-0000	FRANCHISE FEES - GAS	0	0	148,000	150,638	150,000	75,377	150,000	0	0.0%
631-00-3353-0000	PERA PENSION OTHER REVENUE	111	81	0	234	0	0	0	0	N/A
631-00-3362-0000	MISC GRANTS	0	0	0	0	0	0	0	0	N/A
631-00-3400-0000	CHARGES FOR SERVICES	0	0	0	0	0	0	0	0	N/A
631-00-3610-0000	SPECIAL ASSESSMENTS - CURREN	240	200	0	190	0	5,635	0	0	N/A
631-00-3611-0000	SPECIAL ASSESSMENTS-DELINQUE	0	0	0	0	0	0	0	0	N/A
631-00-3614-0000	SPECIAL ASSESSMENTS-INTEREST	0	0	0	0	0	0	0	0	N/A
631-00-3620-0000	INTEREST EARNINGS	28,678	2,791	5,000	(3,953)	2,500	0	5,000	2,500	100.0%
631-00-3621-0000	GAIN / (LOSS) ON INVESTMENTS	0	0	0	0	0	0	0	0	N/A
631-00-3670-0000	MISCELLANEOUS REVENUE	0	48,779	0	0	0	0	0	0	N/A
631-00-3710-0000	UTILITY REVENUE	411,134	447,314	466,560	487,273	477,360	389,376	545,400	68,040	14.3%
631-00-3712-0000	UTILITY PERMIT FEES	0	0	0	0	0	0	0	0	N/A
631-00-3720-0000	STORM WATER PENALTIES	0	0	0	0	0	0	0	0	N/A
631-00-3900-0000	CAPITAL CONTRIBUTIONS	40,731	90,820	0	364,728	0	0	0	0	N/A
631-00-3910-0000	SALES OF CAPITAL ASSETS	0	0	0	0	0	0	0	0	N/A
631-00-3920-0000	TRANSFERS IN	0	0	0	0	0	0	0	0	N/A
631-00-3940-0000	BOND PREMIUM	2,233	193	0	0	0	0	0	0	N/A
REVENUE Totals:		483,127	590,178	786,560	1,170,574	801,060	599,501	871,600	70,540	8.8%
<b>EXPENSE</b>										
<b>PERSONAL SERVICES</b>										
631-00-4101-0000	FULL-TIME REGULAR	50,622	57,143	56,455	53,046	58,557	39,329	62,440	3,883	6.6%
631-00-4102-0000	OVERTIME	184	0	800	290	800	221	800	0	0.0%
631-00-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
631-00-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
631-00-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
631-00-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
631-00-4121-0000	PERA CONTRIB - CITY SHARE	3,811	4,286	4,294	3,646	4,452	2,966	4,683	231	5.2%
631-00-4122-0000	FICA CONTRIB - CITY SHARE	3,782	4,230	4,380	3,861	4,541	3,092	4,777	236	5.2%
631-00-4131-0000	EMPLOYEE INSURANCE - CITY	7,568	7,961	8,302	7,549	8,079	7,715	8,995	916	11.3%
631-00-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
631-00-4151-0000	WORKERS COMPENSATION	1,549	2,014	3,236	1,844	4,218	1,527	4,535	317	7.5%
631-00-4161-0000	PENSION EXPENSE	(11,915)	934	0	1,634	0	0	0	0	N/A
Total Personal Services		55,601	76,568	77,467	71,870	80,647	54,850	86,230	5,583	6.9%
<b>SUPPLIES</b>										
631-00-4200-0000	OFFICE SUPPLIES	0	352	200	0	200	519	200	0	0.0%
631-00-4208-0000	POSTAGE	1,436	1,461	1,400	1,527	1,400	1,232	1,400	0	0.0%
631-00-4212-0000	MOTOR FUELS & LUBRICANTS	0	0	0	0	0	0	0	0	N/A
631-00-4215-0000	SHOP MATERIALS	0	0	0	0	0	0	0	0	N/A

**Stormwater Management Fund**  
**2024 Budget**

Account Number	Description	Actual 2020	Actual 2021	Budget 2022	Actual 2022	Budget 2023	YTD 11/30/23 2023	Preliminary Budget 2024	Budget Change 2024	Percentage Change 2024
631-00-4221-0000	MAINTENANCE OF EQUIPMENT	0	1,020	3,000	2,680	3,000	10,507	3,500	500	16.7%
631-00-4223-0000	MAINTENANCE OF BUILDINGS	0	0	0	0	0	0	0	0	N/A
631-00-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	305	0	250	0	250	0	250	0	0.0%
631-00-4245-0000	GENERAL SUPPLIES	212	405	4,000	1,203	4,000	825	4,000	0	0.0%
Total Supplies		1,953	3,238	8,850	5,410	8,850	13,083	9,350	500	5.6%
<b><u>OTHER SERVICES AND CHARGES</u></b>										
631-00-4301-0000	AUDITING & ACCOUNTING	0	6,000	0	0	0	0	0	0	N/A
631-00-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
631-00-4302-0005	MS4 (DO NOT USE)	0	0	0	0	0	0	0	0	N/A
631-00-4302-0009	MS4 SERVICES	28,976	26,100	0	19,602	26,000	10,016	26,000	0	0.0%
631-00-4303-0000	ENGINEERING FEES	29,824	7,143	45,000	37,729	45,000	209,471	45,000	0	0.0%
631-00-4304-0000	LEGAL FEES	2,496	0	15,000	0	5,000	0	5,000	0	0.0%
631-00-4312-0000	ENGINEERING	0	0	5,000	0	0	0	0	0	N/A
631-00-4321-0000	COMMUNICATIONS - VOICE/DATA	0	527	0	972	0	893	1,000	1,000	N/A
631-00-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	0	3,000	0	3,000	635	3,000	0	0.0%
631-00-4351-0000	PRINTING AND PUBLISHING	191	0	0	824	0	449	0	0	N/A
631-00-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
631-00-4380-0000	UTILITY SERVICES	0	0	0	0	0	0	0	0	N/A
631-00-4400-0000	CONTRACTUAL SERVICES	9,177	17,439	10,000	1,670	25,000	5,816	25,000	0	0.0%
631-00-4410-0000	RENTALS	0	0	2,000	0	0	0	0	0	N/A
631-00-4420-0000	DEPRECIATION	68,095	68,095	75,000	86,559	75,000	0	160,000	85,000	113.3%
631-00-4433-0000	DUES AND SUBSCRIPTIONS	0	0	2,000	0	0	0	0	0	N/A
631-00-4437-0000	TAXES/LICENSES	0	0	1,200	303	1,200	0	1,200	0	0.0%
631-00-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
631-00-4450-0000	BANK SERVICE CHARGES	3,049	3,547	3,100	4,145	3,500	5,006	4,500	1,000	28.6%
631-00-4499-0000	FEMA ELIGIBLE EXPENSES	0	0	0	0	0	0	0	0	N/A
631-00-4610-0000	LAND	4,892	0	0	0	0	0	0	0	N/A
631-00-4620-0000	BUILDINGS & STRUCTURES	0	0	0	0	0	0	0	0	N/A
631-00-4640-0000	MACHINERY & EQUIPMENT	0	0	0	0	0	0	0	0	N/A
631-00-4680-0000	OTHER IMPROVEMENTS	1,671	0	(3,912)	68,569	0	268,943	0	0	N/A
Total Other Services and Charges		148,371	128,851	157,388	220,373	183,700	501,229	270,700	87,000	47.4%
<b><u>NON-OPERATING EXPENSES</u></b>										
631-00-4711-0000	BOND INTEREST	14,497	42,345	46,237	52,440	45,265	97,437	150,148	104,883	231.7%
631-00-4720-0000	FISCAL AGENT FEES	0	0	500	0	500	0	500	0	0.0%
631-00-4730-0000	BOND ISSUANCE COSTS	26,668	2,955	7,500	22,014	7,500	0	0	(7,500)	-100.0%
631-00-4810-0000	RESIDUAL EQUITY TRANSFERS	0	0	0	0	0	0	0	0	N/A
631-00-4820-0000	OPERATING TRANSFERS	0	0	0	0	0	0	0	0	N/A
631-00-4820-0000	TRANSFERS FOR CIP STREETS	0	0	0	0	0	0	0	0	N/A
Total Non-Operating Expenses		41,165	45,300	54,237	74,454	53,265	97,437	150,648	97,383	182.8%
Total Expenses		247,090	253,957	297,942	372,107	326,462	666,599	516,928	190,466	58.3%
Change in Net Position		236,037	336,221	488,618	798,467	474,598	(67,098)	354,672	(119,926)	-25.3%

## 2024 Budget

[illegible]



City of Shorewood, Minnesota  
*Capital Improvement Program*  
2024 thru 2033

**PROJECTS BY FUNDING SOURCE**

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
<b>201 - Community &amp; Event Center</b>													
SCEC - Mechanical Systems	SCEC-19-01	n/a	8,000	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500	15,000	125,000
SCEC - Exterior Doors	SCEC-21-01	n/a				15,000							15,000
SCEC - Activity Rm Counters/Sinks/Lighting/Floor	SCEC-22-04	n/a		25,000									25,000
SCEC-Interior paint dining rm/lobby/coat rm/hallwy	SCEC-23-03	n/a					12,000						12,000
SCEC - Banquet Chairs - 200	SCEC-23-04	n/a		10,000									10,000
SCEC - Restrooms	SCEC-24-01	n/a	18,000										18,000
SCEC - Conference Chairs	SCEC-24-02	n/a	3,000										3,000
SCEC-painting activity rm/conference rm/office	SCEC-25-01	n/a		6,000					8,000				14,000
SCEC - Painting	SCEC25-02	n/a		25,000	20,000								45,000
SCEC - Kitchen lighting	SCEC-26	n/a			5,000								5,000
SCEC - Banquet tables & rectangle tables	SCEC-26-01	n/a			6,000								6,000
<b>201 - Community &amp; Event Center Total</b>			<b>29,000</b>	<b>77,000</b>	<b>42,500</b>	<b>27,000</b>	<b>24,500</b>	<b>13,000</b>	<b>21,500</b>	<b>14,000</b>	<b>14,500</b>	<b>15,000</b>	<b>278,000</b>
<b>402 - Park Improvements</b>													
Freeman Park North Playground	P0110	n/a							250,000				250,000
Cathcart Park Resurface Tennis Court	P0200	n/a			15,000				18,000				33,000
Cathcart Park Hockey Boards	P0201	n/a					150,000						150,000
Cathcart Park Playground Equipment	P0202	n/a		175,000									175,000
Badger Park Tennis Courts	P0301	n/a			30,000								30,000
Manor Park Outdoor Ampitheatre & Perimeter Trail	P0403	n/a									150,000		150,000
Manor Park Surface	P0404	n/a								250,000			250,000
Manor Tennis Court Striping/Retaining Wall/Nets	P0405	n/a		30,000									30,000
South Shore Park Master Plan	P0700	n/a		10,000									10,000



Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
South Shore Park Reconstruction Project	P0701	n/a					90,000						90,000
South Shore Park Pickleball Courts	P0702	n/a				350,000							350,000
<b>402 - Park Improvements Total</b>				<b>215,000</b>	<b>45,000</b>	<b>350,000</b>	<b>240,000</b>		<b>268,000</b>	<b>250,000</b>	<b>150,000</b>		<b>1,518,000</b>
<b>403 - Equipment Replacement Fund</b>													
Dump Truck - Freightliner	004	n/a						254,400					254,400
Dump Truck - Freightliner	005	n/a							270,200				270,200
MultiOne Articulated Tractor	006	n/a								90,200			90,200
Pickup - 4 x 4 Ford F250 (LFS)	010	n/a					47,900						47,900
Pickup - 4 x 4 Ford F150 (DPW)	011	n/a						46,500					46,500
Pickup - 4x4 Ford F150 (St. Inspect)	022	n/a										64,700	64,700
Pickup - 4x4 Ford F250	024	n/a										64,700	64,700
Pickup - 4x4 Ford F150 (Bldg Off when arrive)	025	n/a	40,000								56,600		96,600
Loader - Cat 930H	056	n/a			224,300								224,300
Mower - Toro Z 72098 Wing Mower 96"	075	n/a								75,400			75,400
Mower - Toro Groundsmaster 7210	084	n/a	32,200							49,200			81,400
Pickup - 4 x 4 Ford F350 (On Loan Bldg Off)	090	n/a	50,000								64,400		114,400
Truck - Ford 550 One Ton Dump Truck	091	n/a		97,000									97,000
Mower - Toro Groundsmaster 7210	091b	n/a			36,400							55,400	91,800
Dump Truck - Freightliner	092	n/a		199,700							304,600		504,300
Roller - Cat CB14XW	096	n/a								65,600			65,600
Skid Steer - Case SV185	097	n/a									90,500		90,500
Dump Truck - Freightliner	098	n/a				225,400							225,400
Pelican Street Sweeper	099	n/a	240,000									351,200	591,200
Attach Skid Steer - Blower	A03	n/a			10,900					14,800			25,700
Attach Skid Steer - plow blade	A05	n/a										5,500	5,500
Attach skid steer - grapple	A06	n/a										4,600	4,600
Attach Skid Steer - snow bucket	A08	n/a							8,600				8,600
Attach MultiOne - blower	A09	n/a								10,300			10,300
Attach MultiOne - snow broom	A11	n/a								14,800			14,800
Color Copier Replacement	T-13-03	n/a	14,000			15,000			16,000			17,000	62,000
800 Mhz Radio Replacement	T-19-01	n/a				36,000							36,000
Computer Upgrades	T-99-99	n/a	10,600	10,900	11,200	11,500	11,800	12,100	12,400	12,700	13,000	13,300	119,500
<b>403 - Equipment Replacement Fund Total</b>			<b>386,800</b>	<b>307,600</b>	<b>282,800</b>	<b>287,900</b>	<b>59,700</b>	<b>313,000</b>	<b>307,200</b>	<b>333,000</b>	<b>529,100</b>	<b>576,400</b>	<b>3,383,500</b>

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
<b>404 - Street Reconstruction Fund</b>													
Pavement Maintenance	LR-99-099	n/a	305,000	310,000	315,000	320,000	325,000	330,000	335,000	340,000	345,000	350,000	3,275,000
Mill & Overlay and Striping	LR-99-100	n/a	606,375	578,813		765,769		703,550		775,664		855,170	4,285,341
Edgewood Rd reclaim	ST-21-01	n/a								1,605,749			1,605,749
Grant Lorenz Rd reclaim	ST-23-02	n/a						1,133,721					1,133,721
Eureka Rd N Reclaim	ST-23-03	n/a		1,509,659									1,509,659
Vine Ridge Road Watermain	ST-23-05	n/a		897,159									897,159
Noble Rd recon	ST-24-01	n/a				1,740,831							1,740,831
Noble Rd Reclaim	ST-24-02	n/a				591,825							591,825
Galpin Lake Rd/Trail	ST-24-03	n/a				1,533,325							1,533,325
Chaska Road Trail	ST-27-01	n/a				893,397							893,397
Mill Street Trail Construction - Led by Hpn County	ST-27-03	n/a		879,795									879,795
Vinehill Road Improv (partner with Minnetonka)	ST-29-02	n/a						1,872,442					1,872,442
Mill Street Trail ROW - County Led	T017	n/a	165,375										165,375
<b>404 - Street Reconstruction Fund Total</b>			<b>1,076,750</b>	<b>4,175,426</b>	<b>315,000</b>	<b>5,845,147</b>	<b>325,000</b>	<b>4,039,713</b>	<b>335,000</b>	<b>2,721,413</b>	<b>345,000</b>	<b>1,205,170</b>	<b>20,383,619</b>

#### 601 - Water Fund

Truck - Ford 550 w/crane, Utility Truck 50%	007	n/a					101,250						101,250
Air Compressor - Ingersoll Rand 185	038	n/a		34,200									34,200
Dodge Grand Caravan (Pool) - Water	077	n/a										70,200	70,200
Utilities Hook Truck - 50%	107	n/a	100,000										100,000
Mill & Overlay and Striping	LR-99-100	n/a	33,075	121,551		76,577		21,107		93,080		102,620	448,010
Edgewood Rd reclaim	ST-21-01	n/a								938,554			938,554
Grant Lorenz Rd reclaim	ST-23-02	n/a						703,550					703,550
Vine Ridge Road Watermain	ST-23-05	n/a		871,692									871,692
Noble Rd recon	ST-24-01	n/a				524,552							524,552
Galpin Lake Rd/Trail	ST-24-03	n/a				605,085							605,085
Mill Street Trail Construction - Led by Hpn County	ST-27-03	n/a		2,546,775									2,546,775
Rebuild Well Pump SE VT Well	W-19-05	n/a		25,000									25,000
Rebuild Well Pump Amesbury VT Well	W-20-05	n/a			25,000								25,000
Rebuild Well Pump Badger VT Well	W-21-02	n/a					35,000						35,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02	n/a				35,000							35,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Rebuild Well Pump Amesbury Submersible Well	W-23-01	n/a						36,000					36,000
Water Meter Replacement Project	W-23-04	n/a	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	335,000
Rebuild Well Pump Boulder Bridge Submersible Well	W-24-01	n/a	30,000										30,000
East Water Tower Paint & Reconditioning	W-24-02	n/a	380,000										380,000
Replace VFD SE Area Well	W-24-03	n/a	10,000										10,000
Replace VFD Badger Well	W-26-01	n/a			12,000								12,000
Watermain Reconstruction Activity	W-99-01	n/a	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	1,275,000
<b>601 - Water Fund Total</b>			<b>688,075</b>	<b>3,739,218</b>	<b>182,000</b>	<b>1,396,214</b>	<b>296,250</b>	<b>925,657</b>	<b>170,000</b>	<b>1,206,634</b>	<b>180,000</b>	<b>357,820</b>	<b>9,141,868</b>

#### 611 - Sanitary Sewer Fund

Truck - Ford 550 w/crane, Utility Truck 50%	007	n/a					101,250						101,250
Utilities Hook Truck - 50%	107	n/a	100,000										100,000
CIP Sewer Repairs Assoc with Roadway Reconstr	SS-99-01	n/a	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	582,500
Televising & Cleaning	SS-99-02	n/a	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Sewer Additional	SS-99-04	n/a	26,000	27,000	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	305,000
Infiltration and Inflow Reduction	SS-99-05	n/a	82,500	85,000	87,500	90,000	92,500	95,000	97,500	100,000	102,500	105,000	937,500
Edgewood Rd reclaim	ST-21-01	n/a								271,482			271,482
Grant Lorenz Rd reclaim	ST-23-02	n/a						164,631					164,631
Eureka Rd N Reclaim	ST-23-03	n/a		135,442									135,442
Vine Ridge Road Watermain	ST-23-05	n/a		52,093									52,093
Noble Rd recon	ST-24-01	n/a				223,349							223,349
<b>611 - Sanitary Sewer Fund Total</b>			<b>290,000</b>	<b>382,535</b>	<b>200,000</b>	<b>428,349</b>	<b>311,250</b>	<b>379,631</b>	<b>220,000</b>	<b>496,482</b>	<b>230,000</b>	<b>235,000</b>	<b>3,173,247</b>

#### 631 - Stormwater Management Fund

Pump - 4' Discharge Trailer Mtd	050	n/a				74,700							74,700
Mill & Overlay and Striping	LR-99-100	n/a	110,250										110,250
Edgewood Rd reclaim	ST-21-01	n/a								240,456			240,456
Grant Lorenz Rd reclaim	ST-23-02	n/a						170,259					170,259
Eureka Rd N Reclaim	ST-23-03	n/a		319,736									319,736
Vine Ridge Road Watermain	ST-23-05	n/a		67,142									67,142
Shorewood Ln Ravine	ST-23-06	n/a	300,983										300,983
Noble Rd recon	ST-24-01	n/a				686,639							686,639
Noble Rd Reclaim	ST-24-02	n/a				89,340							89,340
Galpin Lake Rd/Trail	ST-24-03	n/a				471,714							471,714

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Smithtown Road Curb & Drainage Improvements	ST-24-04	n/a	275,625										275,625
Noble Road Channel Widening	ST-27-02	n/a				293,545							293,545
Grant Lorenz Channel	ST-29-01	n/a						323,633					323,633
Catch Basin Reconstruction	STM-99-01	n/a	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	582,500
Disposal of Street Sweepings	STM-99-02	n/a	38,600	39,400	40,200	41,000	41,800	42,600	43,400	44,200	45,000	45,800	422,000
Storm Water Additional	STM-99-03	n/a	0	110,000	0	120,000	0	130,000	0	140,000	0	150,000	650,000
Storm Pond Sediment Cleaning & Disposal	STM-99-04	n/a	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	1,275,000
<b>631 - Stormwater Management Fund Total</b>			<b>881,958</b>	<b>699,278</b>	<b>209,700</b>	<b>1,952,938</b>	<b>224,300</b>	<b>855,492</b>	<b>238,900</b>	<b>626,656</b>	<b>253,500</b>	<b>410,800</b>	<b>6,353,522</b>
<b>GRAND TOTAL</b>			<b>3,352,583</b>	<b>9,596,057</b>	<b>1,277,000</b>	<b>10,287,548</b>	<b>1,481,000</b>	<b>6,526,493</b>	<b>1,560,600</b>	<b>5,648,185</b>	<b>1,702,100</b>	<b>2,800,190</b>	<b>44,231,756</b>



## CITY OF SHOREWOOD

CAPITAL IMPROVEMENT PLANNING- 2024 THRU 2037

\*\* 5% INFLATION ANNUALLY\*\*

7/21/2023 12:48

PREPARED BY: BOLTON &amp; MENK

YEAR	STREET/PROJECT	NOTES 7, 8	STREETS			UTILITIES					TOTAL PROJECT COST
			STREET RECON. BOND ELIGIBLE	STREET RECON. BOND INELIGIBLE	SUBTOTAL STREETS	WATERMAIN	SANITARY	STORM SEWER			
						UTILITY FUND	UTILITY FUND	STREET RECON. BOND ELIGIBLE	STREET RECON. BOND INELIGIBLE	SUBTOTAL STORM	
2024	SHOREWOOD LN RAVINE								\$300,983	\$300,983	\$300,983
2024	MILL STREET TRAIL ROW-COUNTY LED		\$165,375		\$165,375						\$165,375
2024	MILL & OVERLAY	6	\$606,375		\$606,375	\$33,075		\$110,250		\$110,250	\$749,700
2024	SMITHTOWN ROAD CURB & DRAINAGE IMPROVEMENTS	11						\$275,625			
2025	VINE RIDGE RD WATERMAIN		\$897,159		\$897,159	\$871,692	\$52,093	\$67,142		\$67,142	\$1,888,086
2025	EUREKA RD N RECLAIM	12	\$1,393,896	\$115,763	\$1,509,659		\$135,442		\$287,786	\$319,736	\$1,964,837
2025	MILL STREET TRAIL CONSTRUCTION-COUNTY LED		\$879,795		\$879,795	\$2,546,775					\$3,426,570
2025	MILL & OVERLAY	17	\$578,813		\$578,813	\$121,551					\$700,363
2027	GALPIN LAKE RD/TRAIL	13	\$714,207	\$819,118	\$1,533,325	\$605,085		\$47,222	\$424,491	\$471,714	\$2,610,123
2027	CHASKA RD TRAIL		\$893,397		\$893,397						\$893,397
2027	NOBLE ROAD RECLAIM		\$591,825		\$591,825				\$89,340	\$89,340	\$681,164
2027	NOBLE ROAD RECON		\$1,576,247	\$164,584	\$1,740,831	\$524,552	\$223,349	\$137,838	\$548,801	\$686,639	\$3,175,371
2027	NOBLE ROAD CHANNEL WIDENING	5							\$293,545	\$293,545	\$293,545
2027	MILL & OVERLAY	4	\$765,769		\$765,769	\$76,577					\$842,346
2029	GRANT LORENZ CHANNEL	3, 5							\$323,633	\$323,633	\$323,633
2029	GRANT LORENZ RD RECLAIM	9	\$1,133,721		\$1,133,721	\$703,550	\$164,631		\$170,259	\$170,259	\$2,172,161
2029	MILL & OVERLAY	2	\$703,550		\$703,550	\$21,107					\$724,657
2029	VINEHILL ROAD IMPROVEMENTS (PARTNER WITH MINNETONKA)	15	\$1,872,442		\$1,872,442						\$1,872,442
2031	EDGEWOOD RD RECLAIM		\$1,605,749		\$1,605,749	\$938,554	\$271,482		\$240,456	\$240,456	\$3,056,241
2031	MILL & OVERLAY	18	\$775,664		\$775,664	\$93,080					\$868,744
2033	MILL & OVERLAY	14	\$855,170		\$855,170	\$102,620					\$957,790
2035	AMESBURY WATERMAIN	16				\$2,106,270					\$2,106,270
2035	KNIGHTSBRIDGE RD RECLAIM	16	\$940,468		\$940,468	\$842,885					\$1,783,353
2035	MILL & OVERLAY	18	\$942,825		\$942,825	\$113,139					\$1,055,964
2035	SWEETWATER CURVE RECLAIM		\$2,252,576	\$2,252,576	\$4,505,153			\$94,282		\$94,282	\$4,599,435
2037	EXCELSIOR BLVD RECLAIM		\$1,644,929	\$1,644,929	\$3,289,859	\$1,771,247	\$243,235	\$336,613		\$336,613	\$5,640,953
2037	MILL & OVERLAY	18	\$1,039,464		\$1,039,464	\$124,736					\$1,164,200
	SUBTOTALS		\$22,829,415	\$4,996,970	\$27,826,385	\$11,596,493	\$1,090,232	\$1,100,923	\$2,679,293	\$3,504,591	\$44,017,701

## NOTES:

(2) RUSTIC WAY, WEST LANE, WOODEND PLACE, WILDROSE LANE

(3) GRANT LORENZ CHANNEL STABILIZATION ASSUMED TO BE BUILT IN ONE YEAR

(4) BRENTRIDGE DR, MANOR RD

(5) FROM WESTERN SHOREWOOD DRAINAGE STUDY

(6) MAPLE ST, BOULDER CIR, CHURCH RD, MURRAY ST, MURRAY CT, TIMBER LANE. DRAINAGE IMPROVEMENTS INCLUDE 2 CULVERT REPLACEMENTS ON TIMBER LANE.

(7) COST DO NOT INCLUDE RIGHT OF WAY OR EASEMENT ACQUISITION COSTS UNLESS STATED

(8) RECONSTRUCTION BOND ELEGIBLE, INCLUDES SAFETY RELATED ITEMS SUCH AS STREET WIDENING TO 26 FT F-F CITY STANDARD, RELATED DRAINAGE IMPROVEMENTS DUE TO PERMITTING REQUIREMENTS, AND OFFSTREET TRAILS. INELIGIBLE COSTS, INCLUDES NEW CURB, 90% OF STORM SEWER, UNRELATED OFFSTREET STORM AND TRAILS

(9) WATERMAIN ONLY INCLUDES LOOP CONNECTION FROM NOBLE RD TO EDGEWOOD RD.

(10) LOCAL SHARE OF CONSTRUCTION COSTS. CITY/COUNTY TO PURSUE GRANTS FOR LOCAL SHARE.

(11) AYRSHIRE LANE, CHRISTOPHER LANE, STAR LANE, FAIRWAY LANE, CAJED LANE CULVERT, VIRGINA COVE CULVERT, HOWARDS POINT

(12) INCLUDES CURB AND GUTTER ONE SIDE, 6' BITUMINOUS WALK, AND RETAINING WALLS. M&amp;O ESTIMATED TO BE \$325K.

(13) FULL COSTS NOT DEDUCTING ANTICIPATED \$800K OF OUTSIDE BOND FUNDING CONTINGENT ON STATE BOND

(14) SMITHTOWN CIRCLE, OAK LEAF TRAIL

(15) ASSUMES RECLAIM ROADWAY AT \$2.5M. 50/50 SPLIT SHOREWOOD/MINNETONKA. SCOPE NEED TO BE BETTER DEFINED BETWEEN SHOREWOOD AND MINNETONKA

(16) UTILITIES TO BE RECONSTRUCTED IN COORDINATION WITH AMESBURY HOA RECONSTRUCTION OF STREETS.

(17) DIVISION STREET, LILAC LANE, AFTON ROAD, BAYSWATER RD, BEVERLY DRIVE.

(18) STREETS NOT DETERMINED.

H:\SHWD\General\CIP\2024 Update Files\2023-07\_Shorewood CIP SUMMARY (2024-2037).xlsx\COMP SHEET-2024 PRICES



**PARK CAPITAL IMPROVEMENT FUND**

Fund: 402- Park Capital Outlay

	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
<b>REVENUES</b>																
Park Dedication Fees - Mattamy	87,888	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Dedication Fees - Oppidan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Dedication Fees - Other	13,000	19,500	19,500	91,000	13,000	58,500	-	-	-	-	-	-	-	-	-	-
Interest Earnings	9,053	14,873	2,333	(1,441)	(65)	(269)	(117)	267	21	300	(320)	(597)	(139)	(470)	(732)	(681)
Voluntary Contributions - Walnut Grove Villas	-	-	-	-	-	105,000	-	-	-	-	-	-	-	-	-	-
Contributions/donations - Minnetonka Youth lacrosse	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions/donations - Other	-	-	-	6,000	-	-	-	-	-	-	-	-	-	-	-	-
Grants - Hennepin County Lacrosse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants - Hennepin County - Silverwood Park	-	-	-	-	25,000	-	-	-	-	-	-	-	-	-	-	-
Grants - Badger Park	-	150,000	25,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-
Grants - Minnesota Twins Community Fund	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Budget (Property tax levy for 2021 and on)	42,000	42,000	95,000	100,000	118,000	123,000	128,000	133,000	138,000	143,000	148,000	153,000	158,000	163,000	168,000	173,000
Transfers in - Excess Reserves	-	180,000	-	-	-	270,000	-	-	-	-	-	-	-	-	-	-
Transfers in - Badger Park Phase 2 (Water, Storm, Street)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - correct Excelsior annexation detachment	18,850	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>172,791</b>	<b>406,373</b>	<b>141,833</b>	<b>195,559</b>	<b>175,935</b>	<b>556,231</b>	<b>127,883</b>	<b>133,267</b>	<b>138,021</b>	<b>143,300</b>	<b>147,680</b>	<b>152,403</b>	<b>157,861</b>	<b>162,530</b>	<b>167,268</b>	<b>172,319</b>
<b>EXPENDITURES</b>																
Other Improvements	466,624	479,155	352,799	362,647	168,362	480,619 *	-	215,000	45,000	350,000	240,000	-	268,000	250,000	150,000	-
Additional Estimate	-	-	-	-	42,760	25,000	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>466,624</b>	<b>479,155</b>	<b>352,799</b>	<b>362,647</b>	<b>211,122</b>	<b>505,619</b>	<b>-</b>	<b>215,000</b>	<b>45,000</b>	<b>350,000</b>	<b>240,000</b>	<b>-</b>	<b>268,000</b>	<b>250,000</b>	<b>150,000</b>	<b>-</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(293,833)</b>	<b>(72,782)</b>	<b>(210,966)</b>	<b>(167,088)</b>	<b>(35,187)</b>	<b>50,612</b>	<b>127,883</b>	<b>(81,733)</b>	<b>93,021</b>	<b>(206,700)</b>	<b>(92,320)</b>	<b>152,403</b>	<b>(110,139)</b>	<b>(87,470)</b>	<b>17,268</b>	<b>172,319</b>
<b>Beginning Fund Balance</b>	<b>690,197</b>	<b>396,364</b>	<b>323,582</b>	<b>112,616</b>	<b>(54,472)</b>	<b>(89,659)</b>	<b>(39,047)</b>	<b>88,836</b>	<b>7,102</b>	<b>100,124</b>	<b>(106,576)</b>	<b>(198,896)</b>	<b>(46,492)</b>	<b>(156,632)</b>	<b>(244,102)</b>	<b>(226,834)</b>
<b>Ending Fund Balance</b>	<b>396,364</b>	<b>323,582</b>	<b>112,616</b>	<b>(54,472)</b>	<b>(89,659)</b>	<b>(39,047)</b>	<b>88,836</b>	<b>7,102</b>	<b>100,124</b>	<b>(106,576)</b>	<b>(198,896)</b>	<b>(46,492)</b>	<b>(156,632)</b>	<b>(244,102)</b>	<b>(226,834)</b>	<b>(54,515)</b>
* Freeman Park Trail Improvement (city share) is \$509,118. The amount shown is less than \$509,118, due to prior engineering exp. in 2022. (originally \$400,000 in 2023 CIP)																
<b>Expenditures</b>																
Badger Park Tennis Courts	0	0	212,282	18,842	0	-	-	-	-	-	-	-	-	-	-	-
Badger Park Phase 2	302,564	1,876	0	0	284	-	-	-	-	-	-	-	-	-	-	-
Badger Park Playground	164,060	248,785	62,691	14,698	0	-	-	-	-	-	-	-	-	-	-	-
Badger Park picnic shelter	0	75,224	13,655	2,318	0	-	-	-	-	-	-	-	-	-	-	-
Badger Park restroom	0	49,110	39,960	0	18,000	-	-	-	-	-	-	-	-	-	-	-
Badger Park bleachers	0	0	0	5,340	0	-	-	-	-	-	-	-	-	-	-	-
Freeman Park Parking Lot, Rink, Lights	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-
Freeman Park Playground	0	86,060	0	0	0	-	-	-	-	-	-	-	-	-	-	-
Cathcart and Silverwood Parks - resurfacing courts	0	18,100	0	0	0	-	-	-	-	-	-	-	-	-	-	-
Silverwood Playground	0	0	0	208,905	3,385	-	-	-	-	-	-	-	-	-	-	-
Silverwood Park Improvements	0	0	0	22,432	71,082	-	-	-	-	-	-	-	-	-	-	-
Christmas Lake Boat Landing	0	0	0	19,502	47,112	-	-	-	-	-	-	-	-	-	-	-
Freeman Park Ballfield #4 repair	0	0	24,211	70,610	0	-	-	-	-	-	-	-	-	-	-	-
Freeman Park Trail Improvement	0	0	0	0	28,499	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>466,624</b>	<b>479,155</b>	<b>352,799</b>	<b>362,647</b>	<b>168,362</b>	<b>-</b>	<b>-</b>	<b>215,000</b>	<b>45,000</b>	<b>350,000</b>	<b>240,000</b>	<b>-</b>	<b>268,000</b>	<b>250,000</b>	<b>150,000</b>	<b>-</b>

# **EQUIPMENT REPLACEMENT FUND**

Fund: 403 - Equipment Replacement

	Actual 2020	Actual 2021	Actual 2022	YTD & Est. 2023 8/1/2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032
<b>REVENUES</b>													
Interest Earnings	2,482	(790)	(235)	2,921	6,942	4,424	2,722	1,301	(135)	747	(846)	(2,346)	(4,070)
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	750	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Capital Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Budget	95,000	100,000	118,000	123,000	128,000	133,000	138,000	143,000	148,000	153,000	158,000	163,000	168,000
Transfers in - Excess Reserves	-	-	-	500,000	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>98,232</b>	<b>99,210</b>	<b>117,765</b>	<b>625,921</b>	<b>134,942</b>	<b>137,424</b>	<b>140,722</b>	<b>144,301</b>	<b>147,865</b>	<b>153,747</b>	<b>157,154</b>	<b>160,654</b>	<b>163,930</b>
<b>EXPENDITURES</b>													
Public Works	222,159	98,616	51,589	213,500	362,200	296,700	271,600	261,400	47,900	300,900	278,800	320,300	516,100
Administration	46,612	-	4,630	10,300	24,600	10,900	11,200	26,500	11,800	12,100	28,400	12,700	13,000
Parks	-	-	12,044	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>268,771</b>	<b>98,616</b>	<b>68,263</b>	<b>223,800</b>	<b>386,800</b>	<b>307,600</b>	<b>282,800</b>	<b>287,900</b>	<b>59,700</b>	<b>313,000</b>	<b>307,200</b>	<b>333,000</b>	<b>529,100</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(170,539)</b>	<b>594</b>	<b>49,502</b>	<b>402,121</b>	<b>(251,858)</b>	<b>(170,176)</b>	<b>(142,078)</b>	<b>(143,599)</b>	<b>88,165</b>	<b>(159,253)</b>	<b>(150,046)</b>	<b>(172,346)</b>	<b>(365,170)</b>
<b>Beginning Fund Balance</b>	<b>412,551</b>	<b>242,012</b>	<b>242,606</b>	<b>292,108</b>	<b>694,229</b>	<b>442,371</b>	<b>272,195</b>	<b>130,117</b>	<b>(13,482)</b>	<b>74,683</b>	<b>(84,570)</b>	<b>(234,615)</b>	<b>(406,962)</b>
<b>Ending Fund Balance</b>	<b>242,012</b>	<b>242,606</b>	<b>292,108</b>	<b>694,229</b>	<b>442,371</b>	<b>272,195</b>	<b>130,117</b>	<b>(13,482)</b>	<b>74,683</b>	<b>(84,570)</b>	<b>(234,615)</b>	<b>(406,962)</b>	<b>(772,131)</b>

**STREET IMPROVEMENT FUND**  
Fund: 404 - Street Improvement Fund

Bond Interest Rate 5.00%  
Bond Duration (Years) 20

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
<b>REVENUES</b>														
Franchise Fees - Electric	167,525	169,851												
Franchise Fees - Gas	148,200	149,558												
Interest Earnings (include capital and debt funds)	49,199	(1,077)	(4,756)	32,238	14,426	14,309	13,206	12,775	11,397	11,071	10,690	10,432	10,092	9,898
Grants	-	-	28,903	-	-	-	-	-	-	-	-	-	-	-
MSA Funds - Galpin Lake Rd/Trail	-	-	-	-	-	-	-	800,000	-	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Excess Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - 2020A Bond Proceeds Re-allocation (from utilities)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Proceeds (Based on Eligible Costs)	2,992,232	3,236,120	3,535,000	3,380,000	771,750	3,749,662	-	4,541,443	-	3,709,713	-	2,381,413	-	855,170
Bond Proceeds (Debt Service Funds)	37,768	48,880	-	-	-	-	-	-	-	-	-	-	-	-
<b>Levy</b>														
Capital Levy (formerly transfers in - Budget through 2020)	835,000	693,614	118,000	123,000	128,000	133,000	138,000	143,000	148,000	153,000	158,000	163,000	168,000	173,000
Debt Levy	-	208,186	515,373	771,932	988,262	1,160,981	1,476,536	1,470,584	1,857,334	1,850,405	2,166,100	2,152,475	2,359,975	2,224,002
Debt Levy Reduction	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Levy</b>	<b>835,000</b>	<b>901,800</b>	<b>633,373</b>	<b>894,932</b>	<b>1,116,262</b>	<b>1,293,981</b>	<b>1,614,536</b>	<b>1,613,584</b>	<b>2,005,334</b>	<b>2,003,405</b>	<b>2,324,100</b>	<b>2,315,475</b>	<b>2,527,975</b>	<b>2,397,002</b>
<b>TOTAL REVENUES</b>	<b>4,229,924</b>	<b>4,505,132</b>	<b>4,192,520</b>	<b>4,307,170</b>	<b>1,902,438</b>	<b>5,057,952</b>	<b>1,627,743</b>	<b>6,967,803</b>	<b>2,016,731</b>	<b>5,724,189</b>	<b>2,334,790</b>	<b>4,707,320</b>	<b>2,538,067</b>	<b>3,262,070</b>
<b>Total Levy Change</b>			-30%	41%	25%	16%	25%	0%	24%	0%	16%	0%	9%	-5%
<b>EXPENDITURES</b>														
2021 - Glen/Amlee/Manitou (FUND 407)	279,572	1,604,391	109,987	368	-	-	-	-	-	-	-	-	-	-
2020 - Woodside (FUND 408)	439,296	70,937	2,053	-	-	-	-	-	-	-	-	-	-	-
2023 - Strawberry (FUND 409)	261,432	217,736	286,390	2,294,246	-	-	-	-	-	-	-	-	-	-
2020 - Islands (FUND 410)	630,817	70,152	10,033	1,200	-	-	-	-	-	-	-	-	-	-
2021 - Lafayette Avenue (FUND 411)	304	-	-	44,179	-	-	-	-	-	-	-	-	-	-
2022 - Smithtown Ponds (FUND 412) - bond eligible portion	39,249	90,770	364,728	364,286	-	-	-	-	-	-	-	-	-	-
2021 - Mill & Overlay (FUND 413)	39,007	1,817,770	22,253	1,507	-	-	-	-	-	-	-	-	-	-
2023 - Birch Bluff Rd (FUND 414)	-	121,534	344,733	3,158,933	-	-	-	-	-	-	-	-	-	-
2023 - Galpin Lake Road/Trail (FUND 415)	-	3,735	5,979	-	-	-	-	-	-	-	-	-	-	-
2022 - Mill & Overlay (FUND 416)	-	649	649,197	9,824	-	-	-	-	-	-	-	-	-	-
2022 - Mill Street Trail (Fund 417)	-	-	300	9,333	-	-	-	-	-	-	-	-	-	-
2022 - Eureka Road North (Fund 418)	-	-	-	34,587	-	-	-	-	-	-	-	-	-	-
2021 - Minnetonka Blvd & St. Albans Rd (with Greenwood) (FUND 404)	-	93,166	-	-	-	-	-	-	-	-	-	-	-	-
Total Initial Costs (may also be included in bonding)	1,689,677	4,090,840	1,795,653	5,918,463	-	-	-	-	-	-	-	-	-	-
CIP Street Program: (bonded and non-bonded)	-	-	-	6,948,353	771,750	3,865,425	-	5,525,145	-	3,709,713	-	2,381,413	-	855,170
Deduct Street Costs Included Above	-	-	-	(5,918,463)	-	-	-	-	-	-	-	-	-	-
<b>Total CIP Street Program (bonded and non-bonded)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,029,890</b>	<b>771,750</b>	<b>3,865,425</b>	<b>-</b>	<b>5,525,145</b>	<b>-</b>	<b>3,709,713</b>	<b>-</b>	<b>2,381,413</b>	<b>-</b>	<b>855,170</b>
Debt Service - 2020 Bonds	-	31,091	222,362	220,462	218,562	216,662	214,762	217,837	215,887	218,912	216,912	214,912	212,912	215,887
Debt Service - 2021 Bonds	-	-	35,856	296,585	296,585	293,935	291,285	293,610	290,910	293,185	290,435	292,520	289,300	290,768
Debt Service - 2022 Bonds	-	-	-	101,572	191,496	272,941	272,446	271,735	270,809	269,667	268,310	271,630	269,626	272,299
Debt Service - 2023 Bonds	-	-	-	-	142,336	257,700	257,600	252,400	252,100	251,600	250,900	250,000	244,000	242,900
Debt Service - 2024 Bonds	-	-	-	-	-	61,927	61,927	61,927	61,927	61,927	61,927	61,927	61,927	61,927
Debt Service - 2025 Bonds	-	-	-	-	-	-	300,883	300,883	300,883	300,883	300,883	300,883	300,883	300,883
Debt Service - 2026 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2027 Bonds	-	-	-	-	-	-	-	-	364,417	364,417	364,417	364,417	364,417	364,417
Debt Service - 2028 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2029 Bonds	-	-	-	-	-	-	-	-	-	-	297,677	297,677	297,677	297,677
Debt Service - 2030 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2031 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	191,091	191,091
Debt Service - 2032 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2033 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2034 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2035 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2036 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service - 2037 Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>31,091</b>	<b>258,218</b>	<b>621,269</b>	<b>848,979</b>	<b>1,103,165</b>	<b>1,398,903</b>	<b>1,398,392</b>	<b>1,756,933</b>	<b>1,760,591</b>	<b>2,051,461</b>	<b>2,053,966</b>	<b>2,231,833</b>	<b>2,237,849</b>

**STREET IMPROVEMENT FUND**  
Fund: 404 - Street Improvement Fund

Bond Interest Rate 5.00%  
Bond Duration (Years) 20

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
Street Sign Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Chip Seal/Replay/Crack Seal	79,078	51,198	197,508	300,000	305,000	310,000	315,000	320,000	325,000	330,000	335,000	340,000	345,000	350,000
Debt Service - Debt Service Fees	-	-	3,000	-	-	-	-	-	-	-	-	-	-	-
Transfers out - Badger Park Phase 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,812,794</b>	<b>4,173,129</b>	<b>2,254,379</b>	<b>7,869,622</b>	<b>1,925,729</b>	<b>5,278,590</b>	<b>1,713,903</b>	<b>7,243,537</b>	<b>2,081,933</b>	<b>5,800,304</b>	<b>2,386,461</b>	<b>4,775,379</b>	<b>2,576,833</b>	<b>3,443,019</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>2,417,130</b>	<b>332,003</b>	<b>1,938,141</b>	<b>(3,562,452)</b>	<b>(23,291)</b>	<b>(220,638)</b>	<b>(86,160)</b>	<b>(275,734)</b>	<b>(65,202)</b>	<b>(76,115)</b>	<b>(51,671)</b>	<b>(68,059)</b>	<b>(38,766)</b>	<b>(180,949)</b>
<b>Beginning Fund Balance</b>	<b>1,760,420</b>	<b>4,177,550</b>	<b>4,509,493</b>	<b>6,447,634</b>	<b>2,885,182</b>	<b>2,861,891</b>	<b>2,641,253</b>	<b>2,555,093</b>	<b>2,279,359</b>	<b>2,214,157</b>	<b>2,138,042</b>	<b>2,086,371</b>	<b>2,018,312</b>	<b>1,979,547</b>
<b>Ending Fund Balance</b>	<b>4,177,550</b>	<b>4,509,553</b>	<b>6,447,634</b>	<b>2,885,182</b>	<b>2,861,891</b>	<b>2,641,253</b>	<b>2,555,093</b>	<b>2,279,359</b>	<b>2,214,157</b>	<b>2,138,042</b>	<b>2,086,371</b>	<b>2,018,312</b>	<b>1,979,547</b>	<b>1,798,598</b>
Capital Projects	4,139,494	4,246,680	5,930,729	-	-	-	-	-	-	-	-	-	-	-
Debt Service	38,059	262,813	516,906	-	-	-	-	-	-	-	-	-	-	-
<b>CIP Street Program Detail:</b>	<b>4,177,553</b>	<b>4,509,493</b>	<b>6,447,635</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CIP Street Program: Project #1</b>	<b>558,000</b>	<b>3,578,042</b>	<b>217,300</b>	<b>5,062,129</b>	<b>165,375</b>	<b>700,363</b>	<b>-</b>	<b>2,610,123</b>	<b>-</b>	<b>323,633</b>	<b>-</b>	<b>3,056,241</b>	<b>-</b>	<b>957,790</b>
Less: Water portion of CIP Street Program	-	(645,770)	-	(659,459)	-	(121,551)	-	(605,085)	-	-	-	(938,554)	-	(102,620)
Less: Sanitary Sewer portion of CIP Street Program	-	(74,123)	-	(126,974)	-	-	-	-	-	-	-	(271,482)	-	-
Less: Storm Water portion of CIP Street Program	(558,000)	(729,700)	(217,300)	(1,841,692)	-	-	-	(471,714)	-	(323,633)	-	(240,456)	-	-
Streets portion of CIP Street Program	-	2,128,449	-	2,434,004	165,375	578,812	-	1,533,324	-	-	-	1,605,749	-	855,170
Less: Street Reconstruction Bonds - Ineligible Costs	-	(144,589)	-	(134,001)	-	-	-	(819,118)	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	-	1,983,860	-	2,300,003	165,375	578,812	-	714,206	-	-	-	1,605,749	-	855,170
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	-	1,983,860	-	2,300,003	165,375	578,812	-	714,206	-	-	-	1,605,749	-	855,170
<b>CIP Street Program: Project #2</b>	<b>310,000</b>	<b>270,000</b>	<b>430,000</b>	<b>470,052</b>	<b>749,700</b>	<b>1,964,837</b>	<b>-</b>	<b>893,397</b>	<b>-</b>	<b>2,172,161</b>	<b>-</b>	<b>868,744</b>	<b>-</b>	<b>-</b>
Less: Water portion of CIP Street Program	-	(270,000)	-	(203,608)	(33,075)	-	-	-	-	(703,550)	-	(93,080)	-	-
Less: Sanitary Sewer portion of CIP Street Program	-	-	-	(10,161)	-	(135,442)	-	-	-	(164,631)	-	-	-	-
Less: Storm Water portion of CIP Street Program	(310,000)	-	(430,000)	-	(110,250)	(319,736)	-	-	-	(170,259)	-	-	-	-
Streets portion of CIP Street Program	-	-	-	256,283	606,375	1,509,659	-	893,397	-	1,133,721	-	775,664	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	-	-	-	(115,763)	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	-	-	-	256,283	606,375	1,393,896	-	893,397	-	1,133,721	-	775,664	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	-	-	-	256,283	606,375	1,393,896	-	893,397	-	1,133,721	-	775,664	-	-
<b>CIP Street Program: Project #3</b>	<b>1,161,140</b>	<b>2,160,000</b>	<b>1,942,000</b>	<b>626,320</b>	<b>275,625</b>	<b>3,426,570</b>	<b>-</b>	<b>681,164</b>	<b>-</b>	<b>724,657</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Less: Water portion of CIP Street Program	-	-	-	(169,373)	-	(2,546,775)	-	-	-	(21,107)	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	(210,000)	-	-	(6,734)	-	-	-	-	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	(120,000)	-	(1,942,000)	(73,347)	(275,625)	-	-	(89,340)	-	-	-	-	-	-
Streets portion of CIP Street Program	831,140	2,160,000	-	376,866	-	879,795	-	591,824	-	703,550	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	(60,000)	-	(29,278)	-	-	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	831,140	2,100,000	-	347,588	-	879,795	-	591,824	-	703,550	-	-	-	-
Storm Water - Eligible Costs	120,000	-	582,000	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	951,140	2,100,000	582,000	347,588	-	879,795	-	591,824	-	703,550	-	-	-	-



**STREET IMPROVEMENT FUND**  
Fund: 404 - Street Improvement Fund

Bond Interest Rate 5.00%  
Bond Duration (Years) 20

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
	Woodside	Mill & Overlay Drainage Improv.	Stream Restoration Wintown/Freem	Strawberry (ROW)		Vine Ridge Road Watermain		Noble Road Recon		Vinehill RD Improv w/Minnetonka				
CIP Street Program: Project #4	1,020,000	100,000	-	150,000	-	1,888,086	-	3,175,371	-	1,872,442	-	-	-	-
Less: Water portion of CIP Street Program	(649,740)	-	-	-	-	(871,692)	-	(524,552)	-	-	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	(34,000)	-	-	-	-	(52,093)	-	(223,349)	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	-	(100,000)	-	-	-	(67,142)	-	(686,639)	-	-	-	-	-	-
Streets portion of CIP Street Program	336,260	-	-	150,000	-	897,159	-	1,740,831	-	1,872,442	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	-	-	-	-	-	(164,584)	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	336,260	-	-	150,000	-	897,159	-	1,576,247	-	1,872,442	-	-	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	336,260	-	-	150,000	-	897,159	-	1,576,247	-	1,872,442	-	-	-	-
	Lafayette Avenue		Smithtown Pond Trail Connection	Birch Bluff				Noble Rd Channel Widening						
CIP Street Program: Project #5	255,700	-	43,000	5,536,380	-	-	-	293,545	-	-	-	-	-	-
Less: Water portion of CIP Street Program	(102,194)	-	-	(941,280)	-	-	-	-	-	-	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	(109,023)	-	-	(235,320)	-	-	-	-	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	-	-	-	(734,580)	-	-	-	(293,545)	-	-	-	-	-	-
Streets portion of CIP Street Program	44,483	-	43,000	3,625,200	-	-	-	-	-	-	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	(43,000)	(189,740)	-	-	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	44,483	-	-	3,435,460	-	-	-	-	-	-	-	-	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	44,483	-	-	3,435,460	-	-	-	-	-	-	-	-	-	-
			Shorewood Lane Ravine	Badger Park Watermain				2027 Mill & Overlay						
CIP Street Program: Project #6	-	-	250,000	63,600	-	-	-	842,346	-	-	-	-	-	-
Less: Water portion of CIP Street Program	-	-	-	(63,600)	-	-	-	(76,577)	-	-	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	-	-	(250,000)	-	-	-	-	-	-	-	-	-	-	-
Streets portion of CIP Street Program	-	-	-	-	-	-	-	765,769	-	-	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	-	-	-	-	-	-	-	765,769	-	-	-	-	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	-	-	-	-	-	-	-	765,769	-	-	-	-	-	-
			2022 Mill & Overlay	St. Albans Bay Road										
CIP Street Program: Project #7	-	-	752,500	106,000	-	-	-	-	-	-	-	-	-	-
Less: Water portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Streets portion of CIP Street Program	-	-	752,500	106,000	-	-	-	-	-	-	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	-	-	752,500	106,000	-	-	-	-	-	-	-	-	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	-	-	752,500	106,000	-	-	-	-	-	-	-	-	-	-



**STREET IMPROVEMENT FUND**  
Fund: 404 - Street Improvement Fund

Bond Interest Rate 5.00%  
Bond Duration (Years) 20

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
CIP Street Program: Project #8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Water portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Streets portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CIP Street Program: Project #9	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Water portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Sanitary Sewer portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Storm Water portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Streets portion of CIP Street Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Street Reconstruction Bonds - Ineligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Storm Water - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CIP Street Program: TOTAL	3,304,840	6,108,042	3,634,800	12,014,481	1,190,700	7,979,856	-	8,495,946	-	5,092,893	-	3,924,985	-	957,790
Less: Water portion of CIP Street Program	(751,934)	(915,770)	-	(2,037,320)	(33,075)	(3,540,018)	-	(1,206,214)	-	(724,657)	-	(1,031,634)	-	(102,620)
Less: Sanitary Sewer portion of CIP Street Program	(353,023)	(74,123)	-	(379,189)	-	(187,535)	-	(223,349)	-	(164,631)	-	(271,482)	-	-
Less: Storm Water portion of CIP Street Program	(988,000)	(829,700)	(2,839,300)	(2,649,619)	(385,875)	(386,878)	-	(1,541,238)	-	(493,892)	-	(240,456)	-	-
Total Streets portion of CIP Street Program	1,211,883	4,288,449	795,500	6,948,353	771,750	3,865,425	-	5,525,145	-	3,709,713	-	2,381,413	-	855,170
Less: Street Reconstruction Bonds - Ineligible Costs	-	(204,589)	(43,000)	(353,019)	-	(115,763)	-	(983,702)	-	-	-	-	-	-
Street Reconstruction Bonds - Eligible Costs	1,211,883	4,083,860	752,500	6,595,334	771,750	3,749,662	-	4,541,443	-	3,709,713	-	2,381,413	-	855,170
Storm Water - Eligible Costs	120,000	-	582,000	-	-	-	-	-	-	-	-	-	-	-
Total - Eligible Costs	1,331,883	4,083,860	1,334,500	6,595,334	771,750	3,749,662	-	4,541,443	-	3,709,713	-	2,381,413	-	855,170
Shift Strawberry Ln/Ct; Peach Circle (bonds issued in late 2022)			3,067,153	(3,067,153)										
Bond Amount		4,083,860	4,401,653	3,528,181	771,750	3,749,662	-	4,541,443	-	3,709,713	-	2,381,413	-	855,170

**MSA STREET CONSTRUCTION FUND**

Fund: 405 - MSA Capital Outlay

	Actual 2020	Actual 2021	Actual 2022	YTD & Est. 2023 11/30/2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
<b>REVENUES</b>														
Interest Earnings	1,558	(323)	192	193	194	195	196	197	198	199	200	201	202	203
MSA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Excess Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,558</b>	<b>(323)</b>	<b>192</b>	<b>193</b>	<b>194</b>	<b>195</b>	<b>196</b>	<b>197</b>	<b>198</b>	<b>199</b>	<b>200</b>	<b>201</b>	<b>202</b>	<b>203</b>
<b>EXPENDITURES</b>														
Other Improvements	-	99,255	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>99,255</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,558</b>	<b>(99,578)</b>	<b>192</b>	<b>193</b>	<b>194</b>	<b>195</b>	<b>196</b>	<b>197</b>	<b>198</b>	<b>199</b>	<b>200</b>	<b>201</b>	<b>202</b>	<b>203</b>
<b>Beginning Fund Balance</b>	<b>136,478</b>	<b>138,036</b>	<b>38,458</b>	<b>38,650</b>	<b>38,844</b>	<b>39,038</b>	<b>39,233</b>	<b>39,429</b>	<b>39,626</b>	<b>39,824</b>	<b>40,024</b>	<b>40,224</b>	<b>40,425</b>	<b>40,627</b>
<b>Ending Fund Balance</b>	<b>138,036</b>	<b>38,458</b>	<b>38,650</b>	<b>38,844</b>	<b>39,038</b>	<b>39,233</b>	<b>39,429</b>	<b>39,626</b>	<b>39,824</b>	<b>40,024</b>	<b>40,224</b>	<b>40,425</b>	<b>40,627</b>	<b>40,830</b>

\$100,000 included in 2021 for City's share of Hwy 7/Old Market Rd signal

**TRAIL CONSTRUCTION FUND**

Fund: 406 - Trail Capital Outlay

	Actual 2020	Actual 2021	Actual 2022	YTD & Est. 2023 11/30/2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032	Budget 2033
<b>REVENUES</b>														
Interest Earnings	4	-	2	2	2	2	2	2	2	2	2	2	2	2
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MSA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Excess Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>4</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>EXPENDITURES</b>														
Other Improvements (TO BE DETERMINED)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>4</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Beginning Fund Balance</b>	<b>418</b>	<b>422</b>	<b>422</b>	<b>424</b>	<b>426</b>	<b>428</b>	<b>431</b>	<b>433</b>	<b>435</b>	<b>437</b>	<b>439</b>	<b>441</b>	<b>444</b>	<b>446</b>
<b>Ending Fund Balance</b>	<b>422</b>	<b>422</b>	<b>424</b>	<b>426</b>	<b>428</b>	<b>431</b>	<b>433</b>	<b>435</b>	<b>437</b>	<b>439</b>	<b>441</b>	<b>444</b>	<b>446</b>	<b>448</b>

**COMMUNITY INFRASTRUCTURE FUND**

Fund: 450 - Community Infrastructure Capital Outlay

	Actual 2020	Actual 2021	Actual 2022	YTD & Est. 2023 11/30/2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Budget 2032
<b>REVENUES</b>													
Interest Earnings	2,045	(652)	(86)	(86)	1,152	1,158	1,163	1,169	1,175	1,181	1,187	1,193	1,199
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	9,200	2,740	1,844	-	-	-	-	-	-	-	-	-	-
Sale of 22000 Stratford Place	-	-	-	-	-	-	-	-	-	-	-	-	-
Encroachment Agreement - Fisk	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Budget	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in - Excess Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>11,245</b>	<b>2,088</b>	<b>1,758</b>	<b>(86)</b>	<b>1,152</b>	<b>1,158</b>	<b>1,163</b>	<b>1,169</b>	<b>1,175</b>	<b>1,181</b>	<b>1,187</b>	<b>1,193</b>	<b>1,199</b>
<b>EXPENDITURES</b>													
Public Works Roof	185,103	-	-	-	-	-	-	-	-	-	-	-	-
Other Improvements	9,880	2,060	1,844	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>194,983</b>	<b>2,060</b>	<b>1,844</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(183,738)</b>	<b>28</b>	<b>(86)</b>	<b>(86)</b>	<b>1,152</b>	<b>1,158</b>	<b>1,163</b>	<b>1,169</b>	<b>1,175</b>	<b>1,181</b>	<b>1,187</b>	<b>1,193</b>	<b>1,199</b>
<b>Beginning Fund Balance</b>	<b>414,248</b>	<b>230,510</b>	<b>230,538</b>	<b>230,452</b>	<b>230,366</b>	<b>231,518</b>	<b>232,675</b>	<b>233,839</b>	<b>235,008</b>	<b>236,183</b>	<b>237,364</b>	<b>238,551</b>	<b>239,744</b>
<b>Ending Fund Balance</b>	<b>230,510</b>	<b>230,538</b>	<b>230,452</b>	<b>230,366</b>	<b>231,518</b>	<b>232,675</b>	<b>233,839</b>	<b>235,008</b>	<b>236,183</b>	<b>237,364</b>	<b>238,551</b>	<b>239,744</b>	<b>240,942</b>
<b>Land Held For Resale</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>	<b>150,068</b>
<b>Fund Balance, Excluding Land Held For Resale</b>	<b>80,442</b>	<b>80,470</b>	<b>80,384</b>	<b>80,298</b>	<b>81,450</b>	<b>82,607</b>	<b>83,771</b>	<b>84,940</b>	<b>86,115</b>	<b>87,296</b>	<b>88,483</b>	<b>89,676</b>	<b>90,874</b>



To: Shorewood Mayor and City Council

From: Shorewood Planning Commission

Date: November 21, 2023

Subject: 2024-2033 Capital Improvements Program (CIP)

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At the November 21, 2023 meeting, the Planning Commission reviewed the proposed 2024-2033 Capital Improvements Program (CIP) pursuant to Minnesota Statutes 462.356 Subd. 2 and City Code § 201.07 Subd. 10.

**Findings and Conclusions:**

NOW, THEREFORE, in accordance with Minn. Stat. § 462.356 subd. 2 and City Code § 201.07 Subd. 10, the Planning Commission finds that the capital projects within the CIP are generally consistent with, generally implement, and/or are generally contemplated by the City's Comprehensive Plan.

  
\_\_\_\_\_  
Todd Eggenberger, Vice Chair

**ATTEST:**

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





## Planning Commission Meeting Item

**Title/Subject:** Capital Improvements Program Review  
**Meeting Date:** November 21, 2023  
**Prepared by:** Marie Darling, Planning Director  
**Reviewed by:** Joe Rigdon, Finance Director  
**Attachments:** 2024-2033 CIP  
Draft Written Recommendation  
Comprehensive Plan (available on the website under government/city departments/planning and protective inspections/Comprehensive Plan or with this link: [Welcome to Shorewood, MN](#))

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**APPLICANT:** City of Shorewood  
**LOCATION:** City Wide

### REQUEST:

The Capital Improvements Program is a 10-year budgeting tool that the City uses to prioritize large capital projects. It functions as an implementation tool as part of the Comprehensive Plan.

Chapter 201.07 (Powers and Duties) of City Code directs (pursuant to Minnesota statute) the Planning Commission to review and make findings as to the compliance of the CIP with the Comprehensive Plan. The Planning Commission's responsibility is not to analyze each project, but to generally review the projects for the overall implementation of the Comprehensive Plan.

### ANALYSIS:

All of the projects within the program are categorized by type and funding mechanism. A sampling of the applicable goals, objectives and/or policies included in the Comprehensive Plan are included for each category.

**Fund 201 (Community & Event Center).** This section includes building and grounds improvements as well as equipment for the Center.

**Goal:** Maintain a sound financial planning program for capital improvements, relating such improvements to actual need, proper location and timing.

**Policies:** All public facilities shall be developed, improved and maintained according to the highest adopted standards of design and performance to serve as examples for private development. The City shall strive to make efficient use of its various municipal buildings by evaluating, on a periodic basis, the space needs of various City functions.

**Fund 402 (Park Capital Improvement Fund)**. The Parks Commission met on August 22, 2023 and prioritized the capital improvements based on their annual in-person assessment of the conditions in each park and the need for the programmed items. Trails are not included in Fund 402 as they are constructed with street reconstructions and have their own fund.

Goal: Maintain a sound financial planning program for capital improvements, relating such improvements to actual need, proper location and timing.

Policies: Funding for park maintenance and necessary improvements shall be considered a community priority. Recreational open space improvement shall be programmed in accordance with a capital improvement program, updated on an annual basis.

**Fund 403 (Equipment Replacement Fund)**. The majority of the CIP for equipment replacement pertains to public works and reflects the equipment necessary to carry out their basic duties including capital equipment, vehicles, etc. Other projects generally placed in this category include improvements for City Hall and other public buildings, technology upgrades, etc.

Goal: Maintain a sound financial planning program for capital improvements, relating such improvements to actual need, proper location and timing.

Objective: New community facilities and services are to be developed to meet the needs and interests of the Shorewood community.

**Fund 404 (Street Reconstruction Fund), Fund 405 (Municipal State Aid Street Construction Fund), and Fund 406 (Trails)**: Based on their conditions, staff are proposing the following street improvements for 2023. For each of the applicable proposed street and utility improvement projects, there are also associated costs in the Water, Sewer, and Stormwater funds for the associated utility costs.

When considering trails, the City has Mill Street listed with estimated land acquisition costs and project estimates consistent with Hennepin County and the City of Excelsior. Other projects, like Galpin Lake Road trails are placeholders until such time as the City has partnerships with the County and/or State for the project and has developed specific cost estimates. Staff and Hennepin County will continue to submit for alternative funding to reduce the local costs from other agencies, including state capital bonding and federal/state grants.

Goals: The City shall provide for and maintain a safe and efficient system of transportation, sensitive to the needs of residents and the environment of the community. The City should establish a plan for an interconnected system of trails, enhancing the safe movement of pedestrians, bicyclists and other modes of non-motorized travel.

Objectives: Implement trail segments on an implemental basis consistent with an overall plan. (Staff notes the trail plan is incorporated as part of the comprehensive plan.)

Policies: Maintain a system of evaluating street conditions and prioritizing street maintenance/improvement efforts. Timeframes for street improvement/replacement efforts shall be identified within the City's capital improvement program (CIP). Priorities for the funding of the



construction of trails shall be established based on safety concerns, funding conditions and neighborhood acceptance.

**Fund 601(Water), Fund 611 (Sanitary Sewer), and Fund 631 (Stormwater Management Fund):**

Projects included with these funds include new utility extensions, rehabilitation of mains, a new hook truck, stormwater pond cleanouts, etc. and other equipment directly related to provision of the utility services. For 2024, notice that several projects are consistent with the street projects as much of the work is done at the same time.

Goals: The City shall provide those basic facilities and services that ensure the health, safety and general welfare of the public, the cost of which facilities and services are most efficiently shared by the general public. Maintain a sound financial planning program for capital improvements, relating such improvements to actual need, proper location and timing.

Objectives: New community facilities and services are to be developed to meet the needs and interests of the Shorewood community. Public facilities and services are to be planned and provided in a comprehensive coordinated and economic fashion.

Policies: City public utilities will be reviewed at the same time that the Capital Improvement Program (CIP) is reviewed each year. Demand for urban services shall be anticipated, with emphasis to conserving existing facilities, in order to facilitate orderly, fiscally responsible extension of service systems. The stormwater drainage facilities shall be considered integral elements of the City's street improvement projects.

**FINDINGS/RECOMMENDATION**

Staff recommends a positive finding that the Capital Improvement Program is generally consistent with the Comprehensive Plan and has provided an authorization consistent with this recommendation.

Proposed motion: Move to recommend approval of the 2024-2033 CIP based on the finding that it is generally consistent with, implements, and/or the projects are contemplated by the City's Comprehensive Plan and further that the Vice-Chair of the Commission may execute and forward this finding to the City Council.

**Proposed 2024 Property Tax Rate Breakdown**

<b>City or Town Rates</b>			
City/Township and Code		Tax Capacity Rate	Market Value Rate
Minneapolis	01	57.079%	0.00000%
Chanhassen	14	20.912%	0.00000%
Woodland	15	09.109%	
Spring Park	17	30.866%	
Greenwood	19	10.363%	
Bloomington	20	40.452%	
Brooklyn Center	22	57.562%	
Edina	24	28.370%	
Shorewood	26	22.324%	
Golden Valley	28	54.047%	
Hopkins	30	59.861%	
Minnetonka	34	34.512%	0.00219%
Minnetrista	36	19.915%	
Orono	38	16.324%	
Plymouth	40	24.437%	0.00000%
Richfield	42	52.133%	
Robbinsdale	44	47.884%	
Saint Louis Park	46	44.665%	
Brooklyn Park	48	46.567%	0.01110%
Champlin	50	37.787%	
Corcoran	52	42.123%	
Crystal	54	48.279%	
Dayton	56	35.821%	
Deephaven	59	15.989%	
Eden Prairie	61	28.347%	0.00664%
Excelsior	63	27.247%	
Greenfield	65	32.359%	
Hanover	67	37.963%	
Independence	70	31.442%	
Long Lake	72	33.442%	
Loretto	74	57.580%	
Maple Grove	76	27.046%	
Maple Plain	77	44.981%	
Medicine Lake	79	37.654%	
Medina	80	20.959%	
Minnetonka Beach	82	21.224%	
Mound	85	33.162%	
New Hope	86	58.200%	
Osseo	88	68.736%	
Rockford	90	36.785%	
Rogers	92	35.558%	
Saint Anthony	94	62.284%	
Saint Bonifacius	95	28.528%	
Tonka Bay	97	13.971%	
Wayzata	99	19.260%	0.00000%

<b>Sewer Rates</b>		
		Tax Capacity
City/Township and Sewer Code		Rate
Independence	01	0.724%
Minnetonka	01	0.241%

<b>School Rates</b>				
School District and Code		Tax Capacity Rate	Market Value Rate	
Minneapolis-Watershed 0	001	18.311%	0.12729%	
Minneapolis-Watershed 2	001	18.678%	0.12729%	
Minneapolis-Watershed 3	001	18.621%	0.12729%	
Minneapolis-Watershed 6	001	18.622%	0.12729%	
Minneapolis-Watershed 7	001	18.599%	0.12729%	
Minneapolis-Watershed 8	001	18.601%	0.12729%	
Anoka Hennepin	011	13.555%	0.20677%	
Waconia	110	23.633%	0.19246%	
Watertown	111	25.874%	0.12371%	
Hopkins	270	26.815%	0.13780%	
Bloomington	271	18.101%	0.18693%	
Eden Prairie	272	20.242%	0.20864%	
Edina	273	28.161%	0.20494%	
Minnetonka	276	17.807%	0.29206%	
Westonka	277	13.073%	0.10959%	
Orono	278	18.762%	0.17254%	
Osseo	279	20.230%	0.25080%	
Richfield	280	19.499%	0.10826%	
Robbinsdale	281	24.248%	0.22041%	
St Anthony	282	27.772%	0.18505%	
St Louis Park	283	29.481%	0.15500%	
Wayzata	284	19.834%	0.20571%	
Brooklyn Center	286	38.058%	0.18564%	
Elk River	728	23.882%	0.25726%	
Buffalo	877	16.714%	0.16844%	
Delano	879	24.741%	0.15877%	
Rockford	883	25.941%	0.16429%	
Rockford (City of Rockford)	883	25.844%	0.16429%	

<b>County Rates</b>	
City/Township	Tax Capacity Rate
Minneapolis-Watershed 0	34.283%
Minneapolis-Watershed 2	34.546%
Minneapolis-Watershed 3	34.505%
Minneapolis-Watershed 6	34.506%
Minneapolis-Watershed 7	34.489%
Minneapolis-Watershed 8	34.491%
Rockford	34.472%
All other Cities and Towns	34.546%

<b>Watershed Rates</b>		
Watershed and Code		Tax Capacity Rate
Nine Mile Creek	1	1.009%
Lower MN River	2	0.695%
Minnehaha Creek	3	1.133%
Riley Purgatory Bluff	4	1.746%
Rice Creek	5	1.590%
Middle Mississippi	6	1.372%
Bassett Creek	7	0.908%
Shingle Creek	8	0.448%
West Mississippi	9	0.124%
Elm Creek	2A	0.322%

**CITY OF SHOREWOOD**

**RESOLUTION NO. 23-125**

**A RESOLUTION ADOPTING THE 2024 GENERAL FUND OPERATING BUDGET  
AND APPROVING THE PROPERTY TAX LEVY COLLECTIBLE IN 2024**

**WHEREAS**, the 2024 Budget and property tax levies collectible in 2024 for the City of Shorewood have been prepared and reviewed by the City Council; and,

**WHEREAS**, the budget has been modified by the City Council to meet service delivery goals; and,

**WHEREAS**, the City Council held a Truth-in-Taxation public meeting on December 11, 2023, to receive public comment regarding the adoption of such budgets and property tax levies;

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

1. That a budget of \$6,485,291 is adopted to pay for 2024 General Fund operations.
2. That the sum of \$7,115,274 is levied for 2023, collectible in 2024, upon taxable property in the City of Shorewood. Individual fund property tax levies are as follows:

General Fund	\$5,743,012
Debt Service Funds:	
2020A G.O. Street Reconstruction Bonds	\$228,492
2021A G.O. Street Reconstruction Bonds	\$310,023
2022A G.O. Street Reconstruction Bonds	\$289,416
2023A G.O. Street Reconstruction Bonds	\$160,331
Capital Project Funds:	
Equipment Replacement	\$128,000
Street Improvements	\$128,000
Park Improvements	<u>\$128,000</u>
	<u>\$7,115,274</u>

3. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.



**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 11<sup>th</sup> day of December, 2023.

**ATTEST:**

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

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

**CITY OF SHOREWOOD**

**RESOLUTION NO. 23-126**

**ADOPTING THE 2024 SHOREWOOD COMMUNITY & EVENT CENTER BUDGET AND 2024  
ENTERPRISE FUND BUDGETS**

**WHEREAS**, City staff have presented the preliminary 2024 budgets at meetings through December, 2023; and

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

**WHEREAS**, these budgets represent a reasonable estimate of what needs to be spent to provide the desired service level;

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

1. The Shorewood Community & Event Center budget is hereby adopted as presented.
2. The Water, Sewer, Storm Water, and Recycling budgets are hereby adopted as presented.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 11th day of December, 2023.

**ATTEST:**

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

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

**CITY OF SHOREWOOD**

**RESOLUTION NO. 23-127**

**ADOPTING THE 2024-2033 CAPITAL IMPROVEMENT PLAN,  
AND 2024 CAPITAL PROJECT FUND BUDGETS**

**WHEREAS**, City staff have presented the 2024-2033 preliminary Capital Improvement Plan (CIP) and 2024 capital project fund budgets at meetings through December, 2023; and

**WHEREAS**, the City Council has reviewed the CIP and budgets and made modifications to each that reflect desired community service levels; and

**WHEREAS**, these budgets represent a reasonable estimate of what needs to be spent to provide the desired service level;

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

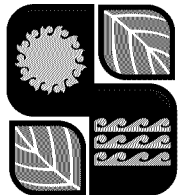
1. The 2024-2033 Capital Improvement Plan is hereby adopted as presented with this adoption subject to Planning Commission review and determination of compliance with the Comprehensive Plan.
2. The Park Improvement, Equipment Replacement, Street Reconstruction, MSA, Trail Construction, and Community Infrastructure budgets are hereby adopted as presented.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 11th day of December, 2023.

**ATTEST:**

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

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



City of Shorewood

## City Council Meeting Item

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**Title/Subject:** Employee Service Recognition  
**Meeting Date:** December 11, 2023  
**Prepared by:** Marc Nevinski, City Administrator

Item 4B
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### Background

With great appreciation, the City recognizes employees who have hit certain milestones in their employment with the City. These anniversaries of employment are special to both employees and the City alike, as they are a testimony to their commitment to the community and it's residents over the years.

The employees being recognized this year:

- Joe Rigdon, Finance Director - 5 years of service
- Wade Woodward, Building Official - 5 years of service
- Andy Eslinger, Streets Inspector - 5 years of service
- Michelle Nguyen – Senior Accountant - 20 years of service

With their individual efforts and achievements, they make it possible for the city to provide exceptional service to the community. Their hard work and dedication is commendable and does not go unnoticed. We look forward to their ongoing contributions and a bright and successful future together.

The Shorewood City Council recognizes and expresses appreciation to Joe Rigdon, Wade Woodward, Andy Eslinger, and Michelle Nguyen for being valued members of the team, their significant contributions over the years and their dedication to the city and the community!

A Shorewood Yeti Rambler Tumbler with Magslider Lid will be awarded for the commemorative occasion to each of the employees engraved with their names and years of service. In addition, each employee receives a monetary reward based on years of service.

### Budget Considerations

Employee recognition awards are included in the City's annual budget and public purpose expenditure policy.

### Action Requested

No formal action is required.



## City Council Meeting Item

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**Title/Subject:** **Placing the 2040 Comprehensive Plan into Effect**  
**Meeting Date:** December 11, 2024  
**Prepared by:** Marie Darling, Planning Director  
**Attachments:** **Notice of Metropolitan Council Action**  
**Comprehensive Plan** (available at this link: [Welcome to Shorewood, MN](#) )  
**Resolution**

---

### Background

In June of 2019, the City Council adopted the City's 2040 Comprehensive Plan and authorized staff to submit the Comprehensive Plan to the Metropolitan Council for their review. After receiving an incomplete letter from the Metropolitan Council, the City of Shorewood made amendments to the Comprehensive Plan (approved November 8, 2021) and resubmitted to the Metropolitan Council.

Staff received additional direction from the Metropolitan Council over the course of two years to add additional information regarding intercommunity sewer services agreements. Additionally, we submitted all copies of agreements that existed at that time. We resubmitted the Comprehensive Plan formally on September 13, 2023 and it was accepted as complete. The Metropolitan Council formally completed their review on October 25, 2023.

Once the Metropolitan Council completes their review, the City is required to formally put its Comprehensive Plan into effect and send the final copy to the Metropolitan Council. Attached is the final copy of the Comprehensive Plan. The only change between this plan and the plan reviewed by the Metropolitan Council is the addition of one intercommunity utility agreement (for Lake Park Villas) as they require copies of all such agreements approved after their review was completed.

In addition to the link above, the Comprehensive Plan can be found on the City's webpage using the following path: Click on Planning and Building tab, then choose Comprehensive Plan and click on [Comprehensive Plan](#)

Or the URL:

[https://ci.shorewood.mn.us/government/city\\_departments/inspections/comprehensive\\_plan.php](https://ci.shorewood.mn.us/government/city_departments/inspections/comprehensive_plan.php)

### Financial Considerations:

The action of putting the Comprehensive Plan into effect has little impact on the Budget. Amending the other official controls (zoning and subdivision regulations and the zoning map) to implement the Plan will be completed over the next nine months. Staff will likely be preparing the changes to the zoning regulations and map internally.

### Action Requested:

Motion to adopt the attached resolution that places the Shorewood 2040 Comprehensive Plan into effect. Approval of this item requires a 4/5 majority of the City Council.





October 25, 2023

Marie Darling, Planning Director  
City of Shorewood  
5755 County Club Road  
Shorewood, MN 55331  
Address

RE: **City of Shorewood 2040 Comprehensive Plan - Notice of Council Action**  
Metropolitan Council Review File No. 22304-1  
Metropolitan Council District 3

Dear Marie Darling:

The Metropolitan Council reviewed the City of Shorewood Comprehensive Plan (Plan) at its meeting on October 25, 2023. The Council based its review on the staff's report and analysis (attached).

The Council found that the City's 2040 Plan meets all Metropolitan Land Planning Act requirements; conforms to the regional system plans including transportation, aviation, water resources management, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions.

In addition to the Advisory Comments and Review Record, the Council adopted the following recommendations.

1. Authorize the City of Shorewood to put its 2040 Comprehensive Plan into effect.
2. Revise the City's population and employment forecasts upward as shown in Table 1 of the Review Record.
3. Advise the City to implement the advisory comments in the Review Record for forecasts and water supply.

Recommendations of the Environment Committee:

1. Approve the City of Shorewood Comprehensive Sewer Plan.
2. Advise the City to implement the advisory comments in the Review Record for wastewater, which state that the City is currently reviewing and negotiating revisions to several of its intercommunity service agreements. Once these agreements have been executed, a copy shall be submitted to the Council.

Please consult the attached staff report for important information about the City's next steps. Of particular importance are the Council's actions, listed on page 1, general Advisory Comments

listed on page 3, and the specific comments for technical review areas, which are found in the body of the report. The final copy of the Plan needs to include all supplemental information/changes made during the review.

Congratulations on completing this important project. It was a pleasure to work with the City's staff and consultants throughout the review process.

Sincerely,

 Raja Esmaili for:

Angela R. Torres, AICP, Senior Manager  
Local Planning Assistance

*Attachment*

cc: Nate Sparks, Consulting City Planner  
Matt Bauman, Minnesota Department of Natural Resources  
Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division  
Dr. Tyrone Carter, Metropolitan Council, District 3  
Kyle Colvin, Wastewater Planning and Community Programs Manager  
Emma DeVilla, MCES Principal Engineer  
Freya Thamman, Sector Representative/Principal Reviewer  
Reviews Coordinator

*N:\CommDev\LPA\Communities\Shorewood\Letters\Shorewood 2023 2040 CPU Post Council Action 22304-1.docx*

# Committee Report

Environment Committee



Committee Meeting Date: October 2, 2023

For the Metropolitan Council: October 25, 2023

Environment Committee Date: October 10, 2023

## Business Item: 2023-236 JT

City of Shorewood 2040 Comprehensive Plan and Comprehensive Sewer Plan, Review File 22304-1

### Proposed Action

That the Metropolitan Council adopt the attached Review Record and take the following actions:

### Recommendations of the Community Development Committee

1. Authorize the City of Shorewood to place its 2040 Comprehensive Plan into effect.
2. Revise the City's population and employment forecasts upward as shown in Table 1 of the Review Record.
3. Advise the City to implement the advisory comments in the Review Record for forecasts and water supply.

### Recommendation of the Environment Committee

1. Approve the City of Shorewood Comprehensive Sewer Plan.
2. Advise the City to implement the advisory comments in the Review Record for wastewater, which state that the City is currently reviewing and negotiating revisions to several of its intercommunity service agreements. Once these agreements have been executed, a copy shall be submitted to the Council.

### Summary of Community Development Committee Discussion/Questions

Planning Analyst, Freya Thamman, presented the staff's report to the Committee. The Community Development Committee unanimously recommended approval of the proposed actions at its meeting on October 2, 2023.

### Summary of Environment Committee Discussion/Questions

Motion by CM Morales, seconded by CM Carter. Motion carried.

# Business Item

Community Development Committee



Committee Meeting Date: October 2, 2023

For the Metropolitan Council: October 25, 2023

Environment Committee Date: October 10, 2023

## Business Item: 2023-236

City of Shorewood 2040 Comprehensive Plan and Comprehensive Sewer Plan, Review File 22304-1

<b>District(s), Member(s):</b>	District 3, Dr. Tyronne Carter
<b>Policy/Legal Reference:</b>	Metropolitan Land Planning Act (Minn. Stat. § 473.175), Minn. Stat. § 473.513
<b>Staff Prepared/Presented:</b>	Freya Thamman, Planning Analyst, Local Planning Assistance (651-602-1750) Angela R. Torres, Local Planning Assistance Senior Manager (651-602-1566) Kyle Colvin, Wastewater Planning and Community Programs Manager (651-602-1151)
<b>Division/Department:</b>	Community Development / Regional Planning Environmental Services / Technical Services

### Proposed Action

That the Metropolitan Council adopt the attached Review Record and take the following actions:

#### Recommendations of the Community Development Committee

1. Authorize the City of Shorewood to place its 2040 Comprehensive Plan into effect.
2. Revise the City's population and employment forecasts upward as shown in Table 1 of the Review Record.
3. Advise the City to implement the advisory comments in the Review Record for forecasts and water supply.

#### Recommendation of the Environment Committee

1. Approve the City of Shorewood Comprehensive Sewer Plan.
2. Advise the City to implement the advisory comments in the Review Record for wastewater, which state that the City is currently reviewing and negotiating revisions to several of its intercommunity service agreements. Once these agreements have been executed, a copy shall be submitted to the Council.



## **Advisory Comments**

The following Advisory Comments are part of the Council action authorizing the City of Shorewood to implement its 2040 Comprehensive Plan (Plan).

### **Community Development Committee**

1. As stated in the Local Planning Handbook, the City must take the following steps:
  - a. Adopt the Plan in final form after considering the Council's review recommendations as contained in the body of this report.
  - b. Submit one hard copy and one electronic copy of the Plan to the Council. The electronic copy must be submitted as one unified file.
  - c. Submit to the Council a copy of the City Council resolution evidencing final adoption of the Plan.
2. The Local Planning Handbook also states that local governments must formally adopt their comprehensive plans within nine months after the Council's final action. If the Council has recommended changes to the Plan, local governments should incorporate those recommended changes into the Plan or respond to the Council before "final adoption" of the comprehensive plan by the governing body of the local governmental unit. (Minn. Stat. § 473.864, subd. 1)
3. Local governments must adopt official controls as identified in their 2040 comprehensive plans and must submit copies of the official controls to the Council within 30 days after the official controls are adopted. (Minn. Stat. § 473.865, subd. 1)
4. Local governmental units cannot adopt any official controls or fiscal devices that conflict with their comprehensive plans or which permit activities in conflict with the Council's metropolitan system plans (Minn. Stat. §§ 473.864, subd. 2; 473.865, subd. 2). If official controls conflict with comprehensive plans, the official controls must be amended within 9 months following amendments to comprehensive plans (Minn. Stat. § 473.865, subd. 3).

### **Environment Committee**

1. The Council-approved Comprehensive Sewer Plan becomes effective only after the Plan receives final approval from the local governmental unit's governing body. After the Plan receives final approval from the City and the Comprehensive Sewer Plan becomes effective, the City may implement its Plan to alter, expand, or improve its sewage disposal system consistent with the Council-approved Comprehensive Sewer Plan.
2. A copy of the City Council resolution adopting its 2040 comprehensive plan, including its Comprehensive Sewer Plan, must be submitted to the Council.



## Background

Shorewood is in the southwestern part of Hennepin County. It is surrounded by the communities of Mound, Orono, Tonka Bay, Excelsior, Greenwood, and Deephaven to the north, Minnetonka to the east, Chanhassen and Victoria to the south, and Minnetrista to the west (Figure 1).

The City submitted its 2040 Comprehensive Plan (Plan) to the Council for review to meet the Metropolitan Land Planning Act requirements (Minn. Stat. §§ 473.851 to 473.871) and the Council's 2015 System Statement requirements.

## Review Authority & Rationale

Minn. Stat. § 473.175 directs the Metropolitan Council to review a local government's comprehensive plan and provide a written statement to the local government regarding the Plan's:

- **Conformance** with metropolitan system plans
- **Consistency** with the adopted plans and policies of the Council
- **Compatibility** with the plans of adjacent governmental units and plans of affected special districts and school districts

By resolution, the Council may require a local government to modify its comprehensive plan if the Council determines that "the plan is more likely than not to have a substantial impact on or contain a substantial departure from metropolitan system plans" (Minn. Stat. § 473.175, subd. 1).

Each local government unit shall adopt a policy plan for the collection, treatment, and disposal of sewage for which the local government unit is responsible, coordinated with the Metropolitan Council's plan, and may revise the same as often as it deems necessary (Minn. Stat. § 473.513).

The attached Review Record details the Council's assessment of the Plan's conformance, consistency, and compatibility, and is summarized below.

Review Standard	Review Area	Plan Status
Conformance	Regional system plan for Parks	Conforms
Conformance	Regional system plan for Transportation, including Aviation	Conforms
Conformance	Water Resources (Wastewater Services and Surface Water Management)	Conforms
Consistency with Council Policy	<i>Thrive MSP 2040</i> and Land Use	Consistent
Consistency with Council Policy	Forecasts, with proposed change	Consistent
Consistency with Council Policy	<i>2040 Housing Policy Plan</i>	Consistent
Consistency with Council Policy	Water Supply	Consistent
Consistency with Council Policy	Community and Subsurface Sewage Treatment Systems (SSTS)	Consistent
Compatibility	Compatible with the plans of adjacent and affected governmental districts	Compatible

## Thrive Lens Analysis

The proposed 2040 comprehensive plan is reviewed against the land use policies in *Thrive MSP 2040*. To achieve the outcomes identified in Thrive, the metropolitan development guide defines the Land Use Policy for the region and includes strategies for local governments and the Council to implement. These policies and strategies are interrelated and, taken together, serve to achieve the outcomes identified in Thrive.

**Funding**

None.

**Known Support / Opposition**

There is no known opposition.



# REVIEW RECORD

## City of Shorewood 2040 Comprehensive Plan

### Review File No. 22304-1, Business Item No. 2023-236 JT

The following Review Record documents how the proposed Plan meets the requirements of the Metropolitan Land Planning Act and conforms to regional system plans, is consistent with regional policies, and is compatible with the plans of adjacent and affected jurisdictions.

## Conformance with Regional Systems

The Council reviews plans to determine conformance with metropolitan system plans. The Council has reviewed the City's Plan and finds that it conforms to the Council's regional system plans for Regional Parks, Transportation (including Aviation), and Water Resources.

### Regional Parks and Trails

*Reviewer: Colin Kelly, Community Development (CD) - Regional Parks (651-602-1361)*

The Plan conforms to the 2040 Regional Parks Policy Plan for the Regional Parks System element. Three Rivers Park District is the Park implementing agency for the Regional Parks System components in Shorewood, for which the Plan accurately describes the Regional Parks System components. Regional Trails located within the city include the Lake Minnetonka LRT Regional Trail and the Mid-Lake Regional Trail Search Corridor (Figure 1). There are no state or federal park or open space lands in the city.

### Regional Transportation, Transit, and Aviation

*Reviewer: Joseph Widing, Metropolitan Transportation Services (MTS) (651-602-1724)*

The Plan conforms to the 2040 Transportation Policy Plan (TPP) adopted in 2015. It accurately reflects transportation system components of the TPP and is consistent with Council policies regarding community roles, the needs of non-automobile transportation, access to job concentrations, and the needs of freight. The Plan is compatible with the plans of adjacent and affected governmental units.

### Roadways

The Plan conforms to the Roadways system element of the TPP. The Plan accurately reflects that there is one principal arterial (TH-7) within the City's boundaries. The Plan also accurately reflects the regional functional classification map of A-minor arterials as of the time it was produced.

The Plan identifies all the required characteristics of the City's roadways, including existing and future functional class, right-of-way preservation needs, and existing and forecasted traffic volumes for Principal and A-Minor arterials. Forecasting was done consistent with regional methodology. The Plan also includes guidelines on how access will be managed for Principal and A-Minor arterials.

### Transit

The Plan conforms to the Transit element of the TPP. The Plan acknowledges the City is within Transit Market Areas IV and V. The Plan addresses community roles related to its Community Designation, identifies existing routes with the city, and acknowledges dial-a-ride service.

### Aviation

The Plan conforms to Aviation system element of the TPP. There is no airport in the regional aviation system located near Shorewood. The Plan notes bodies of water which are permitted for seaplane operations. The Plan includes policies that protect regional airspace from obstructions.

### Bicycling and Walking

The Plan is consistent with the Bicycling and Pedestrian chapter of the TPP. The Plan identifies the existing regional trails and acknowledges the Regional Bicycle Transportation Network (RBTN). There are two RBTN Tier 1 alignments within the city (Lake Minnetonka LRT Trail, CSAH

19) and one tier 2 search corridor running east to west generally following TH-7.

### **Freight**

The Plan is consistent with Freight policies of the TPP. The Plan identifies TH-7 as the primary freight movement route in and through the community. No regional freight issues were identified.

### **Transportation Analysis Zones (TAZs)**

The Plan conforms to the TPP regarding TAZ allocations. The City's TAZ allocations for employment, households, and population appropriately sum to the Metropolitan Council's citywide forecast totals for all forecast years.

The City's planned land uses and areas identified for development and redevelopment can accommodate the TAZ forecasted allocations in the Plan, and at densities consistent with the community's Thrive designation and applicable TPP policies.

## **Water Resources**

### **Wastewater Services**

*Reviewer: Kyle Colvin, Environmental Services (ES) – Wastewater Planning and Community Programs (651-602-1151)*

The Plan conforms to the *2040 Water Resources Policy Plan (WRPP)*. It represents the City's guide for future growth and development through the year 2040. It includes growth forecasts that are consistent with the Council's assigned forecasts for population, households, and employment.

Current wastewater treatment services are provided to the City by the Metropolitan Council Environmental Services (MCES). Wastewater generated within the city is conveyed to and treated at the Metropolitan Council's Blue Lake Wastewater Treatment Plant located in Shakopee. The City is provided wastewater conveyance service through interceptors 6-GW-649, 6-DH-645, 6-TB-661, 6-MT-647, 7016, 7017, and 8253-328. The Plan reflects that the City will have 3,000 sewered households and 1,600 sewered employees by 2040. The Metropolitan Disposal System with its scheduled improvements has or will have adequate capacity to serve the City's growth forecasts.

The Plan provides sanitary flow projections in 10-year increments. The rationale for the average day flow projections was provided in the Plan and appears to be appropriate for planning local service needs. The Metropolitan Council is committing to providing a level of wastewater service based on the sewered forecasts.

The Land Use Plan reflects an overall minimum residential sewered density that is consistent with Council policy for future sewered residential growth for Suburban communities.

The Plan defines the community's policies and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local municipal (City), and private property sanitary sewer collection systems. The Plan states that the City performed internal home inspections for sump pump connections to the sanitary sewer in the early 1990s and eliminated the non-compliant connections. Between 1990 through the 2010s the City completed televised inspections and follow-up system repairs and sealing and continues to correct many system sources of I/I through its annual street improvement program. The Plan includes a summary of its capital improvement program that reflects an annual budget of \$70,000 to \$80,000 for continued I/I mitigation efforts through 2030.

The Plan describes the requirements and standards for minimizing I/I and references Section 904.09, Subd 1, of the City's Code that prohibits the discharge, either directly or indirectly, of any stormwater, groundwater, roof runoff, subsurface drainage, and cooling water to any sanitary sewer, and requires their disconnection upon discovery.

The Plan describes the sources, extent, and significance of existing I/I within the entire wastewater collection system. The Plan states that sewers were first installed in the early 1970s and that approximately 29% of the homes within the city were built before 1970 when services were predominately made of clay tile pipe. The significance of clay tile pipe is that as it ages it can become more susceptible to I/I. The Plan states that none of the pre-1970 service laterals have been evaluated for excess I/I. Using 2012-2016 wastewater flow data, average annual I/I for the west portion of the City's collection system is 51% and 20% for the east portion. The quarterly

peak flow I/I is 59% and 34%, respectively.

#### *Comprehensive Sewer Element Comments*

The Sewer Element of the Plan has been reviewed against the requirements for Comprehensive Sewer Plans for Suburban communities. It was found to be complete and consistent with Council policies. Upon adoption of the Plan by the City, the action of the Council to approve the Sewer Plan becomes effective. At that time, the City may implement its Plan to alter, expand, or improve its sewage disposal system consistent with the approved Sewer Plan. A copy of the City Council Resolution adopting its Plan needs to be submitted to the Metropolitan Council for its records.

#### *Advisory Comments*

The City is currently reviewing and negotiating revisions to several of its intercommunity service agreements that cover wastewater service connections with adjoining communities. These agreements cover the method in which treatment costs associated with these flows are reimbursed between the impacted communities. Once these agreements have been executed, a copy shall be submitted to the Council for our records. This information will be used to determine if the Council is responsible for adjustments of flow in its annual flow allocation process and subsequent billing to the communities.

#### **Surface Water Management**

*Reviewer: Maureen Hoffman, ES – Water Resources (651-602-8026)*

The Plan is consistent with Council policy requirements and in conformance with the WRPP for local surface water management. Shorewood lies within the oversight boundaries of the Minnehaha Creek and Riley Purgatory Bluff Creek Watershed Districts.

The City submitted a draft Local Water Management Plan (LWMP) to the Metropolitan Council in April 2018. Council Water Resources staff reviewed and commented on the draft LWMP to the City and Watershed Districts in a letter dated April 30, 2018. The final LWMP was approved by the Minnehaha Creek Watershed District on September 13, 2018, and by the Riley Purgatory Bluff Creek Watershed District on July 11, 2018. The City adopted the final LWMP on February 25, 2019. The Plan incorporates the City's final LWMP in Appendix F.

#### **Consistency with Council Policies**

The Council reviews plans to evaluate their apparent consistency with the adopted plans of the Council. Council staff have reviewed the City's Plan and find that it is consistent with the Council's policies, as detailed below.

#### **Forecasts**

*Reviewer: Todd Graham, CD – Research (651-602-1322)*

City and Council staff discussed the Shorewood forecast in 2019. Council staff found that recent employment growth and population growth exceeded previous expectations. The City requested that the population numbers be increased as shown below; and the employment forecast be set at an unchanging 1,600 jobs. The employment cap was premised on full build-out of commercial and industrial lands.

Since the 2019 agreement to revise the forecast, Shorewood employment, households, and population have all surpassed the City's 2030 forecast expectations. The Council will require a higher forecast with the next comprehensive plan amendment review or issuance of an updated system statement.

The forecast will be revised now as follows (changes in bold/underlined). The revised forecast appears on pages 8-9, 14, and 127-128 of the Plan.

*Table 1. Metropolitan Council City of Shorewood Forecasts*

Category	Estimates	Previous Council Forecasts			Forecast Revision		
	2022	2020	2030	2040	2020	2030	2040
Population	7,859	7,400	7,500	7,600	<u>7,600</u>	<u>7,800</u>	<u>8,000</u>
Households	2,944	2,800	2,910	3,000	2,800	2,910	3,000
Employment	1,879	1,300	1,340	1,400	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>



The Metropolitan Council will revise the Shorewood forecast, simultaneous with action on the Plan. The households forecast and the Affordable Housing Need from the 2015 System Statement are not changed.

The Land Use Chapter includes a land supply analysis specifying 25.1 acres available for residential development or redevelopment, with a capacity of over 200 future housing units (pages 122-123). This accommodates the forecast.

The Council typically requires some measure of employment-bearing land use intensity. In a November 2021 letter, the City asked for a waiver as commercial and industrial lands are fully built-out. Council staff are waiving the requirement of measuring employment-bearing land use intensity.

#### *Advisory Comments*

Since the 2019 agreement to revise the forecast, Shorewood employment, households and population have all surpassed the City's 2030 forecast expectations. The Council will require a higher forecast with the next comprehensive plan amendment review or issuance of an updated system statement.

### **Thrive MSP 2040 and Land Use**

*Reviewer: Freya Thamman, CD – Local Planning Assistance (651-602-1750)*

The 2040 comprehensive plan is consistent with *Thrive MSP 2040* (Thrive) and its land use policies. The Plan acknowledges the Thrive community designation of Suburban (Figure 2). Suburban communities are expected to plan for forecasted population and household growth at overall average densities of at least five units per acre.

Shorewood is a fully developed city on Lake Minnetonka with a limited amount of land available for development. The city is predominately low density/single-family residential (64%), followed by open space and parks (14%), right-of-way (11%) and small areas of medium density residential (4%), commercial (2%), and public/semi-public (2%).

Many of the policies in the City's 2030 Comprehensive Plan have also been included in the City's 2040 Plan. The Plan identified fourteen areas for development and redevelopment (Shorewood Development Capacity, page 123). As shown in Table 2 below, these areas are guided Low-Medium Density Residential, Medium Density Residential, High Density Residential, and Commercial Mixed Use. With this Plan, the City has guided higher density land uses in the High Density Residential and new Commercial Mixed Use land use categories.

The Plan is consistent with Thrive for land use and residential density policies for the Suburban community designation. As shown in Table 2, the overall density of development during the planning period is 8.1 – 17.4 units per acre.

*Table 2. Planned Residential Density, City of Shorewood*

Category	2023-2040 Change				Min Units	Max Units
	Density		% Residential	Net Acres		
Low-Medium Density Residential	3	6	100%	7.9	23	47
Medium Density Residential	6	8	100%	5.7	34	45
High Density Residential	8	30	100%	3.7	29	111
Commercial Mixed Use*	15	30	40%	7.8	117	234
	<b>TOTALS</b>			<b>25.1</b>	<b>203</b>	<b>437</b>
			<b>Overall Density</b>		<b>8.1</b>	<b>17.4</b>

*\*Commercial Mixed Use anticipates 40% residential. Residential net acres are reflected in the table.*

## **Housing**

*Reviewer: Hilary Lovelace, CD – Housing (651-602-1555)*

The Plan is consistent with the *Housing Policy Plan (HPP)*. As of 2016, the City has more than 2,800 homes including close to 90 multifamily units and more than 2,700 single-family homes. Approximately 250 homes are rented. More than 400 housing units are currently affordable to households earning under 80% of Area Median Income (AMI), however, more than 300 households earning 80% of AMI or below are paying more than 30% of their income toward housing costs. There are about 80 units affordable to households with income at or below 30% AMI and more than 125 cost burdened households with incomes at or below 30% AMI.

The Plan identifies existing housing needs including maintenance and reinvestment in existing housing stock, and senior housing. The City does not currently have any publicly subsidized housing.

The Plan acknowledges the 2021-2030 affordable housing need allocation of 48 units; 23 of which are needed at prices affordable to households earning 30% of AMI or less, 16 of which are needed at prices affordable to households earning between 31 and 50% of AMI, and 9 of which are needed at prices affordable to households earning between 51 and 80% of AMI. As shown in Figure 5, the Plan guides enough land expected to develop in the 2021-2030 time period at a minimum of eight units per acre to allow for development of 72 affordable housing units.

The City states that they will work to maintain effective referrals for residents who need housing assistance and consider partnerships with Hennepin County. The housing implementation plan component of the Plan describes that the City will consider TIF for senior development and does not anticipate using tax abatement or local housing bonds to build affordable housing. The Plan also indicates that the City will not evaluate if working with a community land trust will help them meet their needs.

## **Water Supply**

*Reviewer: Lanya Ross, ES – Water Supply Planning (651-602-1803)*

The Plan is consistent with WRPP policies related to water supply, including the policy on sustainable water supplies, the policy on assessing and protecting regional water resources, and the policy on water conservation and reuse.

### **Advisory Comments**

If any changes are made to the local water supply plan in response to the Department of Natural Resources review, an updated plan should be submitted to the Metropolitan Council.

## **Community and Subsurface Sewage Treatment Systems (SSTS)**

*Reviewer: Kyle Colvin, ES – Engineering Programs (651-602-1151)*

The Plan is consistent with the 2040 WRPP for Subsurface Sewage Treatment Systems. The Plan indicates that there are four residential SSTS within the city, two of which are located on islands in Lake Minnetonka. There are no communal treatment systems. The Plan states that the City prohibits the installation of new SSTS. Chapter 904, of the City Code regulating SSTS within the City, is consistent with Minnesota Pollution Control Agency Chapter 7080-7083 Rules, and delegates the responsibility of permitting, inspecting and maintenance management to Hennepin County.

## **Special Resource Protection**

### **Solar Access Protection**

*Reviewer: Freya Thamman, CD – Local Planning Assistance (651-602-1750)*

The Plan is consistent with statutory requirements (Minn. Stat. 473.859) and Council policy regarding planning for the protection and development of access to direct sunlight for solar energy systems as required by the Metropolitan Land Planning Act (MLPA). The Plan includes the required solar planning elements.

### **Aggregate Resource Protection**

*Reviewer: Freya Thamman, CD – Local Planning Assistance (651-602-1750)*

The Plan is consistent with the *Minnesota Geological Survey Information Circular* for aggregate

resources. As stated in the Plan, there are no viable aggregate resources or ongoing mining operations within the city.

### **Historic Preservation**

*Reviewer: Freya Thamman, CD – Local Planning Assistance (651-602-1750)*

The Plan addresses historic resources as required by the MLPA. The Plan indicates that there are no buildings or structures listed on the National Register of Historic Places or that have been identified by the Minnesota Historical Society as being eligible for the National Register. The Plan indicates that it anticipates creating an inventory of historically significant features, landmarks, and buildings as well as evaluate tools for preserving these areas and structures.

### **Plan Implementation**

*Reviewer: Freya Thamman, CD – Local Planning Assistance (651-602-1750)*

The Plan includes a description of the zoning, subdivision, SSTs codes, and the housing implementation program. The Plan describes official controls and fiscal devices that the City will employ to implement the Plan and includes a capital improvement plan.

### **Compatibility with Plans of Adjacent Governmental Units and Plans of Affected Special Districts and School Districts**

The Plan is compatible with the plans of adjacent jurisdictions. No compatibility issues with plans of adjacent governmental units and plans of affected special districts and school districts were identified.

### **Documents Submitted for Review**

In response to the 2015 System Statement, the City submitted the following documents for review:

- June 28, 2019: Shorewood 2040 Comprehensive Plan
- November 29, 2021: Updated 2030 Comprehensive Plan
- August 4, 2022: Wastewater Intercommunity Service Agreement Information
- August 17, 2023: Resubmittal of the 2040 Comprehensive Plan
- September 6, 2023: Wastewater Intercommunity Service Agreement Information
- September 13, 2023: Future Land Use Map/Wastewater Updates

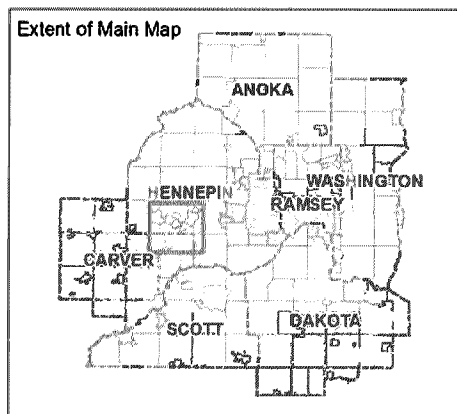
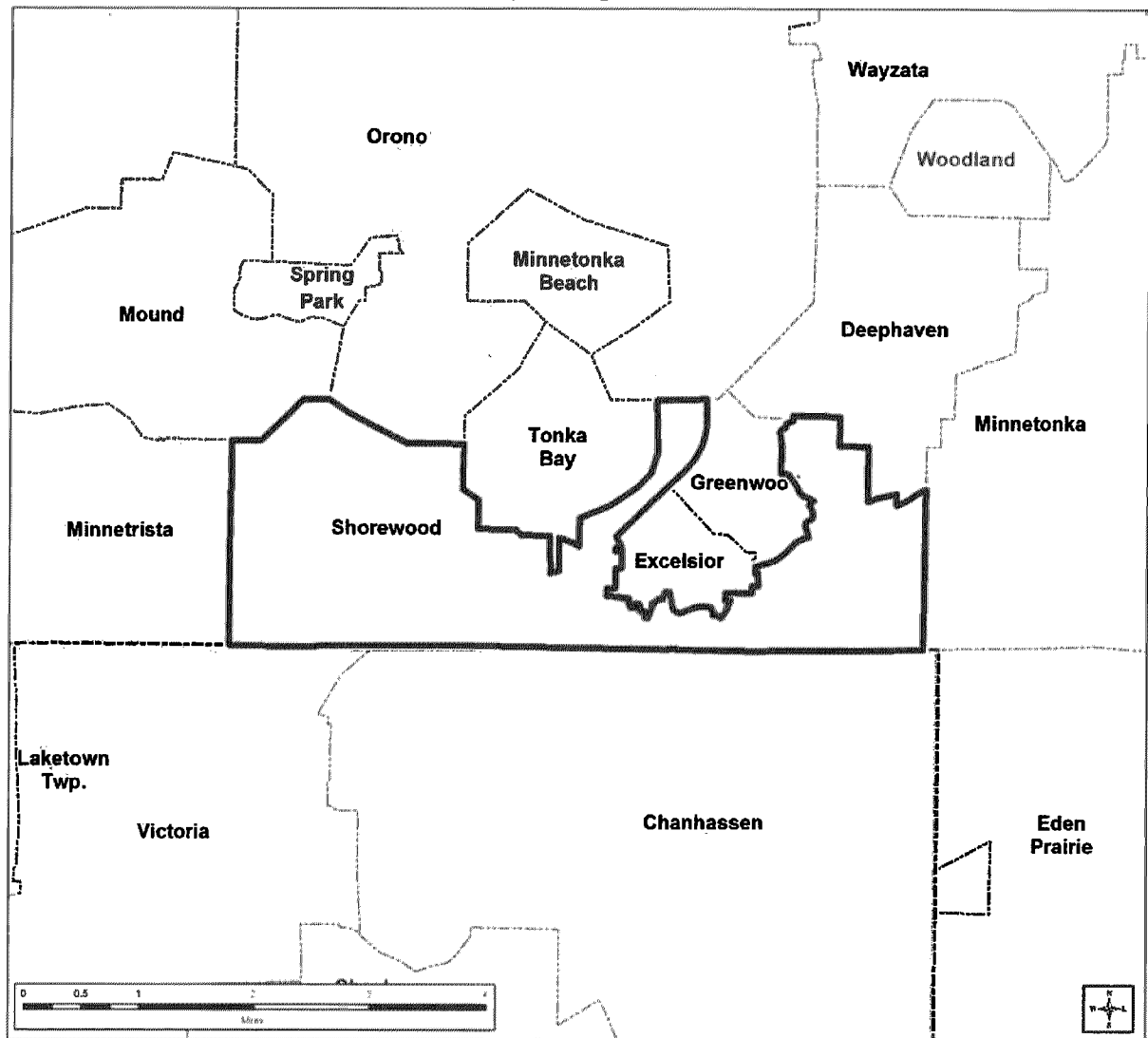
### **Attachments**

- Figure 1: Location Map with Regional Systems
- Figure 2: Thrive MSP 2040 Community Designations
- Figure 3: Existing Land Use
- Figure 4: 2040 Future Land Use
- Figure 5: Land Guided for Affordable Housing

[illegible]

\* Counties Transit Improvement Board (CTIB)

Figure 2. Thrive MSP 2040 Community Designations



### Community Designations

Outside Council planning authority	Emerging Suburban Edge
Agricultural	Suburban Edge
Rural Residential	Suburban
Diversified Rural	Urban
Rural Center	Urban Center

- County Boundaries
- City and Township Boundaries
- Lakes and Major Rivers



# **Existing Land Use** City of Shorewood 2040 Comprehensive Plan

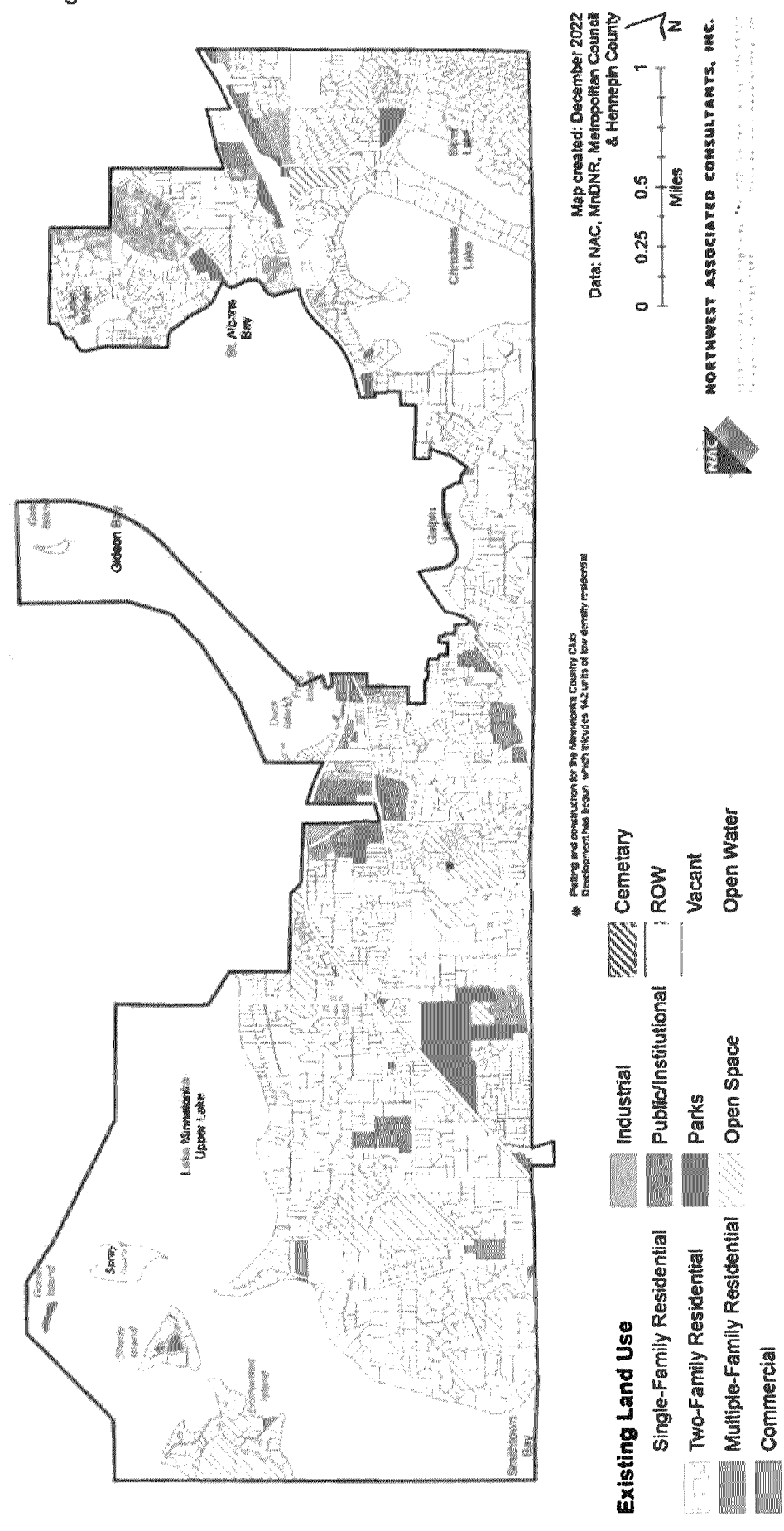
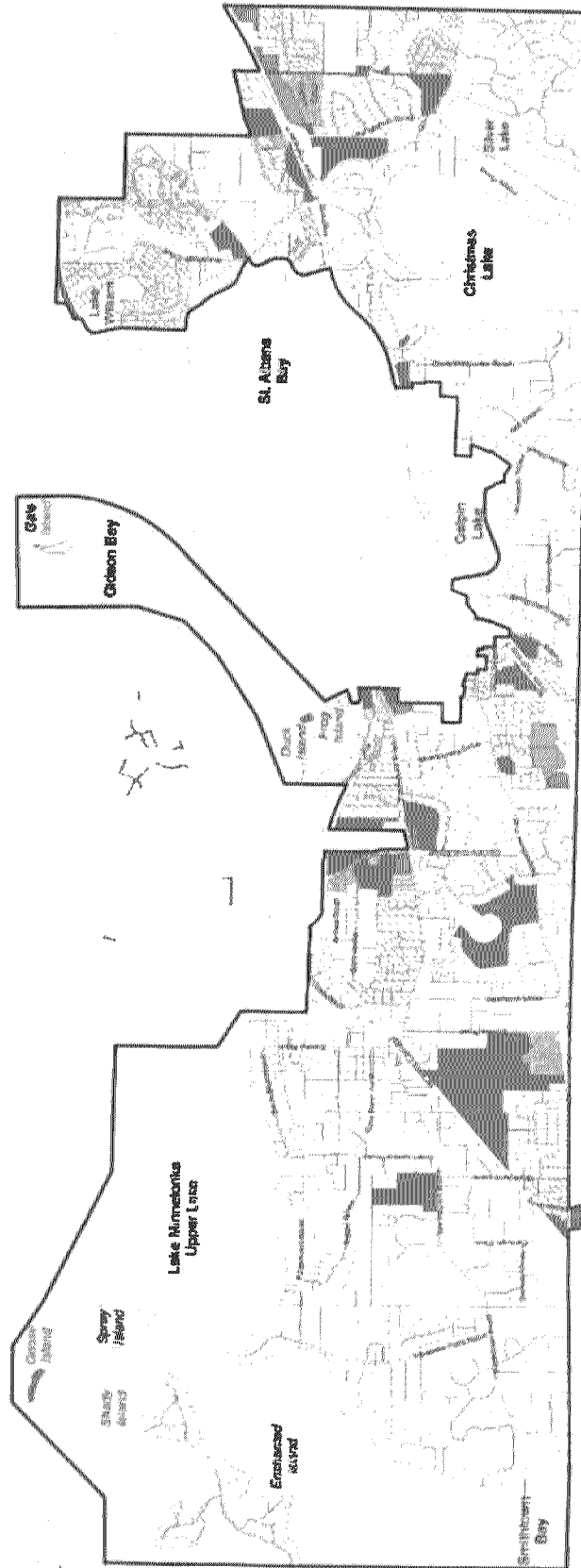


Figure 3. Existing Land Use

Figure 4. 2040 Future Land Use

# **Future Land Use** **City of Shorewood** **2040 Comprehensive Plan**



## **Future Land Use**

- Minimum Density Residential
- Low Density Residential
- Low to Medium Density Residential
- Medium Density
- High Density Residential
- Commercial
- Commercial-Mixed Use
- Public/ Semi- Public; Public/Semi-Public

Map created: September 2023  
 Data: NAC, MNDNR, Metropolitan Council



**NORTHWEST ASSOCIATED CONSULTANTS, INC.**

315 Golden Valley, MN 55422

**Figure 5. Land Guided for Affordable Housing**

2021-2030 share of regional need for Affordable Housing: **48 units**  
 2021-2030 total regional need for Affordable Housing: **37,900 units**

	<b>Available Acres</b>	<b>x</b>	<b>Minimum Density</b> <i>(units per acre)</i>	<b>x</b>	<b>Expected % Residential</b> <i>(if mixed use)</i>	<b>=</b>	<b>Minimum Units Possible</b>
<b>High Density Residential</b>	<b>3.70</b>		<b>8</b>		<b>100%</b>		<b>30</b>
<b>Commercial Mixed Use</b>	<b>2.80</b>		<b>15</b>		<b>100%</b>		<b>42</b>
<b>Total</b>	<b>7</b>						<b>72</b>

Sufficient/(insufficient) units possible against share of regional need: **24**

Affordable units built since 2021: **0**

Sufficient/(insufficient) units possible adjusted for affordable units built: **24**

Number of Comp Plan Amendments approved since Comp Plan Update: **0**



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

**RESOLUTION 23-128**

**A RESOLUTION PLACING THE 2040 SHOREWOOD COMPREHENSIVE PLAN UPDATE  
INTO EFFECT**

**WHEREAS**, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

**WHEREAS**, the City Council of the City of Shorewood (the “City”) authorized the review and update of the comprehensive plan; and

**WHEREAS**, the Shorewood 2040 Comprehensive Plan (the “Plan”) is a planning tool intended to guide the future growth and development of the City of a manner that conforms with metropolitan system plans and complies with the Metropolitan Land Planning Act and other applicable planning statutes; and

**WHEREAS**, the proposed Plan reflects a community planning process involving elected officials, appointed officials, city staff, community organizations, the public at large, developers, and other stakeholders; and

**WHEREAS**, pursuant to Minnesota Statutes section 473.858, the proposed Plan was submitted to adjacent governmental agencies and affected special districts and school districts for review and comment on November 20, 2018; and

**WHEREAS**, the City considered the proposed Plan and all public comments, held a duly notice public hearing, and approved the plan for submission to the Metropolitan Council on June 10, 2019; and

**WHEREAS**, at its regular meeting on October 25, 2023, the Metropolitan Council completed its review of the proposed 2040 Comprehensive Plan and found that the Plan meets the requirements of the Metropolitan Land Planning Act; conforms to the metropolitan system plans for transportation, water resources, and parks; is consistent with the Thrive MSP 2040 documents and policies; and is compatible with the plans of adjacent jurisdictions and affected special districts and school districts; and

**WHEREAS**, the Plan includes all revisions made during the review process and responds to additional advisory comments that are part of the Metropolitan Council's actions authorizing the City to place its Plan into effect.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, The Plan is adopted and is effective as of the date of this resolution.

BE IT FURTHER RESOLVED, that, pursuant to sections 473.864 and 473.865 of the Metropolitan Lane Planning Act, the City will: (1) review its fiscal controls to ensure they do not conflict with the Plan or permit activity in conflict with Metropolitan system plans; (2) if necessary, amend its fiscal devised and official controls to ensure they do not conflict with the Plan or permit activity in conflict with metropolitan system plans; and (3) submit amendments to fiscal devices or official controls to the Metropolitan Council for information purposes.

Adopted by the City Council of Shorewood, Minnesota this 11<sup>th</sup> day of December, 2023.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**





## City Council Meeting Item

**Title/Subject:** Variance to side-yard abutting a public street setback  
**Meeting Date:** December 11, 2023  
**Prepared by:** Marie Darling, Planning Director  
**Attachments:** Planning Commission Report from December 5, 2023  
Photos submitted at the December 5, 2023 public meeting  
Resolution

Item  
6C

---

### Background:

**Location:** 24925 Amlee Rd  
**Applicant:** David Hansen and Shelly Curran  
**Review Deadline:** March 8, 2024

See attached planning memorandum for detailed background on this request. At their December 11, 2023 meeting, the Planning Commission unanimously recommended approval of the variance request to allow an addition to be setback 25.7 feet where 35 feet is required by the zoning regulations, subject to the conditions in the attached resolution.

**Summary of Public Engagement:** Notice was mailed to all property owners within 500 feet of the property prior to the Planning Commission public meeting. The applicant was present at the meeting and spoke in favor of the application. Two residents requested to speak regarding the request at the meeting and both indicated support for the application while mentioning the two issues listed below. The two letters were submitted in support of the request (attached at the end of the Planning Commission report).

### Issues discussed at the meeting:

*Placement of the home:* The Chair Gorham questioned whether or not the placement of the home centered on the lot was a practical difficulty but ultimately decided that it was with the desire to add on to the garage. Chair Gorham indicated that the loss of the tree in the backyard for an alternative location would also be a strong practical difficulty.

*Trimming a tree limb:* Two residents commented that they would like a condition placed on the variance that the applicant cut-off a tree limb that overhangs the property line. (See attached photos submitted by the speakers.) The applicant agreed to remove the tree limb. The Commission found this issue was not related to the variance application and declined to add the condition to the variance request. They asked staff to work with the two property owners to resolve the issue. Staff note that the limb is a birch tree planted in a clump. As the property owner agreed to remove the tree limb, staff considers the issue resolved.

*Filling in behind the shed:* Two residents commented that the area behind the shed was a pit that could collapse or become a hazard and should be filled as a condition of variance. (See attached photos) The Commission found this issue was not related to the variance application and declined to add the condition to the variance request. They asked staff to work with the two property owners to resolve the

situation. Staff note the applicant recently moved their shed to a conforming location (five feet from the property line and outside a public utility easement). After the meeting, staff went out to the property and reviewed the situation. The area behind the shed is being retained with a wall and the neighbor's chain link fence is on top of the wall. The retaining wall appears to be in good condition without danger of eminent collapse. The fence installed above the retaining wall would keep the neighbors from inadvertently falling into the area.

The property owner has indicated that they would be keeping the shed until their addition is complete and then removing the shed from the property. They are planning to restore the area after that.

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

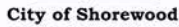
**Action Requested:** Staff and the Planning Commission recommend approval of the side-yard setback variance, subject to the conditions in the attached resolution.

**Proposed motion:** Move to adopt the attached resolution approving a side-yard abutting a public street setback variance for David Hansen and Shelly Curran for property located at 24925 Amlee Road, as recommended by the Planning Commission.

Any action on this request would require a majority of Councilmembers.







## Planning Commission Meeting Item

Item  
5A

**Title/Subject:** Variance to Setback for Side Abutting a Public Street  
**Meeting Date:** December 5, 2023  
**Prepared by:** Marie Darling, Planning Director  
**Attachments:** Location map  
 Applicants narrative and plans  
 Correspondence Received

APPLICANT:	David Hansen and Shelly Curran
LOCATION:	24925 Amlee Road
REVIEW DEADLINE:	March 8, 2024
COMPREHENSIVE PLAN:	Low Density Residential
ZONING:	R-1C Single-Family

## REQUEST

The applicants request a variance to build a garage addition to their existing home. The applicants propose to construct the addition at about 23.7 feet from the side property line abutting the Manitou Lane right-of-way where the R-1C district requires 35 feet.

Under the plan, the addition would provide a three-car garage. The applicants will also be constructing other improvements at their home, including a screen porch and deck. The other improvements are not dependent on the approval of this variance.



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: In 1955, the subject lot (and the lot to the south) was created with the recording of the Amlee Acres. The home to the south (5525 Manitou Lane) was built in 1955. The Village of Shorewood incorporated in 1956 and adopted the first zoning regulations for the community shortly thereafter. The home on the subject lot was built in 1964.

The property contains mature trees but the proposal is not subject to the tree preservation policy. No portion of the property is located within the Floodplain or Shoreland Overlay districts nor does the lot contain a wetland.

The adjacent properties are all developed with single-family homes and zoned R-1C.



Applicable Code Sections: The R-1C section of code requires the following setbacks: front and side abutting a public street: 35 feet; and interior side: 10 feet.

Staff also notes that the homeowner recently moved their shed a conforming distance from the south property line and removed a patio that was constructed within the rear setback.

Impervious Surface Coverage:

	Required	Existing	Proposed
<b>Impervious Surface Coverage</b>	25% (max.)	14.6%*	19.4%*

\*These percentages are different than shown on the survey as the applicants removed a nonconforming patio after the survey was completed.

## APPLICANTS' PROPOSAL

The applicants propose constructing an addition to their home that would help meet all their storage and garage needs. See their narrative and plans for more information. After the application was submitted, staff alerted the applicants that their proposal was closer to the property line than the home to the south. The applicants have agreed to cut back the addition to 14 feet wide, which reduces their request to 25.7 feet where 35 feet would be the minimum setback without a variance.

Staff notes that this reduction would propose to construct the addition at .55 feet closer to the property line than the home to the south.

## ANALYSIS

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 applicants propose to use the property for residential purposes, which is consistent with the Comprehensive Plan and the intent of the Zoning Ordinance.
2. *Practical difficulties:* Practical difficulties include three factors, all three of which must be met.
  - a. *Reasonable:* The applicants have proposed a reasonable residential use on the property.
  - b. *Unique Situation vs. Self-Created:* The practical difficulty is due to a unique situation and was created by the original placement of the home that preserved more space than required to the east property line. This situation was not created by the existing property owner.

Staff notes, however, that three-stall garages are not vested property rights. The zoning ordinance does not require a garage be provided with any single-family home, only that space be reserved for two conforming parking spaces on the property.

- c. *Essential Character:* The addition would not alter the essential character of the neighborhood. The home to the south is constructed at 26.25 feet to the west property

line. The closer setback of the neighboring home neither obligate the city to approve a variance nor set a precedent.

The applicants would be able to expand their current garage to a three-car garage and remain consistent with the home to the south by cutting back their addition to be no greater than 13.5 feet.

Staff also notes that the applicants' home and the home to the south are about 155 feet apart and the difference of the extra .5 feet would not seem atypical or uncharacteristic by residents in the area or passersby. Staff concludes a variance would not alter the essential character of the neighborhood.

3. *Economic Considerations:* The applicants have not proposed the variance solely based on economic considerations, but to increase the livability of 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 or increase the risk of fire. Manitou Lane and Amlee Road have 50-foot rights-of-way.
5. *Impact to Public Welfare, Other Lands or Improvements:* The variance would have a limited impact to the public welfare and other lands and improvements due the addition's proximity to the street.
6. *Minimum to Alleviate Practical Difficulty:* The applicants have not stated a specific reason to have the addition at a specific width. Three-stall garages vary in width from a minimum of eight feet (which is primarily for storage or workshops) and greater additions to allow for parking and storage. The applicants could further reduce their addition to reduce the variance request.

## **FINDINGS/RECOMMENDATION**

With the two-foot reduction in the addition width, staff finds that the variance request would meet most of the variance criteria, specifically that it would resolve the practical difficulties, would not be a result of economic considerations, would not impact the area or the public welfare or other lands or improvements in the area, subject to the following two conditions:

- The applicants must provide revised plans with their building permit application indicating the addition is two feet narrower than their additional request.
- The applicants must submit all other pertinent information for a building permit and acquire the necessary permits prior to construction of the addition. The engineering review will occur at that time as well.

Staff acknowledges that the variance criteria are open to interpretation. Consequently, the Planning Commission could reasonably find otherwise, including but not limited to the request is not the minimum request to alleviate the practical difficulty.

Staff recommends approval of the request for a variance is subject to the following conditions:



# 24925 Amlee Road Location Map



David Hansen / Shelly Curran  
24925 Amlee Rd  
Excelsior, MN 55331  
(952) 388-7992 / (952) 846-9673

RECEIVED  
NOV 30 2023  
CITY OF SHOREWOOD

Planning Director, City of Shorewood,

In conversations with Marie Darling, Planning Director, subsequent to our initial application for a variance to add a third stall garage addition revealed a discrepancy between our proposed addition width (16 feet) and our intent of reasonable alignment with the front of our neighbor's house to the South. A 16 foot variance would locate our garage 23.67 feet from the property line, whereas the front of our house is currently located 26.25 feet from the property line.

We would therefore like to amend our original proposed addition width in our variance application from 16 feet to 14 feet.

Thank you for your consideration,

David Hansen / Shelly Curran

David Hansen / Shelly Curran  
24925 Amlee Rd  
Excelsior, MN 55331  
(952) 388-7992 / (952) 846-9673

Planning Director, City of Shorewood,

We are requesting a variance for our residence at the address listed above to accommodate the addition of a third stall attached garage to the West side of the existing structure. Without a variance the allowable addition could be a maximum of only 5 feet wide rendering it unsuitable for the intended use. We are proposing a 16-foot-wide addition which would require an 11-foot variance. The 16-foot width would result in the West side of the new addition being in parallel alignment with the front (West) side of our neighbor's house to our immediate South.

Conformance to the variance standards in the City of Shorewood Zoning Regulations:

1. The requested variance represents the minimum impact to the property and surrounding neighborhood relative to other considered options. In establishing the variance request at 11 feet, parallel to the front of our neighbor's house, we are aligned with established precedent and are therefore "in harmony with the general purposes and intent of the zoning regulations".
2. Practical difficulties in compliance:
  - a. Attached third stall garages are now standard, and many houses in our neighborhood, including houses constructed within the last 5 years, include a third garage stall. Because we have a corner lot, the West side of our house borders Manitou Lane and therefore a significantly larger setback applies.
  - b. As mentioned above, the property contains unique circumstances not created by the landowner. In addition to being a corner lot, there also exists a very large, old, and healthy maple tree in the South-West corner of the lot that would represent a significant loss to the neighborhood if removed.
  - c. As mentioned previously, the proposed variance represents the minimum impact option and is in line with precedent set by our neighbor's house to the South. Therefore, if approved the variance would not alter the essential character of the locality.
3. Several variants of a detached garage option were considered as lower cost alternatives. However, each would be impacted either by the variance requirement, the position of the existing Maple tree, or would require the structure to be positioned in the middle of our back yard. Therefore, the variance is not based on economic considerations.
4. As it is a corner lot, and we don't have any neighbors to the West, the variance will not impair an adequate supply of light and air to adjacent property. Nor would it unreasonably increase congestion, increase the danger of fire, or endanger the public safety in any way.
5. As mentioned, the variance represents minimal overall impact to the property and is in character with the neighborhood and existing precedent.

6. As mentioned above, the variance represents the minimum variance necessary to address or alleviate the practical difficulties encountered with the proposed project.

Thank you for your consideration,

David Hansen / Shelly Curran

# LEGAL DESCRIPTION:

Lot 9, Block 1, AMLEE ACRES, Hennepin County, Minnesota.

# SCOPE OF WORK & LIMITATIONS:

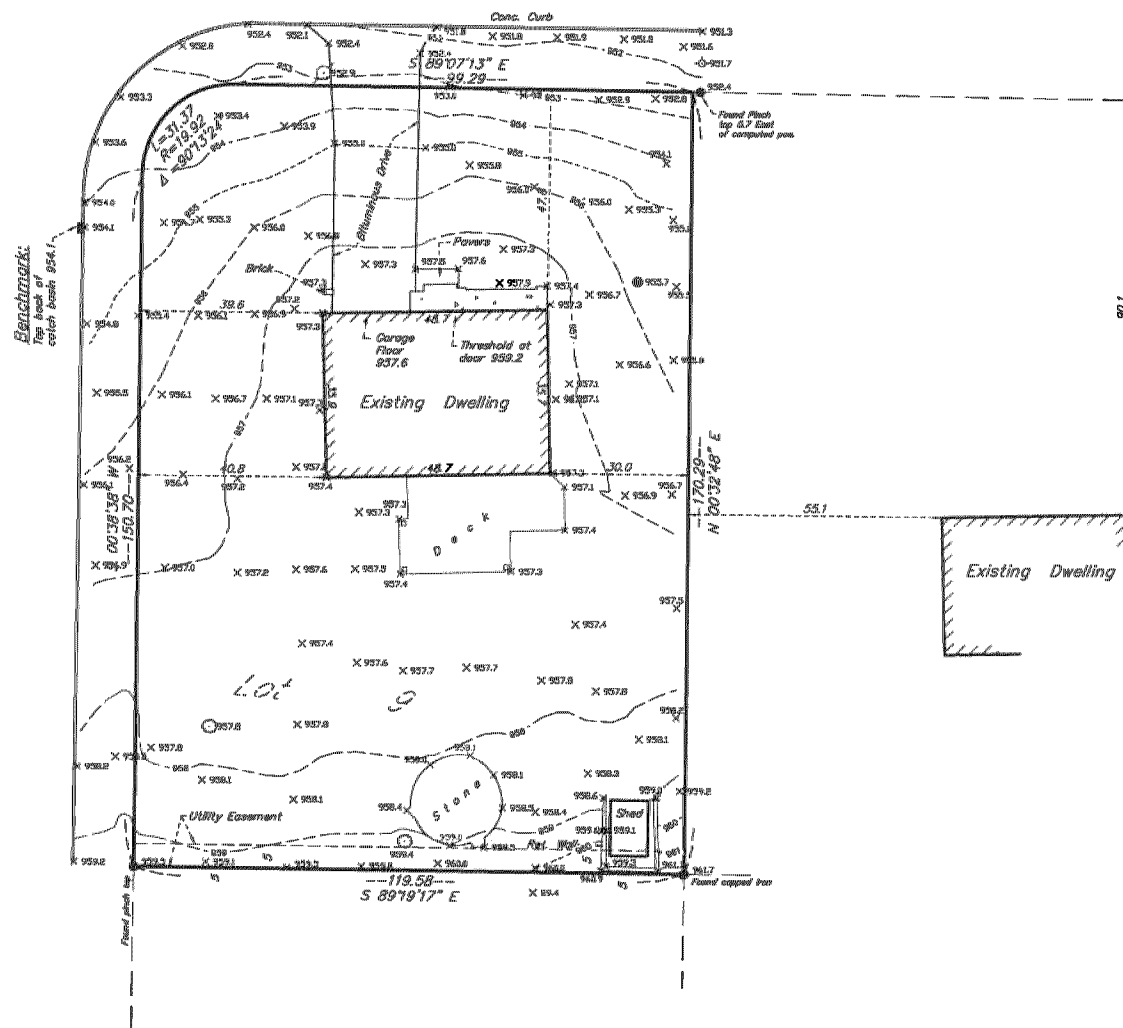
1. Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
2. Showing the location of observed existing improvements we deem necessary for the survey.
3. Setting survey markers or verifying existing survey markers to establish the corners of the property.
4. We have been supplied with the current Certificate of Title. There are no easements listed in the current Certificate of Title. Therefore we are showing no easements per that Certificate of Title only.
5. Note that all building dimensions and building tie dimensions to the property lines, are taken from the siding and or stucco of the building.
6. Showing and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correctly shown before proceeding with construction.
7. Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.

# STANDARD SYMBOLS & CONVENTIONS:

"●" Denotes iron survey marker, set, unless otherwise noted.

Manitou Lane

Amlee Road

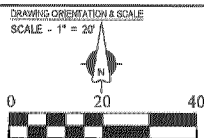


# LEGEND

- CATCH BASIN
- GAS METER
- FIRE HYDRANT
- POWER POLE
- MANHOLE
- TELEPHONE POLE
- ELEC. TRANSFORMER
- WELL
- GATE VALVE
- LIGHT POLE
- TREE
- FENCE LINE
- SANITARY SEWER LINE
- WATER LINE
- GAS LINE
- STORM DRAIN LINE
- OVERHEAD UTILITY LINE
- CONCRETE SURFACE

EXISTING HARDCOVER	
House	1,744 Sq. Ft.
Existing Deck	631 Sq. Ft.
Bituminous Driveway	887 Sq. Ft.
Shed	100 Sq. Ft.
Concrete Surfaces	148 Sq. Ft.
Stone Area	314 Sq. Ft.
Pavers	35 Sq. Ft.
Brick	3 Sq. Ft.
Ret. Wall	35 Sq. Ft.
TOTAL EXISTING HARDCOVER	
3,897 Sq. Ft.	
AREA OF LOT	
20,277 Sq. Ft.	
PERCENTAGE OF HARDCOVER TO LOT	
19.2%	

DATE	REVISION DESCRIPTION



CLIENT NAME / JOB ADDRESS  
**DAVID HANSEN & SHELLY CURRAN**  
24925 AMLEE ROAD  
SHOREWOOD, MN

**Advance**  
Surveying & Engineering, Co.

18002 Minnesota Boulevard, Suite 401  
Deephaven, Minnesota 55391  
Phone (952) 474-7904  
Web: www.advance.com

I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
  
Thomas M. Bloom  
# 42378  
LICENSED M.D.  
OCTOBER 20, 2023  
DATE

DATE SURVEYED: OCTOBER 19, 2023  
DATE DRAFTED: OCTOBER 20, 2023

SHEET TITLE  
**EXISTING CONDITIONS SURVEY**  
DRAWING NUMBER  
231476 TB

SHEET SIZE 17 X 22  
SHEET NO.  
**S1**  
SHEET 1 OF 1



## LEGAL DESCRIPTION:

Lot 9, Block 1, AMLEE ACRES, Hennepin County, Minnesota.

## SCOPE OF WORK &amp; LIMITATIONS:

- Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
- Showing the location of observed existing improvements we deem necessary for the survey.
- Setting survey markers or verifying existing survey markers to establish the corners of the property.
- We have been supplied with the current Certificate of Title. There are no easements listed in the current Certificate of Title. Therefore we are showing no easements per that Certificate of Title only. Note that all building dimensions and building tie dimensions to the property lines, are taken from the siding and or stucco of the building.
- Showing and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correctly shown before proceeding with construction.
- Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.
- While we show a proposed location for this addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.
- While we show the building setback lines per the City of Shorewood web site, we suggest you show this survey to the appropriate city officials to be sure that the setback lines are shown correctly. Do this BEFORE you use this survey to design anything for this site.

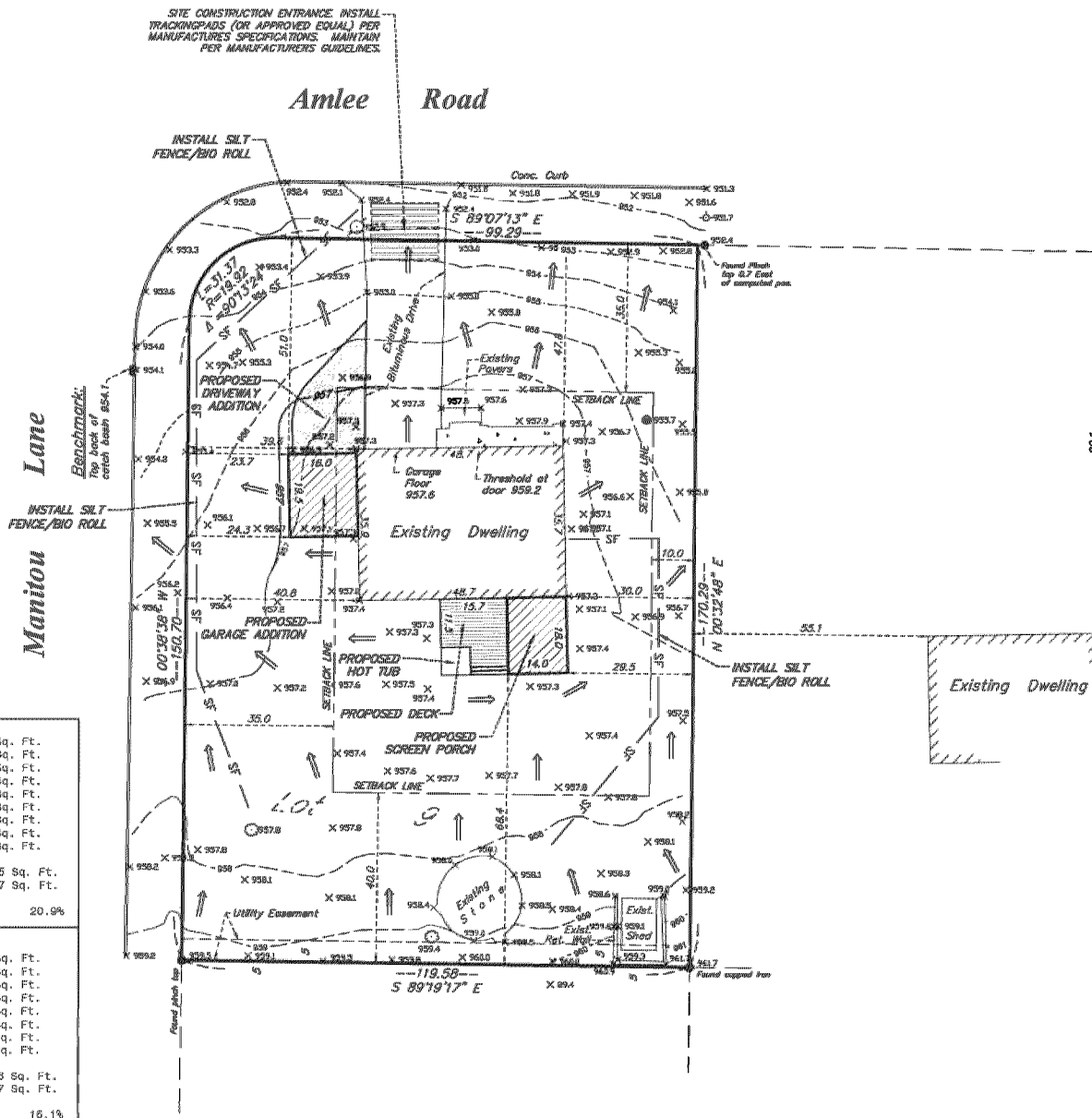
## STANDARD SYMBOLS &amp; CONVENTIONS:

"●" Denotes iron survey marker, set, unless otherwise noted.

## LEGEND

- = CATCH BASIN
- = GAS METER
- = FIRE HYDRANT
- = POWER POLE
- = MANHOLE
- = TELEPHONE PED.
- = ELEC. TRANSFORMER
- = WELL
- = GATE VALVE
- = LIGHT POLE
- = FENCE LINE
- = SANITARY SEWER LINE
- = WATER LINE
- = GAS LINE
- = STORM DRAIN LINE
- = OVERHEAD UTILITY LINE
- = EXISTING CONTOUR
- = PROPOSED CONTOUR
- = PROPOSED SPOT ELEVATION
- = DRAINAGE ARROW
- = PROPOSED SILT FENCE
- = CONCRETE SURFACE

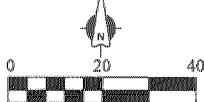
PROPOSED HARDCOVER	
House	2,058 Sq. Ft.
Screen Porch	252 Sq. Ft.
Hot Tub	44 Sq. Ft.
Bituminous Driveway	1,261 Sq. Ft.
Shed	100 Sq. Ft.
Concrete Surfaces	148 Sq. Ft.
Stone Area	314 Sq. Ft.
Pavers	35 Sq. Ft.
Ret. Wall	35 Sq. Ft.
<b>TOTAL PROPOSED HARDCOVER</b>	<b>4,245 Sq. Ft.</b>
<b>AREA OF LOT</b>	<b>20,277 Sq. Ft.</b>
<b>PERCENTAGE OF HARDCOVER TO LOT</b>	<b>20.9%</b>
EXISTING HARDCOVER	
House	1,744 Sq. Ft.
Bituminous Driveway	887 Sq. Ft.
Shed	100 Sq. Ft.
Concrete Surfaces	148 Sq. Ft.
Stone Area	314 Sq. Ft.
Pavers	35 Sq. Ft.
Brick	3 Sq. Ft.
Ret. Wall	35 Sq. Ft.
<b>TOTAL EXISTING HARDCOVER</b>	<b>3,298 Sq. Ft.</b>
<b>AREA OF LOT</b>	<b>20,277 Sq. Ft.</b>
<b>PERCENTAGE OF HARDCOVER TO LOT</b>	<b>16.1%</b>



DATE	REVISION DESCRIPTION

## DRAWING ORIENTATION &amp; SCALE

SCALE - 1" = 20'



## CLIENT NAME &amp; ADDRESS

**DAVID HANSEN & SHELLEY CURRAN**  
 24925 AMLEE ROAD  
 SHOREWOOD, MN

**Advance**  
 Surveying & Engineering, Co.

16202 Minnesota Boulevard, Suite 401  
 Des Moines, Minnesota 55391  
 Phone (612) 474-7904  
 Web: www.advance.com

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

Thomas M. Olson  
 44-02373  
 LICENSE NO.  
 OCTOBER 28, 2023  
 DATE

DATE SURVEYED OCTOBER 19, 2023

DATE DRAFTED OCTOBER 28, 2023

## SHEET TITLE

PROPOSED SURVEY

## DRAWING NUMBER

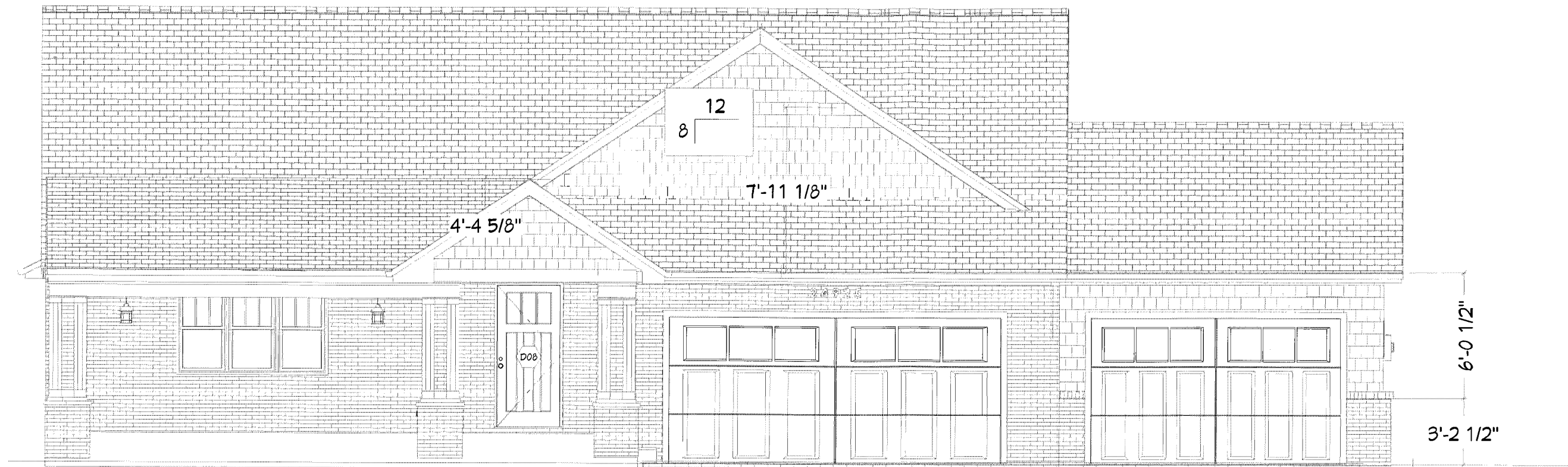
231551 JR

SHEET SIZE 17 X 22

## SHEET NO.

S1

SHEET 1 OF 1



FRONT  
SCALE: 3/16" = 1'-0"

NEW SHAKES ON HOUSE

EXISTING BRICK TO  
REMAIN ON THIS SIDE OF  
THE HOUSE

TBD EXTERIOR FINISHES  
FOR SCREEN PORCH  
PLANS CALL OUT 3/4"  
CASING/TRIM FOR  
AROUND NON- GLAZED  
UNITS  
(NOT SHAKE AS SHOWN)

OVER FRAME GABLE ROOF OVER  
EXISTING ROOF  
NOT ADDING USING ABLE SPACE ON 2ND  
LEVEL. ATTIC WOULD BE VENT W/ WITH  
EXISTING ATTIC/ OPENING TO ALLOW  
AIR MOVEMENT BETWEEN



LEFT  
SCALE: 3/16" = 1'-0"

EXTERIOR ELEVATIONS

HANSEN / CURRAN

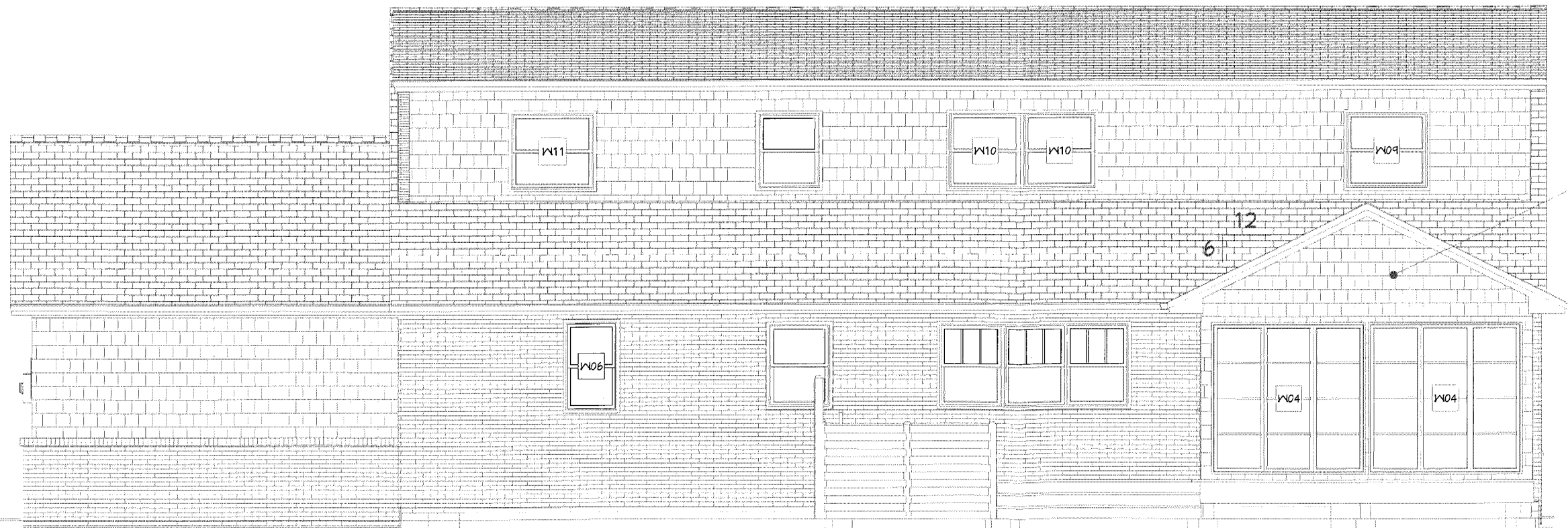
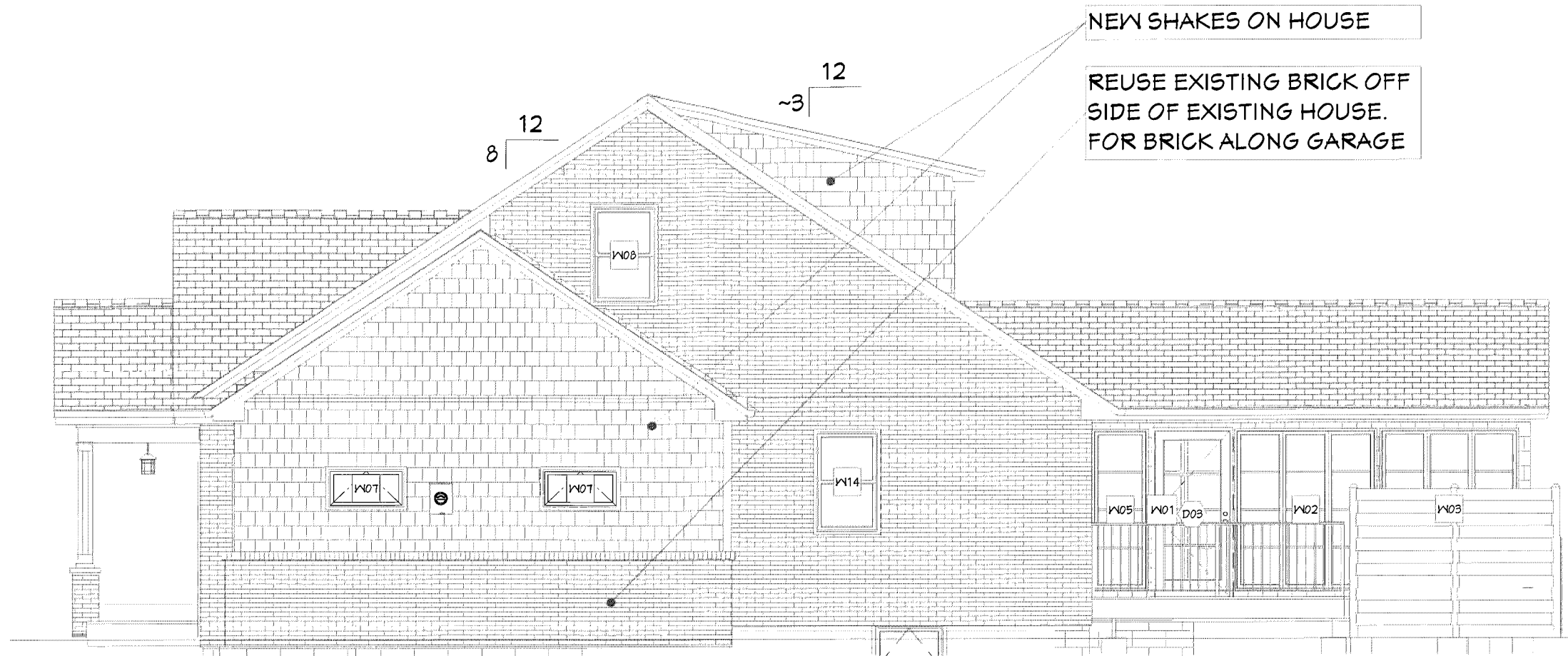
24925 Amlee Rd.  
Excelsior, MN 55331

DATE	DRAWING	BY
8/18/2023	MEASURE	MDJ
8/30/2023	EXISTING	MDJ
9/1/2023	CONCEPTS MEETING	MDJ & NS
9/6/2023	CONCEPT #1 BID- SET	MDJ
9/24/2023	CONCEPT #1 W/ 100% CHANGES BID-SET	MDJ
10/26/2023	REVISED FLOOR PLAN	MDJ

JOB #: 8936  
DATE: 10/26/2023  
SCALE: AS NOTED  
OWNER INITIAL:

CHECK BOX - 1/4" X 1"  
ONLY @ SCALE

RIGHT  
SCALE: 3/16" = 1'-0"



BACK  
SCALE: 3/16" = 1'-0"



MURPHY BROS.  
DESIGN + BUILD + REMODEL

1613 93rd LANE BLAINE, MN 55449

# EXTERIOR ELEVATIONS

HANSEN / CURRAN

24925 Amlee Rd.  
Excelsior, MN 55331

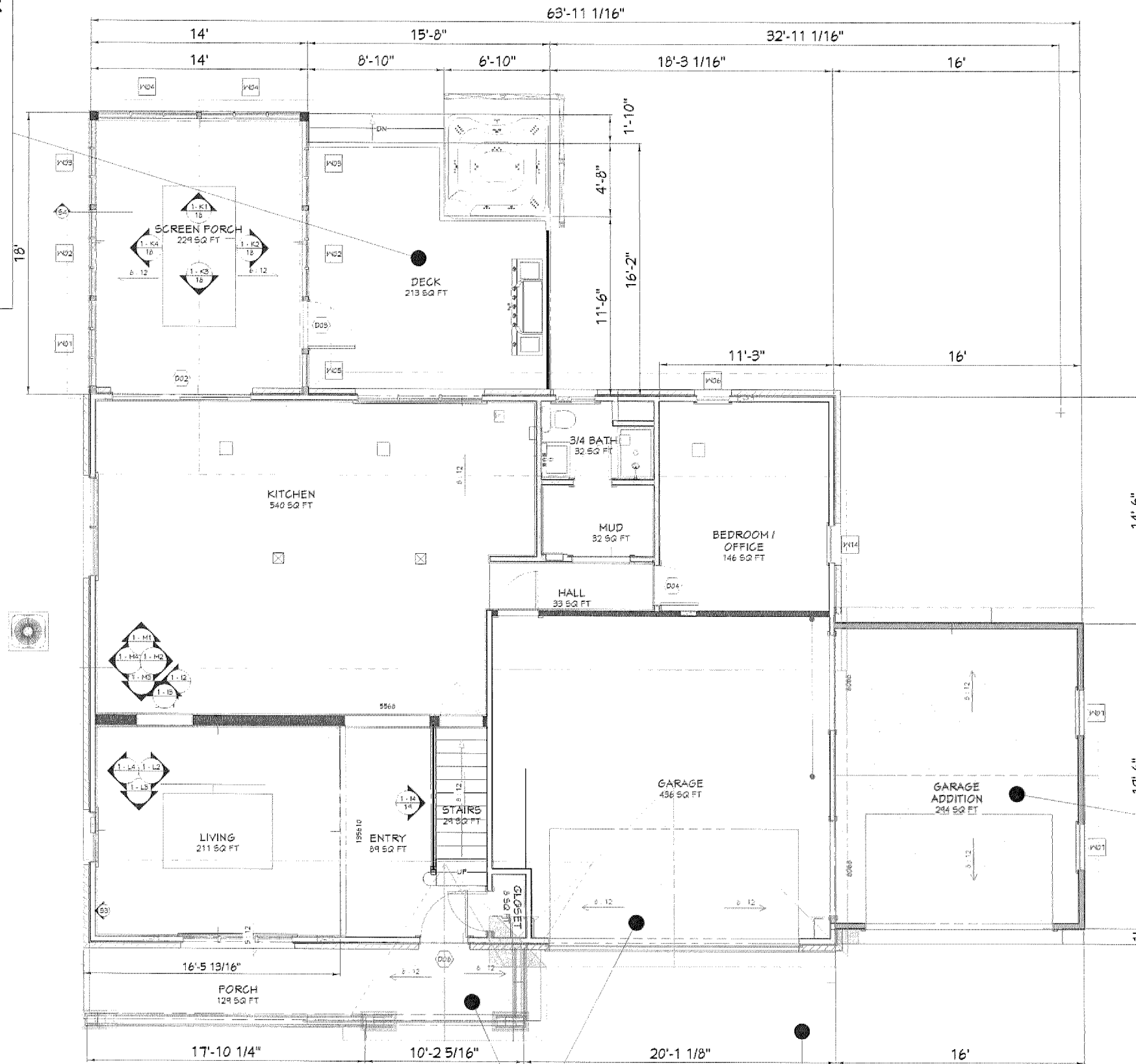
DATE	DRAWING	BY
8/18/2023	MEASURE	MDJ
8/30/2023	EXISTING	MDJ
9/1/2023	CONCEPTS MEETING	MDJ & NS
9/16/2023	CONCEPT #1 BIO-SET	MDJ
9/29/2023	CONCEPT #1 WIDE GARAGE	MDJ
10/26/2023	REVISED FLOOR PLAN	MDJ

JOB #: 8936  
DATE: 10/26/2023  
SCALE: AS NOTED  
OWNER INITIAL:

CHECK BOX - 1/4" X 1" ONLY @ SCALE

SHEET # 9 of 21

NEW DECK IN COMPOSITE PLANKING W/ 1 ACCENT BOARDER DECK TO HAVE A 2ND TIER ON 2 SIDES OF HOT TUB. TIER WILL BE 12" WIDE AND MADE W/ MATCH DECK PLANKING MATERIAL.  
NEW CONCRETE SLAB FOR HOT TUB  
NEW 6' LOUVERED PRIVACY FENCE ON WEST SIDE  
NEW 4' LOUVERED PRIVACY FENCE ON SOUTH SIDE

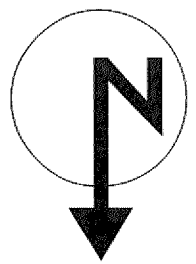


NEW 16'-0" WIDE X 19'-6" LONG  
GARAGE ADDITION TO  
SIDE OF THE EXISTING  
GARAGE

NEW OVER FRAMED GABLE ROOF ON FRONT.  
OVER FRONT DOOR & EXISTING GARAGE DOOR  
TO BLEND W/ EXISTING ROOF DETAILS

REMOVING EXISTING  
OVERHANG OVER GARAGE  
DOOR & BEAM & COLUMNS

EXISTING HOUSE HAS OVER  
HEAD POWER. RAN OFF THIS  
SIDE OF THE HOUSE OUT TO  
THE FRONT YARD (NORTH)



PROPOSED PLAN  
SCALE: 1/8" = 1'-0"

PROPOSED PLAN  
HANSEN / CURRAN  
24925 Amlee Rd.  
Excelsior, MN 55331

DATE	DRAWING	BY
5/18/2023	MEASURE	MDJ
6/30/2023	EXISTING	MDJ
9/1/2023	CONCEPT MEETING	MDJ & NS
9/8/2023	CONCEPT AT BID SET	MDJ
9/24/2023	CONCEPT "V" 11" WIDE GARAGE RESET	MDJ

CHECK BOX - 1/4" X 1" ONLY @ SCALE

## Marie Darling

---

**From:** Scott Morris <scott6513@gmail.com>  
**Sent:** Wednesday, November 29, 2023 11:36 PM  
**To:** Planning  
**Subject:** Variance Application for 3rd stall garage - 24925 Amlee Road

To: Planning Commission,

We received a letter from the City of Shorewood, concerning the Notice of Public Planning Meeting and the Variance Application for the 3rd stall garage. We (24950 Amlee Road - Sandy Kelly-Morris & Scott Morris) live directly across the street from 24925 Amlee Road.

The purpose of this email is to make it clear that we are in favor of approving this 21.6 setback from the property. We believe that there is ample yard space to accommodate this addition. Moreover, the setback is a good distance away from the both Glen and Amlee, allowing it to be quite unobtrusive.

Sincerely,  
Sandy & Scott Morris  
24950 Amlee Road  
Shorewood, MN 55331



## Marie Darling

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**From:** PERRY WEBSTER <perry\_webster@msn.com>  
**Sent:** Monday, December 4, 2023 7:46 PM  
**To:** Planning  
**Subject:** Applicants David Hansen/Shelly Curran, Variance Application

City of Shorewood, Planning Dept.  
Marie Darling  
Planning Director

This is Perry Webster  
24885 Amlee Road, Shorewood MN 55331

As David Hansen's next-door neighbor, I am asking you to please approve the variance application for the install of a 3<sup>rd</sup> stall garage.

The Hansens have more than enough space on the west side of their home.  
This would not cause any traffic issues and would not be an unsightly addition to the home or neighborhood.

The Hansens always take great care of their property and home. They always go the extra mile to help anyone who needs it, including me.  
They work hard at making and keeping their yard and home in great shape, and they will do the same with this new addition.

I am asking you to please approve this variance application.

Please feel free to contact me for any more needed information.  
I will be happy to help.

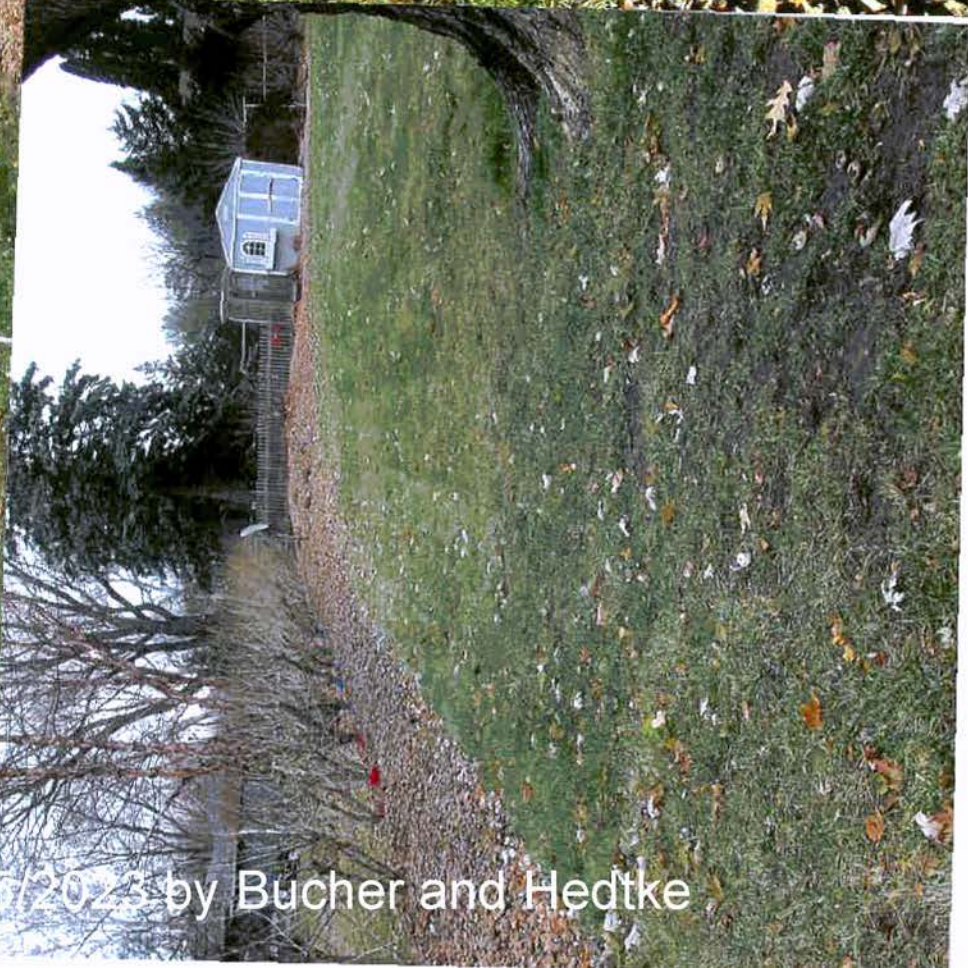
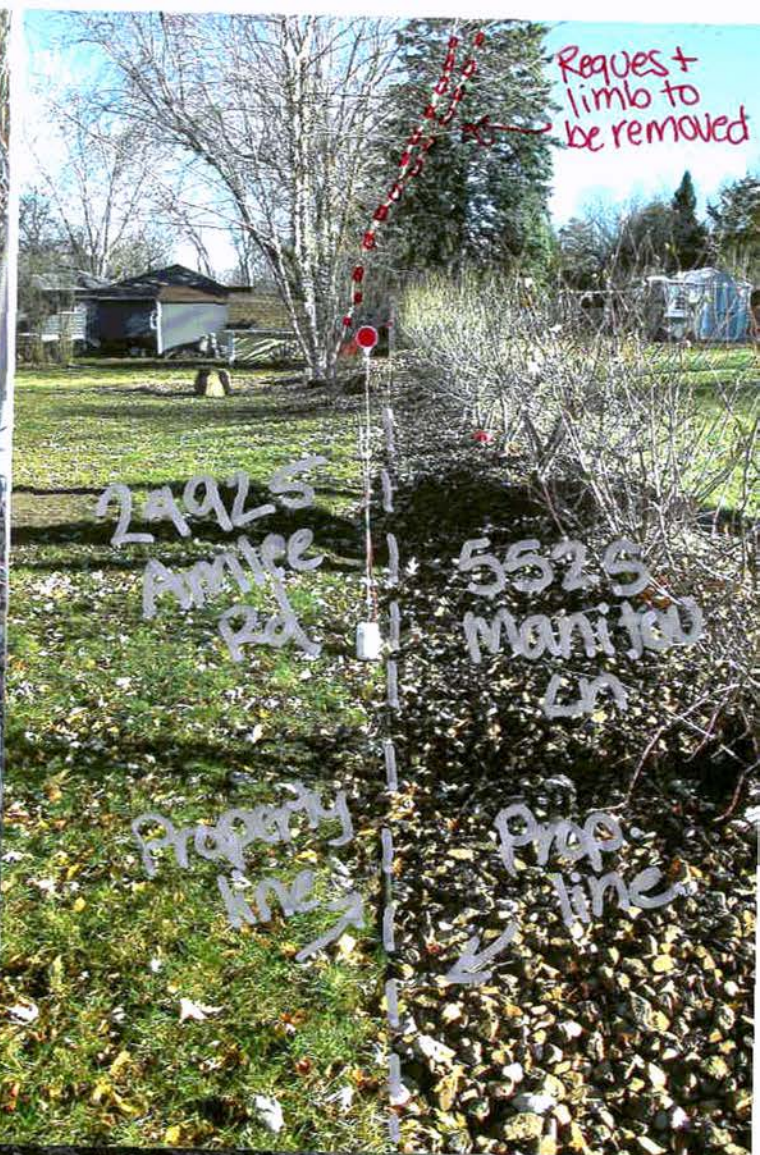
Thank you!

***Perry Webster***

Cell: 612-916-0322

Email: perry\_webster@msn.com





Photos submitted 12/5/2023 by Bucher and Hedtke



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

**RESOLUTION 23-129**

**A RESOLUTION APPROVING A VARIANCE FOR A SETBACK FROM SIDE-YARD ABUTTING A  
PUBLIC STREET FOR PROPERTY LOCATED AT 24925 AMLEE ROAD**

**WHEREAS**, David Hansen and Shelly Curran (the “Applicant”) proposed to construct an addition to the existing home that would be about 25.7 feet from the side property line abutting the Amlee Road right-of-way where 35 feet is required on property addressed as 24925 Almee Road and legally described as:

Lot 9, Block 1 Amlee Acres, Hennepin County, Minnesota (the “Subject Property”); and,

**WHEREAS**, the Applicant’s request was reviewed by the planning staff, whose recommendation is included in a memorandum for the December 5, 2023 Planning Commission meeting, a copy of which is on file at City Hall; and

**WHEREAS**, the Planning Commission held a public meeting on December 5, 2023 to review the application, the minutes of the meetings are on file at City Hall; and

**WHEREAS**, the City Council considered the application at its regular meeting on December 11, 2023, at which time the planning staff memorandum and the Planning Commission’s recommendations were reviewed and public comments were reviewed from the Applicant, staff and public.

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

**FINDINGS OF FACT**

1. The Subject Property is located in the R-1C zoning district, which requires all buildings to be set back 35 feet from side-yard property lines abutting public rights-of-way.
2. 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.
4. Section 1201.05 of the zoning regulations includes criteria for making the above determination.
5. The Applicant’s proposal is identified on the application materials and plans submitted on November 9 and 20, 2023 (the “Plans”).

## CONCLUSIONS

- A. Based upon the foregoing, and the records referenced herein, the City Council hereby approves the Applicant's request to construct an addition with a side-yard abutting a public street setback of about 25.7 feet where 35 feet is required consistent with the Plans.
- B. The City Council finds the variance request for a garage addition and its resulting construction and use, is consistent with the intent of the comprehensive plan and in harmony with the general purposes and intent of the zoning regulations.
- C. The City Council finds that the request specifically demonstrates practical difficulties based on the reasonable proposed use of the Subject Property, the unique circumstances related to the original placement of the home on the lot prior to the application of modern zoning regulations, and preservation of the essential character of the area that would be preserved due to the placement of the home to the south at about 26.25 feet from the right-of-way and the location of the two homes at the end of the block.
- D. The City Council finds that the improvements proposed are not solely based on economic considerations, but to enhance the livability of the home.
- E. The City Council finds that the addition would not impair an adequate supply of light and air to an adjacent property, increase the risk of fire or increase the impact on adjacent streets.
- F. The City Council finds that the home would not be detrimental to the public welfare nor would it be injurious to other lands or improvements in the neighborhood.
- G. The variance is the minimum variance necessary to address or alleviate the practical difficulties.
- H. The variance approval shall be subject to the condition that the applicant shall acquire all necessary permits consistent with City Code, prior to beginning construction on the property and the following:
1. The applicants shall provide revised plans indicating the addition is two feet narrower than their original request.
- I. 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.
- J. 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 Shorewood, Minnesota this 11<sup>TH</sup> day of December, 2024.

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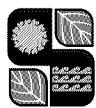
**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**





**Title/Subject:** Pavement Management Update  
**Meeting Date:** December 11, 2023  
**Prepared by:** Matt Morreim, Public Works Director  
**Reviewed by:** Marc Nevinski, City Administrator  
**Attachments:** Average Pavement Condition Ratings

7A

This update is to update the City Council regarding the new pavement condition analysis program, Vaisala Road AI, that was purchased and implemented in 2023.

Vaisala RoadAI addresses many challenges with road analysis by:

- Utilizing artificial intelligence (AI): The software analyzes high-resolution images from a vehicle equipped with a camera. This data is then processed by AI algorithms to generate detailed, objective assessments of pavement condition, including:
  - Crack detection and classification (severity, type, etc.)
  - Surface texture analysis
  - Overall pavement score
- Asset detection of traffic signs, line markings, surface markings, etc.
- Providing interactive data visualization: The software presents pavement data in user-friendly dashboards and maps, allowing for clear identification of problem areas and prioritization of repairs.
- Pavement condition data to export to future road asset management system.

The RoadAI program has numerous benefits, including:

- Improved accuracy and objectivity: AI-powered assessments eliminate human bias and provide a more precise understanding of pavement health.
- Enhanced efficiency: Data-driven decision-making optimizes resource allocation, hopefully leading to fewer unnecessary repairs and longer pavement lifespans.
- Reduced costs: Proactive maintenance can prevent costly infrastructure failures and extend the time between major resurfacing projects.
- Increased safety: Early detection of pavement issues allows for timely repairs, improving road safety for motorists, cyclists, and pedestrians.

The next steps for utilizing the data from the Road AI program are:

- Integrate data into future asset management system.
- Utilize data to provide future capital planning and funding scenarios.
- Pavement report to document and guide future road infrastructure projects
- Continue to perform RoadAI evaluations. Anticipate spring, summer and fall evaluations.

We believe that the Road AI along with the other steps identified have the potential to improve our city's infrastructure management. We are confident that it will lead to significant improvements in efficiency, cost savings, and public safety.

## AVERAGE PAVEMENT CONDITION RATINGS

Row Labels	Average PCI
3rd	86%
62nd	97%
Academy	97%
Afton	57%
Alexander	89%
Amlee	84%
Anthony	43%
Apple	56%
Arbor Creek	52%
Ayrshire	96%
Barrington	64%
Bayswater	31%
Bentgrass	89%
Beverly	59%
Birch Bluff	87%
Blue Ridge	75%
Boulder	30%
Boulder Bridge	65%
Bracketts	25%
Brand	93%
Brassie	73%
Brentridge	58%
Brynmawr	31%
Burlwood	65%
Cajed	57%
Cardinal	81%
Carrie	19%
Cathcart	58%
Charleston	87%
Chartwell	35%
Chaska	84%
Chestnut	35%
Christmas	81%
Christmas Lake	90%
Christopher	54%
Church	19%
Clover	33%
Club	58%
Club Valley	81%
Country Club	83%
Covington	91%
Dellwood	94%

Division	30%
Echo	87%
Edgewood	79%
Elbert	41%
Elder	49%
Elmridge	18%
Enchanted	94%
Eureka	61%
Excelsior	79%
Fairway	68%
Fatima	79%
Featherie	59%
Ferncroft	67%
Forest	75%
Galpin Lake	87%
Garden	73%
Gillette	66%
Glen	90%
Glencoe	67%
Grant	11%
Grant Lorenz	95%
Harding	62%
Hillendale	37%
Howards Point	88%
Idlewild	79%
Ivy	84%
Kathleen	81%
Kelsey	43%
Knightsbridge	80%
Lafayette	91%
Lake Linden	73%
Lake Virginia	54%
Lakeway	77%
Lawtonka	37%
Lee	90%
Lilac	19%
Linwood	75%
Mallard	67%
Manitou	82%
Mann	85%
Manor	87%
Maple	11%
Maple Leaf	66%
Maple Ridge	29%
Maple View	65%

## AVERAGE PAVEMENT CONDITION RATINGS

Marsh Pointe	65%
Mary Lake	76%
Mayflower	76%
McKinley	66%
McLain	41%
Meadowview	73%
Merry	30%
Mill	92%
Minnetonka	53%
Muirfield	66%
Murray	29%
Murray Hill	80%
Near Mountain	95%
Nelsine	59%
Niblick	89%
Noble	66%
Oak Leaf	40%
Oak Ridge	79%
Oakview	16%
Old Market	85%
Orchard	4%
Park	74%
Parkview	58%
Peach	64%
Pine	46%
Pleasant	58%
Pond View	78%
Prestwick	97%
Radisson	84%
Radisson Entrance	59%
Radisson Inn	93%
Rampart	30%
Ridge Point	37%
Riviera	92%
Rustic	79%
Saint Albans Bay	85%
Seamans	95%
Shady	72%
Shady Hills	80%
Shady Island	94%
Shore	53%
Shorewood	86%
Shorewood Oaks	59%
Sierra	92%
Silver Lake	97%

Smithtown	80%
Spencer	67%
Spruce Hill	15%
Star	81%
State Highway 7	
Service	35%
Stratford	44%
Strawberry	
Suburban	74%
Summit	57%
Sunnyvale	62%
Sweetwater	95%
Sylvan	12%
Teal	56%
Tee	89%
Timber	67%
Valleywood	84%
Vine	34%
Vine Hill	35%
Vine Ridge	60%
Virginia	79%
Wedgewood	74%
West	13%
Whitney	12%
Wild Rose	72%
Wiltsey	53%
Wood	72%
Wood Duck	44%
Wooden Cleek	94%
Woodend	31%
Woodside	95%
Yellowstone	68%
<b>Grand Total</b>	<b>71%</b>



## City of Shorewood Council Meeting Item

**Title / Subject:**            **Utility & Recycling Rates Ordinance**  
**Meeting Date:**            December 11, 2023  
**Prepared by:**            Joe Rigdon, Finance Director  
**Reviewed by:**            Marc Nevinski, City Administrator  
**Attachments:**            **Water utility rates comparison**  
                                     **Capital Improvement Plan – streets and utilities**  
                                     **Proposed Ordinance 603 for Utility Service and Recycling Charges**

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### Background

In 2019, the City reported that its water, sewer and storm water rates would experience annual increases. In May 2020, the City Council approved an overall ten-year capital improvement plan and a five-year street reconstruction plan. The street reconstruction plan provides for the implementation of infrastructure projects, many of which include utility improvements to be financed by general obligation bonds.

The 2024-2033 10-year utility/street capital improvement plan is attached.

The capital improvement plan, including the street reconstruction plan, will require the City to increase utility rates to cover utility fund expenses, including increasing operating costs, capital outlays, and debt service payments on bonds. Without rate increases, the utility fund balances will be insufficient to cover utility fund costs. The utility rate analysis has planned annual increases over a ten-year period.

For the past two years, the City has considered changes in utility rates in the fourth quarter. For 2024, that would change to the first quarter and would include the effective usage dates of January 2024 through March 2024, billable approximately April 1, 2024.

For a property using an average of 15,000 gallons of water per quarter, the projected utility fees for the next several years are calculated as follows (the highlighted rows are the proposed rates for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters of 2024.



### Quarterly Utilities

15,000 Average Gallons per Quarter

	Water	Sewer	Storm Water **	Increase Per Quarter
2020	\$ 59.70	\$ 94.57	\$ 31.97	\$ 15.60
2021	\$ 65.72	\$ 103.08	\$ 34.53	\$ 17.09
2022	\$ 72.26	\$ 112.36	\$ 37.29	\$ 18.58
2023	\$ 79.49	\$ 122.47	\$ 40.27	\$ 20.32
2024	\$ 87.43	\$ 133.49	\$ 43.49	\$ 22.19
2025	\$ 96.18	\$ 145.51	\$ 46.97	\$ 24.24
2026	\$ 105.80	\$ 158.60	\$ 50.73	\$ 26.47
2027	\$ 116.38	\$ 172.87	\$ 54.79	\$ 28.91
2028	\$ 128.01	\$ 188.43	\$ 59.17	\$ 31.58
2029	\$ 140.81	\$ 205.39	\$ 63.90	\$ 34.49

\* Fees based on current rates

\*\* Lots 10,000 to 50,000 sq. ft.

### Annual Utilities

15,000 Average Gallons per Quarter

	Water	Sewer	Storm Water **	Increase Per Year
2020	\$ 238.80	\$ 378.27	\$ 127.87	\$ 62.39
2021	\$ 262.88	\$ 412.32	\$ 138.10	\$ 68.35
2022	\$ 289.04	\$ 449.43	\$ 149.15	\$ 74.32
2023	\$ 317.94	\$ 489.88	\$ 161.08	\$ 81.28
2024	\$ 349.74	\$ 533.96	\$ 173.97	\$ 88.77
2025	\$ 384.71	\$ 582.02	\$ 187.89	\$ 96.95
2026	\$ 423.18	\$ 634.40	\$ 202.92	\$ 105.88
2027	\$ 465.50	\$ 691.50	\$ 219.15	\$ 115.65
2028	\$ 512.05	\$ 753.73	\$ 236.68	\$ 126.32
2029	\$ 563.26	\$ 821.57	\$ 255.62	\$ 137.98

\* Fees based on current rates

\*\* Lots 10,000 to 50,000 sq. ft.

The Water, Sewer, and Storm Water funds include 10%, 9%, and 8% annual increases, respectively. The utility rates are subject to analysis and review at least on an annual basis.



### Water Fund:

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

Quarterly water rates for the City are \$26.86 for the 1<sup>st</sup> 5,000 gallons used, \$4.54 for gallons used of 5,000 to 50,000, and \$6.52 for gallons used in excess of 50,000. The user charge revenue was \$737,000 in 2021, \$812,000 in 2022, and a preliminary estimate of \$900,000 in 2023. In recent years, rates have been increased by 10% per year, as part of a response to a declining cash balance of the water fund.

As indicated in the chart below, Water fund operating revenues have increased over the past several years, resulting from rate increases and higher overall water usage. Expenses also increased in 2022 due to increased repair and maintenance, and several water main breaks.

<b><u>WATER</u></b>	2018	2019	2020	2021	2022
Operating Revenues	\$ 453,358	\$ 453,252	\$ 573,630	\$ 766,069	\$ 821,953
Operating Expenses *	\$ (432,068)	\$ (443,200)	\$ (485,450)	\$ (618,161)	\$ (689,267)
Operating Income (Loss) *	\$ 21,290	\$ 10,052	\$ 88,180	\$ 147,908	\$ 132,686

\* Excluding depreciation and pension expense (non-cash)

Meanwhile, the City's operating cash in the Water fund has been in a deficit position over the past several years, with a small surplus in 2022:

<b><u>WATER</u></b>	2018	2019	2020	2021	2022
Water Total Cash	\$ (18,026)	\$ (415,413)	\$ 96,743	\$ 209,320	\$ 1,238,227
Unspent Bond Proceeds	\$ -	\$ -	\$ 117,949	\$ 317,269	\$ 1,072,437
Cash For Operations	\$ (18,026)	\$ (415,413)	\$ (21,206)	\$ (107,949)	\$ 165,790

The 2023 ending cash available projection is a negative \$838,131. The Water fund cash projects to a deficit until 2033, with a low of approximately negative \$1.25 million.

Various factors have caused the Water fund cash to decrease to a deficit position. In order to fund current and future Water fund infrastructure improvements, the City has used financing through the issuance of bonded indebtedness. In 2020 through 2023, the City did issue G.O. bonds for projects including water capital improvements. Water utility rates are projected to increase in order to provide a repayment mechanism for the debt service on the bonds.

WAC fees have been \$10,000 per hookup for many years. The WAC fees may be paid by cash or by special assessment. The number of water hookups in the past several years has been lower than expected, averaging around 10-15 per year. Financed by the issuance of revenue bonded debt, the water fund has incurred significant infrastructure costs over the past several years. The repayment of this debt expected a greater amount of WAC fee revenues, which has contributed to the water fund's declining cash balance.



#### Sewer Fund:

Sewer fund operations have resulted in operating losses in recent years. Metropolitan Council wastewater service costs have generally been increasing at a faster rate than the City's sewer utility charge revenues.

<b><u>SEWER</u></b>	2018	2019	2020	2021	2022
Operating Revenues	\$ 924,503	\$ 987,487	\$ 1,069,397	\$ 1,190,040	\$ 1,290,035
Operating Expenses *	\$ (992,976)	\$ (1,154,749)	\$ (1,239,363)	\$ (1,464,204)	\$ (1,540,726)
Operating Income (Loss) *	\$ (68,473)	\$ (167,262)	\$ (169,966)	\$ (274,164)	\$ (250,691)

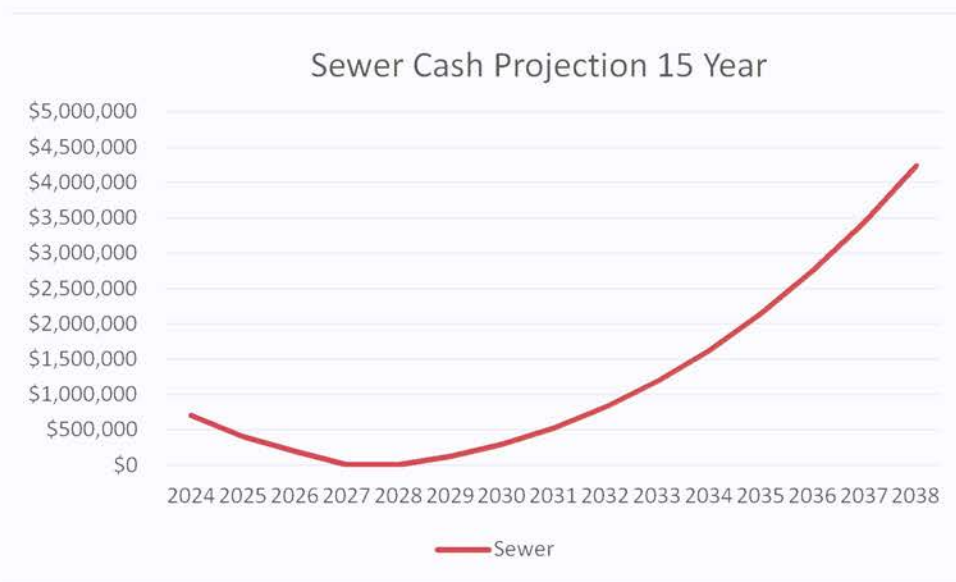
\* Excluding depreciation and pension expense (non-cash)

Quarterly sewer rates for the City are based on a flat rate of \$112.36. The user charge revenue was \$1,169,863 in 2021, \$1,285,352 in 2022, and a preliminary estimate of \$1,357,000 in 2023. In recent years, rates have been increased by 9% per year, as part of a response to a declining cash balance of the Sewer fund.

Sewer fund cash is projected to decrease to approximately \$0 through 2028, based on significant capital outlays programmed into the City's capital improvement plan, including sewer portions of street improvement projects, inflow and infiltration projects, lift station rehabs, etc. The sewer cash is estimated to experience positive growth around 2029.

The City issued G.O. bonds including sewer costs in 2020 through 2023. The Sewer fund may need increased revenue to repay future debt service payments.

<b><u>SEWER</u></b>	2018	2019	2020	2021	2022
Sewer Total Cash	\$ 2,502,007	\$ 1,740,552	\$ 2,480,427	\$ 1,651,805	\$ 2,038,113
Unspent Bond Proceeds	\$ -	\$ -	\$ 110,897	\$ 297,914	\$ 390,075
Cash For Operations	\$ 2,502,007	\$ 1,740,552	\$ 2,369,530	\$ 1,353,891	\$ 1,648,038





### Storm Water Management Fund:

Storm Water fund operations have resulted in operating income in each of the past 5 years:

<b><u>STORM WATER</u></b>	2018	2019	2020	2021	2022
Operating Revenues	\$ 381,997	\$ 404,877	\$ 411,374	\$ 447,514	\$ 487,463
Operating Expenses *	\$ (92,424)	\$ (230,279)	\$ (149,745)	\$ (139,628)	\$ (209,460)
Operating Income (Loss) *	\$ 289,573	\$ 174,598	\$ 261,629	\$ 307,886	\$ 278,003

\* Excluding depreciation and pension expense (non-cash)

Quarterly storm water fund rates for the City are based on various flat rates. The user charge revenue was \$447,314 in 2021, \$487,273 in 2022, and a preliminary estimate of \$505,000 in 2023. In recent years, rates have been increased by 8% per year, as part of a response to a declining cash balance of the Storm Water fund.

Similar to the Water and Sewer fund cash balances, without rate increases, the Storm Water fund cash balance is projected to decrease over the next several years. The City financed substantial storm water improvements with the issuance of bonded debt in 2020 through 2023 and may plan for additional G.O. bonds in the future.

<b><u>STORMWATER</u></b>	2018	2019	2020	2021	2022
Storm Water Total Cash	\$ 280,496	\$ 450,800	\$ 3,210,093	\$ 2,193,800	\$ 3,772,616
Unspent Bond Proceeds	\$ -	\$ -	\$ 2,214,915	\$ 1,686,616	\$ 3,135,777
Cash For Operations	\$ 280,496	\$ 450,800	\$ 995,178	\$ 507,184	\$ 636,839



#### Recycling Fund:

The residential recycling fund quarterly rates have been unchanged at \$14 per quarter for many years and are recommended to increase to \$16 per quarter, or an increase of \$8 per year. The increase would be used to offset operating expenditures in the recycling fund. In addition to funding the recycling contract, this fund also funds some salary and wages, the spring clean up event and shred events.

#### Options

Staff is recommending that the Water, Sewer, and Storm Water fund rates be increased 10%, 9%, and 8%, respectively. In addition, the residential recycling quarterly fee is recommended to increase from \$14 to \$16 per quarter. The Council can reject the proposed rates, accept the proposed rates, change the implementation date, or give staff other direction. If adopted, staff will implement the new utility and recycling rates, effective with first quarter 2024 usage, billable on approximately April 1, 2024.

#### **Financial Considerations**

The city fees expect to cover the cost of providing the services as delineated above.

#### **Action Requested**

Staff recommends that the Utility Service and Recycling Charges Ordinance be adopted and that the rates below be effective with first quarter 2024 usage, billable on approximately April 1, 2024.

#### **Water Fund:**

CATEGORIES	CURRENT RATES	PROPOSED RATES
First 5,000 gallons	\$26.86	\$ 29.55
Per/1,000 gal from 5,001 to 50,000	\$ 4.54	\$ 4.99
Per/1,000 gal above 50,0000	\$ 6.52	\$ 7.17
Water Service – low income	\$23.06	\$ 25.37

#### **Sanitary Sewer Fund:**

CATEGORY	CURRENT RATES	PROPOSED RATES
Residential	\$112.36/qtr. \$74.90/qtr. low income	\$122.47/qtr. \$81.64/qtr. low income
Commercial	\$12.70 base, \$112.36/qtr. fee for 1-28,500 gallons, \$2.92/1,000 gallons in excess of 28,500 gallons per qtr.	\$13.84 base, \$122.47/qtr fee for 1-28,500 gallons, \$3.18/1,000 gallons in excess of 28,500 gallons per qtr.



**Stormwater Management Fund:**

Current Basic System Rate: \$37.29	\$26.11/qtr: lots less than 10,000 sq. ft.
	\$37.29/qtr: lots 10,000 – 50,000 sq. ft.
	\$48.54/qtr: lots 50,000 plus sq. ft.
Proposed Basic System Rate: \$40.27	\$28.20/qtr: lots less than 10,000 sq. ft.
	\$40.27/qtr: lots 10,000 – 50,000 sq. ft.
	\$52.42/qtr: lots 50,000 plus sq. ft.

**Recycling Fund:**

CATEGORY	CURRENT RATE	PROPOSED RATE
Residential	\$14.00/quarter/household	\$16.00/quarter/household

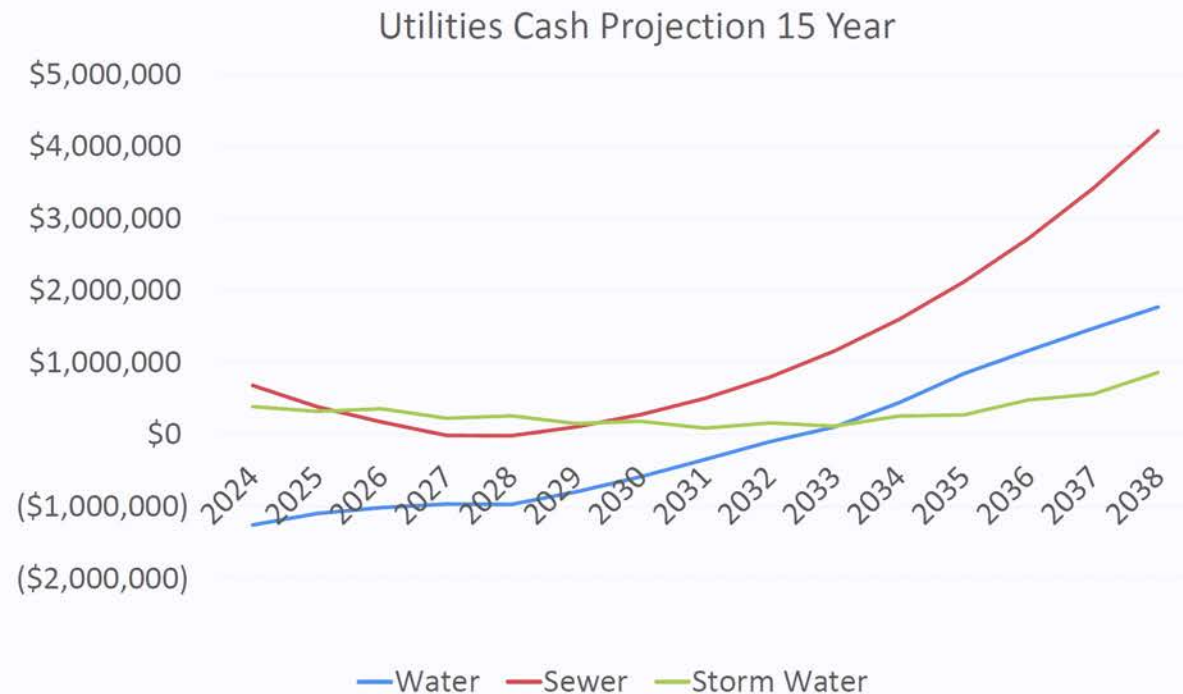
City of Shorewood  
Water Utility Rates Comparison  
2023

Shorewood		Tonka Bay		Chanhausen		Minnetrista		Excelsior		Mound	
* 1st 5,000 gallons * per 1,000 gallons in excess of 5,000 and up to 50,000 gallons  * per 1,000 gallons in excess of 50,000 gallons per quarter	\$26.86	* 0-15,999 gallons	\$7.54	* Fixed Charge (minimum charge per quarter)	\$16.62	* Base per quarter	\$31.97	* Fixed charge	\$53.36	* Quarterly base rate charge	\$58.42
	\$4.54	* 16,000-30,999	\$8.22	* 0-15,000 gallons	\$2.43	* 0-25,000 gallons	\$4.13	* 0-20,000 gallons	\$7.74	* 1,000-5,000 gallon	\$5.07
	\$6.52	* 31,000-45,999 * More than 46,000	\$8.91 \$9.59	* 15,001-30,000 * 30,001-60,000 * 60,001-90,000 * 90,001 +	\$3.75 \$4.45 \$4.97 \$6.07	* 25,001-50,000 * Over 50,001	\$5.15 \$6.59	* 20,000-40,000 * Over 40,000	\$9.69 \$14.51	* 5,001-25,000 * 25,001 +	\$5.83 \$6.70
Quarterly Usage (Gallons)	Quarterly Fee	Quarterly Usage (Gallons)	Quarterly Fee	Quarterly Usage (Gallons)	Quarterly Fee	Quarterly Usage (Gallons)	Quarterly Fee	Quarterly Usage (Gallons)	Quarterly Fee	Quarterly Usage (Gallons)	Quarterly Fee
5,000	\$27	5,000	\$38	5,000	\$29	5,000	\$53	5,000	\$92	5,000	\$84
15,000	\$72	15,000	\$113	15,000	\$53	15,000	\$94	15,000	\$169	15,000	\$142
25,000	\$118	25,000	\$195	25,000	\$91	25,000	\$135	25,000	\$257	25,000	\$200
50,000	\$231	50,000	\$416	50,000	\$198	50,000	\$264	50,000	\$547	50,000	\$368
Quarterly Usage (Gallons)	Annual Fee	Quarterly Usage (Gallons)	Annual Fee	Quarterly Usage (Gallons)	Annual Fee	Quarterly Usage (Gallons)	Annual Fee	Quarterly Usage (Gallons)	Annual Fee	Quarterly Usage (Gallons)	Annual Fee
5,000	\$107	5,000	\$151	5,000	\$115	5,000	\$210	5,000	\$368	5,000	\$335
15,000	\$289	15,000	\$452	15,000	\$212	15,000	\$376	15,000	\$678	15,000	\$568
25,000	\$471	25,000	\$778	25,000	\$362	25,000	\$541	25,000	\$1,026	25,000	\$801
50,000	\$925	50,000	\$1,664	50,000	\$793	50,000	\$1,056	50,000	\$2,188	50,000	\$1,471

City of Shorewood  
Utility Enterprise Funds  
Cash Available Projections  
15 Years

**NOTE: Cash available projections are estimates only and are subject to change**

Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Preliminary Budget	2025 Preliminary Budget	2026 Preliminary Budget	2027 Preliminary Budget	2028 Preliminary Budget
<b>Cash</b>									
Water	(\$21,206)	(\$107,949)	\$165,790	(\$838,131)	(\$1,254,099)	(\$1,092,949)	(\$1,012,600)	(\$961,071)	(\$967,437)
Sewer	\$2,369,530	\$1,353,891	\$1,648,038	\$1,066,829	\$683,405	\$386,984	\$174,699	(\$12,239)	(\$15,573)
Storm Water	\$995,178	\$507,184	\$636,839	\$284,387	\$388,540	\$323,248	\$359,408	\$228,240	\$259,331
<b>Total Cash Available</b>	<b>\$3,343,502</b>	<b>\$1,753,126</b>	<b>\$2,450,667</b>	<b>\$513,085</b>	<b>(\$182,154)</b>	<b>(\$382,717)</b>	<b>(\$478,493)</b>	<b>(\$745,070)</b>	<b>(\$723,679)</b>



City of Shorewood  
Utility Enterprise Funds  
Cash Available Projections  
15 Years

**NOTE: Cash available projections are estimates only and are subject to change**

Description	2029 Preliminary Budget	2030 Preliminary Budget	2031 Preliminary Budget	2032 Preliminary Budget	2033 Preliminary Budget	2034 Preliminary Budget	2035 Preliminary Budget	2036 Preliminary Budget	2037 Preliminary Budget	2038 Preliminary Budget
<u>Cash</u>										
Water	(\$794,853)	(\$584,016)	(\$343,127)	(\$97,647)	\$107,824	\$445,370	\$846,841	\$1,166,927	\$1,474,574	\$1,770,859
Sewer	\$105,236	\$276,510	\$505,297	\$798,524	\$1,162,067	\$1,601,308	\$2,120,997	\$2,724,016	\$3,420,801	\$4,214,981
Storm Water	\$155,280	\$186,237	\$90,134	\$163,950	\$118,418	\$259,057	\$273,381	\$481,815	\$563,935	\$861,868
<b>Total Cash Available</b>	<b>(\$534,338)</b>	<b>(\$121,269)</b>	<b>\$252,304</b>	<b>\$864,828</b>	<b>\$1,388,309</b>	<b>\$2,305,736</b>	<b>\$3,241,219</b>	<b>\$4,372,758</b>	<b>\$5,459,310</b>	<b>\$6,847,708</b>

**WATER FUND - 15 YEAR  
2024 TO 2038**

Description	2020 Actual	2021 Actual	2022 Actual	2023 Final Budget	2024 Preliminary Budget	2025 Preliminary Budget	2026 Preliminary Budget	2027 Preliminary Budget	2028 Preliminary Budget	2029 Preliminary Budget
<b>Water</b>										
Water Sales Increase (Rate Increase & New Growth)	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Operating Expenses Increase	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>Total Operating Revenues</b>	\$573,630	\$766,069	\$821,953	\$915,000	\$1,005,000	\$1,099,000	\$1,207,900	\$1,327,690	\$1,459,459	\$1,604,405
<b>Operating Expenses</b>										
Personnel Services	\$249,655	\$278,544	\$324,866	\$309,405	\$328,343	\$338,192	\$348,339	\$358,790	\$369,553	\$380,640
Supplies	\$83,383	\$129,300	\$126,977	\$142,300	\$140,700	\$144,921	\$149,270	\$153,749	\$158,362	\$163,114
Other Services and Charges	\$502,386	\$561,173	\$598,209	\$573,100	\$680,100	\$700,503	\$721,520	\$743,168	\$765,462	\$788,425
Other Improvements/Machinery & Equipment	\$7,850	\$0	\$29,890	\$227,200	\$665,000	\$199,200	\$182,000	\$190,000	\$296,250	\$201,000
<b>Total Operating Expenses</b>	\$843,274	\$969,017	\$1,079,942	\$1,252,005	\$1,814,143	\$1,382,816	\$1,401,129	\$1,445,707	\$1,589,627	\$1,533,179
<b>Operating Income (Loss)</b>	(\$269,644)	(\$202,948)	(\$257,989)	(\$337,005)	(\$809,143)	(\$283,816)	(\$193,229)	(\$118,017)	(\$130,168)	\$71,226
<b>Nonoperating Revenues</b>										
Interest Payments on Lease Receivable (Fire Truck)	\$9,480	\$6,382	\$3,223	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Payments on TIF Internal Loan \$1,015,044	\$70,665	\$77,212	\$41,076	\$38,776	\$38,000	\$36,595	\$35,381	\$34,120	\$32,807	\$31,442
Water Connection Fees	\$197,500	\$177,500	\$75,000	\$25,000	\$25,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Other	\$30,765	\$343,585	\$18,235	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Revenues</b>	\$308,410	\$604,679	\$137,534	\$64,776	\$64,000	\$136,595	\$135,381	\$134,120	\$132,807	\$131,442
<b>Nonoperating Expenses</b>										
Bond Interest (Existing)	\$10,943	\$9,919	\$2,030	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Interest (New)	\$0	\$8,551	\$16,461	\$16,643	\$96,866	\$93,719	\$267,216	\$263,527	\$314,698	\$305,163
Fiscal Agent Fees	\$2,245	\$1,495	\$1,000	\$3,500	\$2,000	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$6,086	\$3,709	\$12,230	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to General Fund	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Operating Transfers - to Streets Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Expenses</b>	\$31,774	\$36,174	\$44,221	\$40,143	\$111,366	\$106,219	\$279,716	\$276,027	\$327,198	\$317,663
<b>Change in Net Position</b>	\$6,992	\$365,557	(\$164,676)	(\$312,372)	(\$856,509)	(\$253,440)	(\$337,564)	(\$259,924)	(\$324,559)	(\$114,995)
<b>Net Position</b>										
Net Position, Beginning of Year	\$7,379,466	\$7,386,458	\$7,752,015	\$7,587,339	\$7,274,967	\$6,418,458	\$6,165,018	\$5,827,455	\$5,567,531	\$5,242,972
Net Change in Net Position	\$6,992	\$365,557	(\$164,676)	(\$312,372)	(\$856,509)	(\$253,440)	(\$337,564)	(\$259,924)	(\$324,559)	(\$114,995)
<b>Net Position, Ending of Year</b>	\$7,386,458	\$7,752,015	\$7,587,339	\$7,274,967	\$6,418,458	\$6,165,018	\$5,827,455	\$5,567,531	\$5,242,972	\$5,127,977



**WATER FUND - 15 YEAR  
2024 TO 2038**

Description	2020 Actual	2021 Actual	2022 Actual	2023 Final Budget	2024 Preliminary Budget	2025 Preliminary Budget	2026 Preliminary Budget	2027 Preliminary Budget	2028 Preliminary Budget	2029 Preliminary Budget
<b>Cash</b>										
Cash, Beginning of Year	\$280,894	\$376,056	\$489,320	\$1,238,227	(\$838,131)	(\$1,254,099)	(\$1,092,949)	(\$1,012,600)	(\$961,071)	(\$967,437)
Change in Net Position	\$6,992	\$365,557	(\$164,676)	(\$312,372)	(\$856,509)	(\$253,440)	(\$337,564)	(\$259,924)	(\$324,559)	(\$114,995)
Change in due to/from other funds	(\$415,413)	\$307,088	(\$307,088)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond/Loan Issuance	\$763,923	\$553,853	\$1,008,750	\$906,000	\$33,075	\$3,540,018	\$0	\$1,206,214	\$0	\$724,657
Bond Principal (Existing)	(\$275,000)	(\$275,000)	(\$280,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Principal (New)	\$0	\$0	(\$11,963)	(\$47,037)	(\$93,809)	(\$131,226)	(\$136,330)	(\$246,691)	(\$253,345)	(\$300,855)
Principal Payments on Lease Receivable Issued (Fire Truck)	\$154,876	\$157,973	\$161,133	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal Payments on TIF Internal Loan \$1,015,044	\$0	\$0	\$36,178	\$27,730	\$28,850	\$30,015	\$31,229	\$32,490	\$33,803	\$35,168
Contributions of Capital Assets Deduct	\$0	(\$331,857)	(\$4,528)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Unspent Bond Proceeds - Prior Years	\$0	\$0	\$0	(\$1,072,437)	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Current	(\$461,558)	(\$936,858)	(\$83,828)	(\$1,983,742)	(\$33,075)	(\$3,540,018)	\$0	(\$1,206,214)	\$0	(\$724,657)
Water connection fees recorded as assessments receivable	(\$75,000)	(\$77,500)	(\$15,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water connection fees collected against assessments receivable	\$16,000	\$27,000	\$42,500	\$45,500	\$45,500	\$42,000	\$35,000	\$23,000	\$20,000	\$20,000
Depreciation Add Back	\$347,753	\$348,143	\$357,571	\$360,000	\$460,000	\$473,800	\$488,014	\$502,654	\$517,734	\$533,266
Net Change in Other Accruals	\$32,589	(\$25,135)	\$9,858	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash, Ending of Year</b>	<b>\$376,056</b>	<b>\$489,320</b>	<b>\$1,238,227</b>	<b>(\$838,131)</b>	<b>(\$1,254,099)</b>	<b>(\$1,092,949)</b>	<b>(\$1,012,600)</b>	<b>(\$961,071)</b>	<b>(\$967,437)</b>	<b>(\$794,853)</b>
<b>Less: Cash with Escrow Agent</b>	<b>(\$279,313)</b>	<b>(\$280,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Less: Unspent Bond Proceeds</b>	<b>(\$117,949)</b>	<b>(\$317,269)</b>	<b>(\$1,072,437)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Available</b>	<b>(\$21,206)</b>	<b>(\$107,949)</b>	<b>\$165,790</b>	<b>(\$838,131)</b>	<b>(\$1,254,099)</b>	<b>(\$1,092,949)</b>	<b>(\$1,012,600)</b>	<b>(\$961,071)</b>	<b>(\$967,437)</b>	<b>(\$794,853)</b>
Water Connection Fee	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Additional Households (paid or assessed)	10	10	10	10	10	10	10	10	10	10

**WATER FUND - 15 YEAR  
2024 TO 2038**

Description	2030 Preliminary Budget	2031 Preliminary Budget	2032 Preliminary Budget	2033 Preliminary Budget	2034 Preliminary Budget	2035 Preliminary Budget	2036 Preliminary Budget	2037 Preliminary Budget	2038 Preliminary Budget
<b>Water</b>									
Water Sales Increase (Rate Increase & New Growth)	5%	5%	5%	5%	5%	5%	5%	5%	5%
Operating Expenses Increase	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>Total Operating Revenues</b>	<b>\$1,684,125</b>	<b>\$1,767,831</b>	<b>\$1,855,723</b>	<b>\$1,948,009</b>	<b>\$2,044,909</b>	<b>\$2,146,654</b>	<b>\$2,253,487</b>	<b>\$2,365,661</b>	<b>\$2,483,444</b>
<b>Operating Expenses</b>									
Personnel Services	\$392,060	\$403,822	\$415,937	\$428,415	\$441,268	\$454,506	\$468,141	\$482,185	\$496,650
Supplies	\$168,007	\$173,049	\$178,241	\$183,588	\$189,097	\$194,771	\$200,614	\$206,633	\$212,832
Other Services and Charges	\$812,078	\$836,441	\$861,534	\$887,379	\$914,003	\$941,423	\$969,666	\$998,753	\$1,028,715
Other Improvements/Machinery & Equipment	\$170,000	\$175,000	\$180,000	\$255,200	\$190,000	\$195,000	\$200,000	\$205,000	\$210,000
<b>Total Operating Expenses</b>	<b>\$1,542,145</b>	<b>\$1,588,312</b>	<b>\$1,635,712</b>	<b>\$1,754,582</b>	<b>\$1,734,368</b>	<b>\$1,785,700</b>	<b>\$1,838,421</b>	<b>\$1,892,571</b>	<b>\$1,948,197</b>
<b>Operating Income (Loss)</b>	<b>\$141,980</b>	<b>\$179,519</b>	<b>\$220,011</b>	<b>\$193,427</b>	<b>\$310,541</b>	<b>\$360,954</b>	<b>\$415,066</b>	<b>\$473,090</b>	<b>\$535,247</b>
<b>Nonoperating Revenues</b>									
Interest Payments on Lease Receivable (Fire Truck)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Payments on TIF Internal Loan \$1,015,044	\$30,021	\$28,543	\$27,004	\$25,404	\$23,740	\$22,008	\$20,206	\$18,332	\$16,381
Water Connection Fees	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Revenues</b>	<b>\$130,021</b>	<b>\$128,543</b>	<b>\$127,004</b>	<b>\$125,404</b>	<b>\$123,740</b>	<b>\$122,008</b>	<b>\$120,206</b>	<b>\$118,332</b>	<b>\$116,381</b>
<b>Nonoperating Expenses</b>									
Bond Interest (Existing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Interest (New)	\$329,628	\$317,400	\$355,097	\$340,538	\$328,855	\$311,177	\$445,535	\$425,875	\$495,493
Fiscal Agent Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to General Fund	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Operating Transfers - to Streets Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Expenses</b>	<b>\$342,128</b>	<b>\$329,900</b>	<b>\$367,597</b>	<b>\$353,038</b>	<b>\$341,355</b>	<b>\$323,677</b>	<b>\$458,035</b>	<b>\$438,375</b>	<b>\$507,993</b>
<b>Change in Net Position</b>	<b>(\$70,127)</b>	<b>(\$21,838)</b>	<b>(\$20,582)</b>	<b>(\$34,207)</b>	<b>\$92,926</b>	<b>\$159,285</b>	<b>\$77,237</b>	<b>\$153,047</b>	<b>\$143,635</b>
<b>Net Position</b>									
Net Position, Beginning of Year	\$5,127,977	\$5,057,850	\$5,036,012	\$5,015,429	\$4,981,222	\$5,074,148	\$5,233,433	\$5,310,670	\$5,463,717
Net Change in Net Position	(\$70,127)	(\$21,838)	(\$20,582)	(\$34,207)	\$92,926	\$159,285	\$77,237	\$153,047	\$143,635
<b>Net Position, Ending of Year</b>	<b>\$5,057,850</b>	<b>\$5,036,012</b>	<b>\$5,015,429</b>	<b>\$4,981,222</b>	<b>\$5,074,148</b>	<b>\$5,233,433</b>	<b>\$5,310,670</b>	<b>\$5,463,717</b>	<b>\$5,607,352</b>

**WATER FUND - 15 YEAR  
2024 TO 2038**

Description	2030 Preliminary Budget	2031 Preliminary Budget	2032 Preliminary Budget	2033 Preliminary Budget	2034 Preliminary Budget	2035 Preliminary Budget	2036 Preliminary Budget	2037 Preliminary Budget	2038 Preliminary Budget
<b>Cash</b>									
Cash, Beginning of Year	(\$794,853)	(\$584,016)	(\$343,127)	(\$97,647)	\$107,824	\$445,370	\$846,841	\$1,166,927	\$1,474,574
Change in Net Position	(\$70,127)	(\$21,838)	(\$20,582)	(\$34,207)	\$92,926	\$159,285	\$77,237	\$153,047	\$143,635
Change in due to/from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond/Loan Issuance	\$0	\$1,031,634	\$0	\$102,620	\$0	\$3,062,694	\$0	\$1,895,983	\$0
Bond Principal (Existing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Principal (New)	(\$309,888)	(\$342,082)	(\$356,258)	(\$401,723)	(\$416,452)	(\$439,163)	(\$459,404)	(\$569,201)	(\$593,369)
Principal Payments on Lease Receivable Issued (Fire Truck)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal Payments on TIF Internal Loan \$1,015,044	\$36,589	\$38,067	\$39,606	\$41,206	\$42,870	\$44,602	\$46,404	\$48,278	\$50,229
Contributions of Capital Assets Deduct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Unspent Bond Proceeds - Prior Years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Current	\$0	(\$1,031,634)	\$0	(\$102,620)	\$0	(\$3,062,694)	\$0	(\$1,895,983)	\$0
Water connection fees recorded as assessments receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water connection fees collected against assessments receivable	\$5,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation Add Back	\$549,264	\$565,742	\$582,714	\$600,195	\$618,201	\$636,747	\$655,849	\$675,524	\$695,790
Net Change in Other Accruals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash, Ending of Year</b>	<b>(\$584,016)</b>	<b>(\$343,127)</b>	<b>(\$97,647)</b>	<b>\$107,824</b>	<b>\$445,370</b>	<b>\$846,841</b>	<b>\$1,166,927</b>	<b>\$1,474,574</b>	<b>\$1,770,859</b>
<b>Less: Cash with Escrow Agent</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Less: Unspent Bond Proceeds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Available</b>	<b>(\$584,016)</b>	<b>(\$343,127)</b>	<b>(\$97,647)</b>	<b>\$107,824</b>	<b>\$445,370</b>	<b>\$846,841</b>	<b>\$1,166,927</b>	<b>\$1,474,574</b>	<b>\$1,770,859</b>
Water Connection Fee	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Additional Households (paid or assessed)	10	10	10	10	10	10	10	10	10



**SEWER FUND - 15 YEAR  
2024 TO 2038**

Description	2020 Actual	2021 Actual	2022 Actual	2023 Final Budget	2024 Preliminary Budget	2025 Preliminary Budget	2026 Preliminary Budget	2027 Preliminary Budget	2028 Preliminary Budget	2029 Preliminary Budget
<b>Sewer</b>										
Sewer Sales Increase (Rate Increase & New Growth)	9%	9%	9%	9%	9%	9%	9%	9%	9%	9%
Operating Expenses Increase	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>Total Operating Revenues</b>	<b>\$1,069,397</b>	<b>\$1,190,040</b>	<b>\$1,290,035</b>	<b>\$1,363,750</b>	<b>\$1,485,700</b>	<b>\$1,614,371</b>	<b>\$1,759,554</b>	<b>\$1,917,804</b>	<b>\$2,090,296</b>	<b>\$2,278,312</b>
<b>Operating Expenses</b>										
Personnel Services	\$206,363	\$243,522	\$267,761	\$261,463	\$279,520	\$287,906	\$296,544	\$305,440	\$314,602	\$324,041
Supplies	\$5,594	\$9,313	\$8,716	\$15,100	\$15,150	\$15,605	\$16,073	\$16,556	\$17,053	\$17,565
Other Services and Charges	\$1,026,798	\$1,211,369	\$1,264,249	\$1,396,213	\$1,334,272	\$1,374,300	\$1,415,529	\$1,457,995	\$1,501,735	\$1,546,788
Other Improvements/Machinery & Equipment	\$608	\$0	\$0	\$185,000	\$216,000	\$195,000	\$200,000	\$279,700	\$210,000	\$215,000
<b>Total Operating Expenses</b>	<b>\$1,239,363</b>	<b>\$1,464,204</b>	<b>\$1,540,726</b>	<b>\$1,857,776</b>	<b>\$1,844,942</b>	<b>\$1,872,811</b>	<b>\$1,928,146</b>	<b>\$2,059,691</b>	<b>\$2,043,390</b>	<b>\$2,103,394</b>
<b>Operating Income (Loss)</b>	<b>(\$169,966)</b>	<b>(\$274,164)</b>	<b>(\$250,691)</b>	<b>(\$494,026)</b>	<b>(\$359,242)</b>	<b>(\$258,440)</b>	<b>(\$168,592)</b>	<b>(\$141,887)</b>	<b>\$46,906</b>	<b>\$174,918</b>
<b>Nonoperating Revenues</b>										
Other	\$27,273	(\$2,253)	(\$1,909)	\$5,000	\$8,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total Nonoperating Revenues</b>	<b>\$27,273</b>	<b>(\$2,253)</b>	<b>(\$1,909)</b>	<b>\$5,000</b>	<b>\$8,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Nonoperating Expenses</b>										
Bond Interest	\$1,553	\$4,520	\$9,231	\$4,814	\$83,410	\$79,382	\$85,760	\$82,635	\$90,302	\$86,658
Fiscal Agent Fees	\$0	\$0	\$0	\$500	\$500	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$2,856	\$300	\$14,676	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to General Fund	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Operating Transfers - to Streets Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Expenses</b>	<b>\$16,909</b>	<b>\$17,320</b>	<b>\$36,407</b>	<b>\$25,314</b>	<b>\$96,410</b>	<b>\$91,882</b>	<b>\$98,260</b>	<b>\$95,135</b>	<b>\$102,802</b>	<b>\$99,158</b>
<b>Change in Net Position</b>	<b>(\$159,602)</b>	<b>(\$293,737)</b>	<b>(\$289,007)</b>	<b>(\$514,340)</b>	<b>(\$447,652)</b>	<b>(\$345,322)</b>	<b>(\$261,852)</b>	<b>(\$232,022)</b>	<b>(\$50,896)</b>	<b>\$80,760</b>
<b>Net Position</b>										
Net Position, Beginning of Year	\$4,377,939	\$4,218,337	\$3,924,600	\$3,635,593	\$3,121,253	\$2,673,601	\$2,328,279	\$2,066,427	\$1,834,406	\$1,783,510
Net Change in Net Position	(\$159,602)	(\$293,737)	(\$289,007)	(\$514,340)	(\$447,652)	(\$345,322)	(\$261,852)	(\$232,022)	(\$50,896)	\$80,760
<b>Net Position, Ending of Year</b>	<b>\$4,218,337</b>	<b>\$3,924,600</b>	<b>\$3,635,593</b>	<b>\$3,121,253</b>	<b>\$2,673,601</b>	<b>\$2,328,279</b>	<b>\$2,066,427</b>	<b>\$1,834,406</b>	<b>\$1,783,510</b>	<b>\$1,864,270</b>
<b>Cash</b>										
Cash, Beginning of Year	\$1,740,552	\$2,480,427	\$1,651,805	\$2,038,113	\$1,066,829	\$683,405	\$386,984	\$174,699	(\$12,239)	(\$15,573)
Change in Net Position	(\$159,602)	(\$293,737)	(\$289,007)	(\$514,340)	(\$447,652)	(\$345,322)	(\$261,852)	(\$232,022)	(\$50,896)	\$80,760
Change in due to/from other funds	\$415,413	(\$307,088)	\$307,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond/Loan Issuance	\$358,494	\$44,829	\$1,210,500	\$656,850	\$0	\$187,535	\$0	\$223,349	\$0	\$164,631
Bond Principal	\$0	\$0	(\$5,614)	(\$12,767)	(\$65,772)	(\$84,999)	(\$88,350)	(\$96,972)	(\$98,755)	(\$110,659)
Contributions of Capital Assets Deduct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Unspent Bond Proceeds - Prior Years	\$0	\$0	\$0	(\$390,075)	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Current	(\$79,149)	(\$325,756)	(\$921,766)	(\$815,952)	\$0	(\$187,535)	\$0	(\$223,349)	\$0	(\$164,631)
Depreciation Add back	\$102,474	\$102,474	\$111,280	\$105,000	\$130,000	\$133,900	\$137,917	\$142,055	\$146,317	\$150,707
Net Change in Other Accruals	\$102,245	(\$49,344)	(\$26,173)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash, Ending of Year</b>	<b>\$2,480,427</b>	<b>\$1,651,805</b>	<b>\$2,038,113</b>	<b>\$1,066,829</b>	<b>\$683,405</b>	<b>\$386,984</b>	<b>\$174,699</b>	<b>(\$12,239)</b>	<b>(\$15,573)</b>	<b>\$105,236</b>
<b>Less: Unspent Bond Proceeds</b>	<b>(\$110,897)</b>	<b>(\$297,914)</b>	<b>(\$390,075)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Available</b>	<b>\$2,369,530</b>	<b>\$1,353,891</b>	<b>\$1,648,038</b>	<b>\$1,066,829</b>	<b>\$683,405</b>	<b>\$386,984</b>	<b>\$174,699</b>	<b>(\$12,239)</b>	<b>(\$15,573)</b>	<b>\$105,236</b>

**SEWER FUND - 15 YEAR  
2024 TO 2038**

Description	2030 Preliminary Budget	2031 Preliminary Budget	2032 Preliminary Budget	2033 Preliminary Budget	2034 Preliminary Budget	2035 Preliminary Budget	2036 Preliminary Budget	2037 Preliminary Budget	2038 Preliminary Budget
<b>Sewer</b>									
Sewer Sales Increase (Rate Increase & New Growth)	5%	5%	5%	5%	5%	5%	5%	5%	5%
Operating Expenses Increase	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>Total Operating Revenues</b>	<b>\$2,392,167</b>	<b>\$2,511,714</b>	<b>\$2,637,238</b>	<b>\$2,769,039</b>	<b>\$2,907,430</b>	<b>\$3,052,741</b>	<b>\$3,205,317</b>	<b>\$3,365,522</b>	<b>\$3,533,737</b>
<b>Operating Expenses</b>									
Personnel Services	\$333,763	\$343,775	\$354,089	\$364,712	\$375,653	\$386,924	\$398,532	\$410,487	\$422,802
Supplies	\$18,093	\$18,636	\$19,195	\$19,771	\$20,364	\$20,974	\$21,602	\$22,251	\$22,919
Other Services and Charges	\$1,593,191	\$1,640,988	\$1,690,218	\$1,740,924	\$1,793,152	\$1,846,946	\$1,902,355	\$1,959,427	\$2,018,209
Other Improvements/Machinery & Equipment	\$220,000	\$225,000	\$230,000	\$235,000	\$240,000	\$245,000	\$250,000	\$255,000	\$260,000
<b>Total Operating Expenses</b>	<b>\$2,165,047</b>	<b>\$2,228,399</b>	<b>\$2,293,502</b>	<b>\$2,360,407</b>	<b>\$2,429,169</b>	<b>\$2,499,844</b>	<b>\$2,572,489</b>	<b>\$2,647,165</b>	<b>\$2,723,930</b>
<b>Operating Income (Loss)</b>	<b>\$227,120</b>	<b>\$283,315</b>	<b>\$343,736</b>	<b>\$408,632</b>	<b>\$478,261</b>	<b>\$552,897</b>	<b>\$632,828</b>	<b>\$718,357</b>	<b>\$809,807</b>
<b>Nonoperating Revenues</b>									
Other	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total Nonoperating Revenues</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Nonoperating Expenses</b>									
Bond Interest	\$90,765	\$86,541	\$81,903	\$77,058	\$72,013	\$66,758	\$61,231	\$55,472	\$49,509
Fiscal Agent Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to General Fund	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Operating Transfers - to Streets Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Expenses</b>	<b>\$103,265</b>	<b>\$99,041</b>	<b>\$94,403</b>	<b>\$89,558</b>	<b>\$84,513</b>	<b>\$79,258</b>	<b>\$73,731</b>	<b>\$67,972</b>	<b>\$62,009</b>
<b>Change in Net Position</b>	<b>\$128,855</b>	<b>\$189,274</b>	<b>\$254,333</b>	<b>\$324,074</b>	<b>\$398,748</b>	<b>\$478,639</b>	<b>\$564,097</b>	<b>\$655,385</b>	<b>\$752,798</b>
<b>Net Position</b>									
Net Position, Beginning of Year	\$1,864,270	\$1,993,125	\$2,182,399	\$2,436,732	\$2,760,806	\$3,159,554	\$3,638,193	\$4,202,290	\$4,857,675
Net Change in Net Position	\$128,855	\$189,274	\$254,333	\$324,074	\$398,748	\$478,639	\$564,097	\$655,385	\$752,798
<b>Net Position, Ending of Year</b>	<b>\$1,993,125</b>	<b>\$2,182,399</b>	<b>\$2,436,732</b>	<b>\$2,760,806</b>	<b>\$3,159,554</b>	<b>\$3,638,193</b>	<b>\$4,202,290</b>	<b>\$4,857,675</b>	<b>\$5,610,473</b>
<b>Cash</b>									
Cash, Beginning of Year	\$105,236	\$276,510	\$505,297	\$798,524	\$1,162,067	\$1,601,308	\$2,120,997	\$2,724,016	\$3,420,801
Change in Net Position	\$128,855	\$189,274	\$254,333	\$324,074	\$398,748	\$478,639	\$564,097	\$655,385	\$752,798
Change in due to/from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond/Loan Issuance	\$0	\$271,482	\$0	\$0	\$0	\$0	\$0	\$243,235	\$0
Bond Principal	(\$112,809)	(\$120,372)	(\$125,788)	(\$130,153)	(\$134,218)	(\$138,903)	(\$146,428)	(\$149,512)	(\$155,257)
Contributions of Capital Assets Deduct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Unspent Bond Proceeds - Prior Years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Current	\$0	(\$271,482)	\$0	\$0	\$0	\$0	\$0	(\$243,235)	\$0
Depreciation Add back	\$155,228	\$159,885	\$164,682	\$169,622	\$174,711	\$179,952	\$185,351	\$190,912	\$196,639
Net Change in Other Accruals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash, Ending of Year</b>	<b>\$276,510</b>	<b>\$505,297</b>	<b>\$798,524</b>	<b>\$1,162,067</b>	<b>\$1,601,308</b>	<b>\$2,120,997</b>	<b>\$2,724,016</b>	<b>\$3,420,801</b>	<b>\$4,214,981</b>
<b>Less: Unspent Bond Proceeds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Available</b>	<b>\$276,510</b>	<b>\$505,297</b>	<b>\$798,524</b>	<b>\$1,162,067</b>	<b>\$1,601,308</b>	<b>\$2,120,997</b>	<b>\$2,724,016</b>	<b>\$3,420,801</b>	<b>\$4,214,981</b>



**STORMWATER FUND - 15 YEAR  
2024 TO 2038**

Description	2020 Actual	2021 Actual	2022 Actual	2023 Final Budget	2024 Preliminary Budget	2025 Preliminary Budget	2026 Preliminary Budget	2027 Preliminary Budget	2028 Preliminary Budget	2029 Preliminary Budget
<b>Storm Water</b>										
Storm Water Charges Increase (Rate Increase & New Growth)	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
Operating Expenses Increase	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>Operating Revenues</b>	\$411,374	\$496,293	\$487,463	\$505,000	\$545,400	\$589,032	\$636,155	\$687,047	\$742,011	\$801,372
<b>Operating Expenses</b>										
Personnel Services	\$55,601	\$76,568	\$71,870	\$80,647	\$86,230	\$88,816	\$91,481	\$94,224	\$97,052	\$99,963
Supplies	\$1,953	\$3,238	\$5,410	\$8,850	\$9,350	\$9,631	\$9,920	\$10,217	\$10,524	\$10,839
Other Services and Charges	\$146,700	\$128,851	\$151,804	\$183,700	\$270,700	\$278,821	\$287,187	\$295,801	\$304,675	\$313,815
Other Improvements/Machinery & Equipment	\$1,671	\$0	\$68,569	\$287,800	\$195,100	\$312,400	\$209,700	\$411,700	\$224,300	\$361,600
<b>Total Operating Expenses</b>	\$205,925	\$208,657	\$297,653	\$560,997	\$561,380	\$689,668	\$598,288	\$811,942	\$636,551	\$786,217
<b>Operating Income (Loss)</b>	\$205,449	\$287,636	\$189,810	(\$55,997)	(\$15,980)	(\$100,636)	\$37,867	(\$124,895)	\$105,460	\$15,155
<b>Nonoperating Revenues</b>										
Franchise Fees	\$0	\$0	\$322,102	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200
Other	\$71,753	\$93,885	\$361,009	\$2,500	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Nonoperating Revenues</b>	\$71,753	\$93,885	\$683,111	\$323,700	\$326,200	\$322,200	\$322,200	\$322,200	\$322,200	\$322,200
<b>Nonoperating Expenses</b>										
Bond Interest	\$14,497	\$42,345	\$52,440	\$45,265	\$150,147	\$177,881	\$191,560	\$184,678	\$254,094	\$246,168
Fiscal Agent Fees	\$0	\$0	\$0	\$500	\$500	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$26,668	\$2,955	\$22,014	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to Streets Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Expenses</b>	\$41,165	\$45,300	\$74,454	\$53,265	\$150,647	\$177,881	\$191,560	\$184,678	\$254,094	\$246,168
<b>Change in Net Position</b>	\$236,037	\$336,221	\$798,467	\$214,438	\$159,573	\$43,683	\$168,507	\$12,627	\$173,566	\$91,187
<b>Net Position</b>										
Net Position, Beginning of Year	\$4,167,643	\$4,403,680	\$4,739,901	\$5,538,368	\$5,752,806	\$5,912,379	\$5,956,062	\$6,124,569	\$6,137,196	\$6,310,763
Net Change in Net Position	\$236,037	\$336,221	\$798,467	\$214,438	\$159,573	\$43,683	\$168,507	\$12,627	\$173,566	\$91,187
<b>Net Position, Ending of Year</b>	\$4,403,680	\$4,739,901	\$5,538,368	\$5,752,806	\$5,912,379	\$5,956,062	\$6,124,569	\$6,137,196	\$6,310,763	\$6,401,949
<b>Cash</b>										
Cash, Beginning of Year	\$450,800	\$3,210,093	\$2,193,800	\$3,772,616	\$284,387	\$388,540	\$323,248	\$359,408	\$228,240	\$259,331
Change in Net Position	\$236,037	\$336,221	\$798,467	\$214,438	\$159,573	\$43,683	\$168,507	\$12,627	\$173,566	\$91,187
Bond/Loan Issuance	\$3,347,583	\$441,318	\$1,815,750	\$702,150	\$686,858	\$386,878	\$0	\$1,541,238	\$0	\$493,892
Bond Principal	\$0	\$0	(\$52,423)	(\$120,198)	(\$215,420)	(\$273,775)	(\$302,091)	(\$318,631)	(\$322,556)	(\$380,721)
Contributions of Capital Assets Deduct	(\$40,731)	(\$90,820)	(\$364,728)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Unspent Bond Proceeds - Prior Years	\$0	\$0	\$0	(\$1,690,432)	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Current	(\$852,342)	(\$1,764,185)	(\$605,421)	(\$2,669,187)	(\$686,858)	(\$386,878)	\$0	(\$1,541,238)	\$0	(\$493,892)
Depreciation Add Back	\$68,095	\$68,095	\$86,559	\$75,000	\$160,000	\$164,800	\$169,744	\$174,836	\$180,081	\$185,483
Net Change in Other Accruals	\$651	(\$6,922)	(\$99,388)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash, Ending of Year</b>	\$3,210,093	\$2,193,800	\$3,772,616	\$284,387	\$388,540	\$323,248	\$359,408	\$228,240	\$259,331	\$155,280
<b>Less: Unspent Bond Proceeds</b>	(\$2,214,915)	(\$1,686,616)	(\$3,135,777)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Available</b>	\$995,178	\$507,184	\$636,839	\$284,387	\$388,540	\$323,248	\$359,408	\$228,240	\$259,331	\$155,280

**STORMWATER FUND - 15 YEAR  
2024 TO 2038**

Description	2030 Preliminary Budget	2031 Preliminary Budget	2032 Preliminary Budget	2033 Preliminary Budget	2034 Preliminary Budget	2035 Preliminary Budget	2036 Preliminary Budget	2037 Preliminary Budget	2038 Preliminary Budget
<b>Storm Water</b>									
Storm Water Charges Increase (Rate Increase & New Growth)	5%	5%	5%	5%	5%	5%	5%	5%	5%
Operating Expenses Increase	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>Operating Revenues</b>	<b>\$841,441</b>	<b>\$883,513</b>	<b>\$927,689</b>	<b>\$974,073</b>	<b>\$1,022,777</b>	<b>\$1,073,916</b>	<b>\$1,127,612</b>	<b>\$1,183,993</b>	<b>\$1,243,193</b>
<b>Operating Expenses</b>									
Personnel Services	\$102,963	\$106,052	\$109,234	\$112,511	\$115,885	\$119,362	\$122,942	\$126,630	\$130,428
Supplies	\$11,165	\$11,499	\$11,844	\$12,200	\$12,567	\$12,943	\$13,330	\$13,731	\$14,143
Other Services and Charges	\$323,229	\$332,925	\$342,912	\$353,199	\$363,795	\$374,708	\$385,951	\$397,529	\$409,453
Other Improvements/Machinery & Equipment	\$238,900	\$386,200	\$253,500	\$410,800	\$268,100	\$435,400	\$282,700	\$460,000	\$297,300
<b>Total Operating Expenses</b>	<b>\$676,257</b>	<b>\$836,676</b>	<b>\$717,490</b>	<b>\$888,710</b>	<b>\$760,347</b>	<b>\$942,413</b>	<b>\$804,923</b>	<b>\$997,890</b>	<b>\$851,324</b>
<b>Operating Income (Loss)</b>	<b>\$165,184</b>	<b>\$46,837</b>	<b>\$210,199</b>	<b>\$85,363</b>	<b>\$262,430</b>	<b>\$131,503</b>	<b>\$322,689</b>	<b>\$186,103</b>	<b>\$391,869</b>
<b>Nonoperating Revenues</b>									
Franchise Fees	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200	\$321,200
Other	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Nonoperating Revenues</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>	<b>\$322,200</b>
<b>Nonoperating Expenses</b>									
Bond Interest	\$260,325	\$249,451	\$237,394	\$224,822	\$211,578	\$197,554	\$182,723	\$167,170	\$150,948
Fiscal Agent Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers - to Streets Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Nonoperating Expenses</b>	<b>\$260,325</b>	<b>\$249,451</b>	<b>\$237,394</b>	<b>\$224,822</b>	<b>\$211,578</b>	<b>\$197,554</b>	<b>\$182,723</b>	<b>\$167,170</b>	<b>\$150,948</b>
<b>Change in Net Position</b>	<b>\$227,059</b>	<b>\$119,586</b>	<b>\$295,005</b>	<b>\$182,741</b>	<b>\$373,052</b>	<b>\$256,149</b>	<b>\$462,166</b>	<b>\$341,133</b>	<b>\$563,121</b>
<b>Net Position</b>									
Net Position, Beginning of Year	\$6,401,949	\$6,629,008	\$6,748,594	\$7,043,599	\$7,226,340	\$7,599,392	\$7,855,541	\$8,317,707	\$8,658,840
Net Change in Net Position	\$227,059	\$119,586	\$295,005	\$182,741	\$373,052	\$256,149	\$462,166	\$341,133	\$563,121
<b>Net Position, Ending of Year</b>	<b>\$6,629,008</b>	<b>\$6,748,594</b>	<b>\$7,043,599</b>	<b>\$7,226,340</b>	<b>\$7,599,392</b>	<b>\$7,855,541</b>	<b>\$8,317,707</b>	<b>\$8,658,840</b>	<b>\$9,221,961</b>
<b>Cash</b>									
Cash, Beginning of Year	\$155,280	\$186,237	\$90,134	\$163,950	\$118,418	\$259,057	\$273,381	\$481,815	\$563,935
Change in Net Position	\$227,059	\$119,586	\$295,005	\$182,741	\$373,052	\$256,149	\$462,166	\$341,133	\$563,121
Bond/Loan Issuance	\$0	\$240,456	\$0	\$0	\$0	\$106,646	\$0	\$388,042	\$0
Bond Principal	(\$387,149)	(\$412,467)	(\$423,869)	(\$437,035)	(\$447,436)	(\$463,300)	(\$481,850)	(\$493,976)	(\$507,201)
Contributions of Capital Assets Deduct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Unspent Bond Proceeds - Prior Years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Street Reconstruction Plan - Current	\$0	(\$240,456)	\$0	\$0	\$0	(\$106,646)	\$0	(\$388,042)	\$0
Depreciation Add Back	\$191,047	\$196,778	\$202,681	\$208,761	\$215,024	\$221,475	\$228,119	\$234,963	\$242,012
Net Change in Other Accruals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash, Ending of Year</b>	<b>\$186,237</b>	<b>\$90,134</b>	<b>\$163,950</b>	<b>\$118,418</b>	<b>\$259,057</b>	<b>\$273,381</b>	<b>\$481,815</b>	<b>\$563,935</b>	<b>\$861,868</b>
<b>Less: Unspent Bond Proceeds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Available</b>	<b>\$186,237</b>	<b>\$90,134</b>	<b>\$163,950</b>	<b>\$118,418</b>	<b>\$259,057</b>	<b>\$273,381</b>	<b>\$481,815</b>	<b>\$563,935</b>	<b>\$861,868</b>



## CITY OF SHOREWOOD

CAPITAL IMPROVEMENT PLANNING- 2024 THRU 2037

\*\* 5% INFLATION ANNUALLY\*\*

7/21/2023 12:48

PREPARED BY: BOLTON &amp; MENK

YEAR	STREET/PROJECT	NOTES 7, 8	STREETS			UTILITIES					TOTAL PROJECT COST
			STREET RECON. BOND ELIGIBLE	STREET RECON. BOND INELIGIBLE	SUBTOTAL STREETS	WATERMAIN	SANITARY	STORM SEWER			
						UTILITY FUND	UTILITY FUND	STREET RECON. BOND ELIGIBLE	STREET RECON. BOND INELIGIBLE	SUBTOTAL STORM	
2024	SHOREWOOD LN RAVINE								\$300,983	\$300,983	\$300,983
2024	MILL STREET TRAIL ROW-COUNTY LED		\$165,375		\$165,375						\$165,375
2024	MILL & OVERLAY	6	\$606,375		\$606,375	\$33,075		\$110,250		\$110,250	\$749,700
2024	SMITHTOWN ROAD CURB & DRAINAGE IMPROVEMENTS	11						\$275,625			
2025	VINE RIDGE RD WATERMAIN		\$897,159		\$897,159	\$871,692	\$52,093	\$67,142		\$67,142	\$1,888,086
2025	EUREKA RD N RECLAIM	12	\$1,393,896	\$115,763	\$1,509,659		\$135,442		\$287,786	\$319,736	\$1,964,837
2025	MILL STREET TRAIL CONSTRUCTION-COUNTY LED		\$879,795		\$879,795	\$2,546,775					\$3,426,570
2025	MILL & OVERLAY	17	\$578,813		\$578,813	\$121,551					\$700,363
2027	GALPIN LAKE RD/TRAIL	13	\$714,207	\$819,118	\$1,533,325	\$605,085		\$47,222	\$424,491	\$471,714	\$2,610,123
2027	CHASKA RD TRAIL		\$893,397		\$893,397						\$893,397
2027	NOBLE ROAD RECLAIM		\$591,825		\$591,825				\$89,340	\$89,340	\$681,164
2027	NOBLE ROAD RECON		\$1,576,247	\$164,584	\$1,740,831	\$524,552	\$223,349	\$137,838	\$548,801	\$686,639	\$3,175,371
2027	NOBLE ROAD CHANNEL WIDENING	5							\$293,545	\$293,545	\$293,545
2027	MILL & OVERLAY	4	\$765,769		\$765,769	\$76,577					\$842,346
2029	GRANT LORENZ CHANNEL	3, 5							\$323,633	\$323,633	\$323,633
2029	GRANT LORENZ RD RECLAIM	9	\$1,133,721		\$1,133,721	\$703,550	\$164,631		\$170,259	\$170,259	\$2,172,161
2029	MILL & OVERLAY	2	\$703,550		\$703,550	\$21,107					\$724,657
2029	VINEHILL ROAD IMPROVEMENTS (PARTNER WITH MINNETONKA)	15	\$1,872,442		\$1,872,442						\$1,872,442
2031	EDGEWOOD RD RECLAIM		\$1,605,749		\$1,605,749	\$938,554	\$271,482		\$240,456	\$240,456	\$3,056,241
2031	MILL & OVERLAY	18	\$775,664		\$775,664	\$93,080					\$868,744
2033	MILL & OVERLAY	14	\$855,170		\$855,170	\$102,620					\$957,790
2035	AMESBURY WATERMAIN	16				\$2,106,270					\$2,106,270
2035	KNIGHTSBRIDGE RD RECLAIM	16	\$940,468		\$940,468	\$842,885					\$1,783,353
2035	MILL & OVERLAY	18	\$942,825		\$942,825	\$113,139					\$1,055,964
2035	SWEETWATER CURVE RECLAIM		\$2,252,576	\$2,252,576	\$4,505,153			\$94,282		\$94,282	\$4,599,435
2037	EXCELSIOR BLVD RECLAIM		\$1,644,929	\$1,644,929	\$3,289,859	\$1,771,247	\$243,235	\$336,613		\$336,613	\$5,640,953
2037	MILL & OVERLAY	18	\$1,039,464		\$1,039,464	\$124,736					\$1,164,200
	SUBTOTALS		\$22,829,415	\$4,996,970	\$27,826,385	\$11,596,493	\$1,090,232	\$1,100,923	\$2,679,293	\$3,504,591	\$44,017,701

## NOTES:

(2) RUSTIC WAY, WEST LANE, WOODEND PLACE, WILDROSE LANE

(3) GRANT LORENZ CHANNEL STABILIZATION ASSUMED TO BE BUILT IN ONE YEAR

(4) BRENTRIDGE DR, MANOR RD

(5) FROM WESTERN SHOREWOOD DRAINAGE STUDY

(6) MAPLE ST, BOULDER CIR, CHURCH RD, MURRAY ST, MURRAY CT, TIMBER LANE. DRAINAGE IMPROVEMENTS INCLUDE 2 CULVERT REPLACEMENTS ON TIMBER LANE.

(7) COST DO NOT INCLUDE RIGHT OF WAY OR EASEMENT ACQUISITION COSTS UNLESS STATED

(8) RECONSTRUCTION BOND ELEGIBLE, INCLUDES SAFETY RELATED ITEMS SUCH AS STREET WIDENING TO 26 FT F-F CITY STANDARD, RELATED DRAINAGE IMPROVEMENTS DUE TO PERMITTING REQUIREMENTS, AND OFFSTREET TRAILS. INELIGIBLE COSTS, INCLUDES NEW CURB, 90% OF STORM SEWER, UNRELATED OFFSTREET STORM AND TRAILS

(9) WATERMAIN ONLY INCLUDES LOOP CONNECTION FROM NOBLE RD TO EDGEWOOD RD.

(10) LOCAL SHARE OF CONSTRUCTION COSTS. CITY/COUNTY TO PURSUE GRANTS FOR LOCAL SHARE.

(11) AYRSHIRE LANE, CHRISTOPHER LANE, STAR LANE, FAIRWAY LANE, CAJED LANE CULVERT, VIRGINA COVE CULVERT, HOWARDS POINT

(12) INCLUDES CURB AND GUTTER ONE SIDE, 6' BITUMINOUS WALK, AND RETAINING WALLS. M&amp;O ESTIMATED TO BE \$325K.

(13) FULL COSTS NOT DEDUCTING ANTICIPATED \$800K OF OUTSIDE BOND FUNDING CONTINGENT ON STATE BOND

(14) SMITHTOWN CIRCLE, OAK LEAF TRAIL

(15) ASSUMES RECLAIM ROADWAY AT \$2.5M. 50/50 SPLIT SHOREWOOD/MINNETONKA. SCOPE NEED TO BE BETTER DEFINED BETWEEN SHOREWOOD AND MINNETONKA

(16) UTILITIES TO BE RECONSTRUCTED IN COORDINATION WITH AMESBURY HOA RECONSTRUCTION OF STREETS.

(17) DIVISION STREET, LILAC LANE, AFTON ROAD, BAYSWATER RD, BEVERLY DRIVE.

(18) STREETS NOT DETERMINED.

H:\SHWD\General\CIP\2024 Update Files\2023-07\_Shorewood CIP SUMMARY (2024-2037).xlsx\COMP SHEET-2024 PRICES

City of Shorewood, Minnesota  
Capital Improvement Program

2024 thru 2033

**PROJECTS BY FUNDING SOURCE**

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
<b>404 - Street Reconstruction Fund</b>													
Pavement Maintenance	LR-99-099	n/a	305,000	310,000	315,000	320,000	325,000	330,000	335,000	340,000	345,000	350,000	3,275,000
Mill & Overlay and Striping	LR-99-100	n/a	606,375	578,813		765,769		703,550		775,664		855,170	4,285,341
Edgewood Rd reclaim	ST-21-01	n/a								1,605,749			1,605,749
Grant Lorenz Rd reclaim	ST-23-02	n/a						1,133,721					1,133,721
Eureka Rd N Reclaim	ST-23-03	n/a		1,509,659									1,509,659
Vine Ridge Road Watermain	ST-23-05	n/a		897,159									897,159
Noble Rd recon	ST-24-01	n/a				1,740,831							1,740,831
Noble Rd Reclaim	ST-24-02	n/a				591,825							591,825
Galpin Lake Rd/Trail	ST-24-03	n/a				1,533,325							1,533,325
Chaska Road Trail	ST-27-01	n/a				893,397							893,397
Mill Street Trail Construction - Led by Hpn County	ST-27-03	n/a		879,795									879,795
Vinehill Road Improv (partner with Minnetonka)	ST-29-02	n/a						1,872,442					1,872,442
Mill Street Trail ROW - County Led	T017	n/a	165,375										165,375
<b>404 - Street Reconstruction Fund Total</b>			<b>1,076,750</b>	<b>4,175,426</b>	<b>315,000</b>	<b>5,845,147</b>	<b>325,000</b>	<b>4,039,713</b>	<b>335,000</b>	<b>2,721,413</b>	<b>345,000</b>	<b>1,205,170</b>	<b>20,383,619</b>
<b>601 - Water Fund</b>													
Air Compressor - Ingersall Rand 185	038	n/a		34,200									34,200
Dodge Grand Caravan (Pool) - Water	077	n/a										70,200	70,200
Mill & Overlay and Striping	LR-99-100	n/a	33,075	121,551		76,577		21,107		93,080		102,620	448,010
Edgewood Rd reclaim	ST-21-01	n/a								938,554			938,554
Grant Lorenz Rd reclaim	ST-23-02	n/a						703,550					703,550
Vine Ridge Road Watermain	ST-23-05	n/a		871,692									871,692
Noble Rd recon	ST-24-01	n/a				524,552							524,552
Galpin Lake Rd/Trail	ST-24-03	n/a				605,085							605,085
Mill Street Trail Construction - Led by Hpn County	ST-27-03	n/a		2,546,775									2,546,775

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Rebuild Well Pump SE VT Well	W-19-05	n/a		25,000									25,000
Rebuild Well Pump Amesbury VT Well	W-20-05	n/a			25,000								25,000
Rebuild Well Pump Badger VT Well	W-21-02	n/a					35,000						35,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02	n/a				35,000							35,000
Rebuild Well Pump Amesbury Submersible Well	W-23-01	n/a						36,000					36,000
Water Meter Replacement Project	W-23-04	n/a	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	335,000
Rebuild Well Pump Boulder Bridge Submersible Well	W-24-01	n/a	30,000										30,000
East Water Tower Paint & Reconditioning	W-24-02	n/a	380,000										380,000
Replace VFD SE Area Well	W-24-03	n/a	10,000										10,000
Replace VFD Badger Well	W-26-01	n/a			12,000								12,000
Watermain Reconstruction Activity	W-99-01	n/a	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	1,275,000
<b>601 - Water Fund Total</b>			<b>588,075</b>	<b>3,739,218</b>	<b>182,000</b>	<b>1,396,214</b>	<b>195,000</b>	<b>925,657</b>	<b>170,000</b>	<b>1,206,634</b>	<b>180,000</b>	<b>357,820</b>	<b>8,940,618</b>

#### 611 - Sanitary Sewer Fund

CIP Sewer Repairs Assoc with Roadway Reconstr	SS-99-01	n/a	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	582,500
Televising & Cleaning	SS-99-02	n/a	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Sewer Additional	SS-99-04	n/a	26,000	27,000	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	305,000
Infiltration and Inflow Reduction	SS-99-05	n/a	82,500	85,000	87,500	90,000	92,500	95,000	97,500	100,000	102,500	105,000	937,500
Edgewood Rd reclaim	ST-21-01	n/a								271,482			271,482
Grant Lorenz Rd reclaim	ST-23-02	n/a						164,631					164,631
Eureka Rd N Reclaim	ST-23-03	n/a		135,442									135,442
Vine Ridge Road Watermain	ST-23-05	n/a		52,093									52,093
Noble Rd recon	ST-24-01	n/a				223,349							223,349
<b>611 - Sanitary Sewer Fund Total</b>			<b>190,000</b>	<b>382,535</b>	<b>200,000</b>	<b>428,349</b>	<b>210,000</b>	<b>379,631</b>	<b>220,000</b>	<b>496,482</b>	<b>230,000</b>	<b>235,000</b>	<b>2,971,997</b>

#### 631 - Stormwater Management Fund

Pump - 4' Discharge Trailer Mtd	050	n/a				74,700							74,700
Mill & Overlay and Striping	LR-99-100	n/a	110,250										110,250
Edgewood Rd reclaim	ST-21-01	n/a								240,456			240,456
Grant Lorenz Rd reclaim	ST-23-02	n/a						170,259					170,259
Eureka Rd N Reclaim	ST-23-03	n/a		319,736									319,736
Vine Ridge Road Watermain	ST-23-05	n/a		67,142									67,142
Shorewood Ln Ravine	ST-23-06	n/a	300,983										300,983



Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Noble Rd recon	ST-24-01	n/a				686,639							686,639
Noble Rd Reclaim	ST-24-02	n/a				89,340							89,340
Galpin Lake Rd/Trail	ST-24-03	n/a				471,714							471,714
Smithtown Road Curb & Drainage Improvements	ST-24-04	n/a	275,625										275,625
Noble Road Channel Widening	ST-27-02	n/a				293,545							293,545
Grant Lorenz Channel	ST-29-01	n/a						323,633					323,633
Catch Basin Reconstruction	STM-99-01	n/a	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	582,500
Disposal of Street Sweepings	STM-99-02	n/a	38,600	39,400	40,200	41,000	41,800	42,600	43,400	44,200	45,000	45,800	422,000
Storm Water Additional	STM-99-03	n/a	0	110,000	0	120,000	0	130,000	0	140,000	0	150,000	650,000
Storm Pond Sediment Cleaning & Disposal	STM-99-04	n/a	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	1,275,000
<b>631 - Stormwater Management Fund Total</b>			<b>881,958</b>	<b>699,278</b>	<b>209,700</b>	<b>1,952,938</b>	<b>224,300</b>	<b>855,492</b>	<b>238,900</b>	<b>626,656</b>	<b>253,500</b>	<b>410,800</b>	<b>6,353,522</b>
<b>GRAND TOTAL</b>			<b>2,736,783</b>	<b>8,996,457</b>	<b>906,700</b>	<b>9,622,648</b>	<b>954,300</b>	<b>6,200,493</b>	<b>963,900</b>	<b>5,051,185</b>	<b>1,008,500</b>	<b>2,208,790</b>	<b>38,649,756</b>

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

**ORDINANCE 603  
AN ORDINANCE TITLED  
“UTILITY SERVICE AND RECYCLING CHARGES”**

**THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, ORDAINS AS FOLLOWS:**

Section 1. Section 1301.02 of the Shorewood Code of Ordinances is hereby amended as follows:

**CITY OF SHOREWOOD  
UTILITY SERVICE AND RECYCLING CHARGES**

Section 1. Change the Water, Sanitary Sewer, Stormwater Management Utility Rates and Residential Recycling rate as follows:

**Water Fund:**

CATEGORIES	CURRENT RATES	PROPOSED RATES
First 5,000 gallons	\$ 26.86	\$ 29.55
Per/1,000 gal from 5,001 to 50,000	\$ 4.54	\$ 4.99
Per/1,000 gal above 50,000	\$ 6.52	\$ 7.17
Water Service – low income	\$ 23.06	\$ 25.37

**Sanitary Sewer Fund:**

CATEGORY	CURRENT RATES	PROPOSED RATES
Residential	\$112.36/qtr. \$74.90/qtr. low income	\$122.47/qtr. \$81.64/qtr. low income
Commercial	\$12.70 base, \$112.36/qtr. fee for 1-28,500 gallons, \$2.92/1,000 gallons in excess of 28,500 gallons per qtr.	\$13.84 base, \$122.47/qtr. fee for 1-28,500 gallons, \$3.18/1,000 gallons in excess of 28,500 gallons per qtr.

**Stormwater Management Fund:**

Current Basic System Rate: \$37.29	\$26.11/qtr: lots less than 10,000 sq. ft.
	\$37.29/qtr: lots 10,000 – 50,000 sq. ft.
	\$48.54/qtr: lots 50,000 plus sq. ft.
Proposed Basic System Rate: \$37.29	\$28.20/qtr: lots less than 10,000 sq. ft.
	\$40.27/qtr: lots 10,000 – 50,000 sq. ft.
	\$52.42/qtr: lots 50,000 plus sq. ft.

**Recycling Fund:**

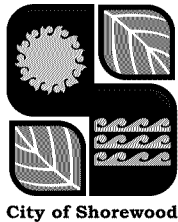
CATEGORY	CURRENT RATE	PROPOSED RATE
Residential	\$14.00/quarter/household	\$16.00/quarter/household

Section 2. This ordinance is in effect with the April 2024 billing and upon publication.

**ADOPTED BY THE CITY COUNCIL** of the City of Shorewood, Minnesota this 11th day of December, 2023.

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

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



## City Council Meeting Item

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**Title/Subject:** Zoning and Land Use Fee Ordinance  
**Meeting Date:** December 11, 2023  
**Prepared by:** Marie Darling, Planning Director  
**Attachments:** Planning Commission memo from November 21, 2023 meeting  
Minutes from the November 21, 2023 Planning Commission meeting  
Ordinance 602  
Resolution for Summary Publication

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### **Background**

See attached memorandum for background. At their November 21, 2023 meeting, the Planning Commission held a public hearing and voted unanimously to recommend adoption of the proposed fee increases as proposed in the attached ordinance with no changes. Their discussion is summarized in the minutes. No one from the public requested to speak.

### **Public Notice**

Notice of the Planning Commission public hearing was published in both official newspapers. In conformance with State Statute, notice of City Council consideration of the amendment was also posted at City Hall, on the website, and included in the email notification for general city information and notices.

### **Next Steps and Timelines**

Once adopted, the summary will be published in the official newspaper. Once published, the ordinance becomes effective. All applications received prior to publication in the official newspaper would be reviewed under the existing standards.

### **Financial Considerations**

The fee increases are proposed to cover additional expenses related to processing the applications, including postage, administrative staff time, new notice signage, etc. The increase in the escrow amounts are proposed to cover the cost of having the city's consultants (engineers, planners, and attorney) review the applications.

### **Action Requested**

Staff and the Planning Commission recommend approval of the attached ordinance and resolution for summary publication. Staff provide the following draft motions:

1. Move to approve an ordinance amending City Code section 1301.03 related to land use fees; sections 1201.04, 1201.05, and 1201.25 (zoning regulations), and sections 1202.03 and 1202.09 of the subdivision regulations.

2. Move to approve a resolution adopting a summary publication ordinance and the text of the summary pursuant to MN Statute 331A.01 which would inform the public of the intent and effect of the ordinance without publishing the entire ordinance.

Adoption of the above ordinance requires a majority of the entire City Council. Adoption of a resolution for summary publication requires a 4/5ths majority of the City Council.





## Planning Commission Meeting Item

Item  
4A

**Title/Subject:** Increase to Planning and Zoning Application Fees  
**Meeting Date:** November 21, 2023  
**Prepared by:** Marie Darling, Planning Director  
**Reviewed by:** Jared Shephard, City Attorney  
**Attachments:** Draft Ordinance 602

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**APPLICANT:** City of Shorewood  
**LOCATION:** City-wide

### REQUEST

The City of Shorewood is proposing the attached fee and escrow increases due to the increasing costs of personnel, postage and other supplies needed to process applications and to increase notice in two new ways.

Additionally, the cost to have consultants (engineering, legal, and planners) review applications is also steadily rising as labor costs increase.

### Increasing notice for applications:

Staff propose to increase the notice for applications by sending a postcard when a new application is received and posting a small development sign (18 inches by 24 inches) in front of the property letting people know that private development is proposed and a link to find out more information.



### Conditional Use Permits and Variances:

These fees were never intended to cover the cost of reviewing the application, only the cost of processing the application. That means the cost of planning, engineering and legal staff to review the applications is paid for from the City's general fund. As consulting engineering and attorneys are involved with more applications, staff propose to add an escrow to cover the engineering and attorney's time to review the application. Planning staff time will continue to be paid by the general fund.

How much do other cities charge?

CITY	Application Fees	
	CUP	Variance
Shorewood (current)	\$400 residential \$500 non-res (with \$1,000 escrow)	\$400 residential \$500 non-residential
Shorewood (proposed)	\$500 plus \$500 escrow (residential) \$600 plus \$1,000 escrow (non-res)	\$500 plus \$500 escrow (res) \$600 plus \$500 escrow (non-res)
Victoria	\$500 (with \$1,000 escrow)	\$500 (with \$1,000 escrow)
Excelsior	\$500	\$500 residential \$750 nonresidential
Tonka Bay	\$500 plus \$3,000	\$500 plus \$3,000
Minnetonka	\$450 residential \$850 commercial	\$450 residential \$850 nonresidential
Minnetrista	\$600 plus \$1,500 deposit	\$300 plus \$300 deposit
Wayzata	\$1,005 plus \$2,505 escrow residential \$2,940 plus \$5,005 escrow commercial	
Plymouth	\$400 residential \$500 other uses	\$200 \$300
Chanhassen	\$325 residential \$500 Others Recording fees extra	\$200  Recording fees extra
Eden Prairie	\$600 plus \$5,100 deposit	\$480 residential \$720 other

### **Zoning Permits:**

Staff also propose to increase the fee for zoning permits (fences, driveways, small sheds, patios, sidewalks, etc.) from \$20 to \$25 to cover the cost of administrative staff time to process the permit, not including the cost to review the permits. Staff propose to keep this fee low so that there are no excuses not to apply for the permit prior to installation of improvements.

### **Application Escrows:**

Staff propose to increase the initial escrow deposit to protect the city's residents and taxpayers from subsidizing the cost of private development. Escrows cover the cost of the city's consultants to review planning applications. When costs exceed the escrow submitted, invoices would be sent to the applicants. Recently, the review of complicated subdivision/PUD applications has exhausted many of the escrow deposits before the review is complete, resulting in additional invoices to developers. Requiring the applicant to submit a larger escrow up front allows the applicant to better estimate their application costs before they submit the application and saves staff time drafting sometimes multiple invoices to applicants, who may or may not be property owners. If the escrow is not used or partially used, the remaining balance is returned to the applicant after the final charges are posted.



### **Park Dedication Fees.**

Staff propose an increase in park dedication fees. Park dedication fees are one of the allowed impact fees permitted by Minnesota statutes. It is a one-time fee paid by developers when a new development is approved. Proceeds from this fee are allowed to be used to acquire parkland, develop parks and trails or redevelop parks, but not to maintain them. Recently, park dedication fees contributed toward the many park projects that Shorewood has enjoyed in recent years in Freeman, Badger and Silverwood parks.

Both the value of land and the cost to develop/redevelop parks have increased rapidly in recent years. Staff are proposing a modest increase from \$6,500 to \$7,500 per dwelling unit created.

How much do other cities charge?

Unlike the CUP/Variance applications, the fees vary widely.

CITY	Residential Fee per dwelling (unless otherwise indicated)
Shorewood (current)	\$6,500
Shorewood (proposed)	\$7,500
Victoria	\$2,500
Tonka Bay	10 % of market value
Excelsior	\$1,500 min. or 3.5% of new market value
Minnetonka	\$5,000
Minnetrista	Calculation based on density, max \$25,000 per lot
Wayzata	\$2,500
Plymouth	\$8,000
Chanhassen	\$5,800 (single family, less for other dwellings)
Eden Prairie	\$6,500 (single-family, 5,500 for other dwellings)

### **RECOMMENDATION:**

Staff recommend the changes proposed in the attached ordinance. The Planning Commission may alter the proposed fee changes.

#### **4. PUBLIC HEARINGS**

##### **A. REVIEW AMENDMENTS TO SECTION 1301.03 LAND USE FEES**

Planning Director Darling explained that this item was proposed by City staff due to the increasing costs of personnel, postage and other supplies needed to process applications. She noted that they would also like to provide two new methods of notice with a postcard notice upon receipt of an application and to install a small sign in the front yards of the applicants letting people know that an application has been submitted. She explained that the sign would have a QR code that would lead directly to the active application section of the City website. She reviewed the proposed increases and that addition of escrow for variance and residential CUP applications. She noted that there are not all the fee increases and explained that the City reviews all of their fees each year and most do not come before the Planning Commission.

Commissioner Johnson asked if she was reading the table correctly that they were proposing that the non-residential remain the same with a smaller escrow amount.

Planning Director Darling clarified that the proposed fee should be increased by \$100 from where it was previously.

Commissioner Holker asked if the City did any current posting on the property when there was an application before the City.

Planning Director Darling clarified that this would be new and was just suggested in order to increase information.

Commissioner Holker noted that she was a bit confused about the escrow piece and asked about the statement in the report that says, 'These fees were never intended to cover the cost of reviewing the application, only the cost of processing the application.' She stated that it sounds like the City is now trying to recover some of the costs of reviewing the application.

Planning Director Darling explained that it would be the cost of reviewing for engineering review or a legal review but it would still not cover the planning costs.

Commissioner Holker stated that Planning Director Darling had also mentioned that the City has been doing more review and asked if the types of applications were more complicated.

Planning Director Darling stated that most of the variances and CUPs are much more complex than they used to be and noted that the parcels of land that are left to develop are more complicated for various reasons, so they are leaning more heavily on the engineering consultants.

Commissioner Holker asked how the City calculates the escrow amounts and usage.

Planning Director Darling explained that they charge the actual fees that the City is charged from the consultants.

Commissioner Holker asked if those fees were published or if the applicant was given an itemized bill of the escrow balance.

Planning Director Darling stated that usually they just ask for the return of the unused escrow amount. She stated that if they ask, the City can share the bills, but explained that most do not ask for those to be shared.

Vice-Chair Eggenberger asked if there would be an educational component to the development signs with the QR code.

Planning Director Darling stated that was a good point and suggested that perhaps she should put something in the Shore Report so people recognize what these signs mean.

Vice-Chair Eggenberger asked for the CUP and variances, if there was a relief mechanism if someone cannot afford it.

Planning Director Darling stated that was something that the Planning Commission could consider.

Vice-Chair Eggenberger stated in looking at what other cities charge for park dedication fees, it appears as though Shorewood is on the high side and asked if there was a reason.

Planning Director Darling explained that she had added up all of the charges that are common with the application fees and they are well over the current application form, especially postage. She stated that the City is close to the top of what cities are charging and noted a lot in the City is around \$250,000 right now so she feels there is definitely justification for that proposed increase.

Commissioner Johnson referenced the CUP and variance paragraph from the staff report and asked if it meant that the General Fund would no longer be implicated in these costs.

Planning Director Darling stated that was correct but explained that for the planning staff fee, they would not be charging against the escrow. She stated that she did have a conflict of interest with a recent application, so the City did have to cover that fee from the General Fund. She noted that for things like the Comprehensive Plan, the City has a consultant that does their GIS work on the land use maps and alters all the tables.

Commissioner Johnson asked if the park dedication fees whether the cost was associated with the number of parks in the cities or if it was based on number of residents and gave Eden Prairie as an example.

Planning Director Darling stated that Eden Prairie has a lot more residents than Shorewood.

Councilmember Callies asked if the escrow ends up being that the fees are more by the consultants if the City would then charge the applicant more as well.

Planning Director Darling stated that she does charge the applicant more if the consultant fees are higher than what the City has in the escrow deposit.

Vice-Chair Eggenberger opened the Public Hearing at 7:22 P.M. noting the procedures used in a Public Hearing. There being no public testimony, he closed the Public Hearing at 7:22 P.M.

**Holker moved, Johnson seconded, recommending approval of the Staff Recommendations related to the Amendments To Section 1301.03 Land Use Fees as discussed. Motion passed 3/0.**



CITY OF SHOREWOOD  
ORDINANCE NO. 602

CITY OF SHOREWOOD  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA

AN ORDINANCE APPROVING AMENDMENTS TO SHOREWOOD CITY CODE CHAPTER 1301.03  
(LAND USE FEES)

**Section 1.** City Code Section 1301.03 is hereby amended as follows: 1301.03 LAND USE FEES.

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
VI. Building, Zoning, Land Use		
Comprehensive plan amendment		
Pre-application		\$200
Formal Application		\$800 plus \$43,000 escrow
Conditional use permit	1201.04	
Residential		\$4500 plus \$500 escrow
Non-residential		\$5600 plus \$1,000 escrow
Fence permit	1201.03	\$20
Interim use permit	1201.04	
Residential		\$4500 plus \$500 escrow
Non-residential		\$5600 plus \$1,000 escrow
Planned Unit development		
Concept Stage	1201.25	\$500 plus \$1,000 escrow
Development Stage	1201.25	\$700 plus \$12,000 escrow
Final Stage	1201.25	\$500 plus \$1,000 escrow
By Conditional Use Permit	1201.06	\$500 plus \$1,000 escrow
Sign permits	1201.03.11f	
Temporary		\$20 See Zoning Permit
Permanent		Per 1997 U.B.C. Table 1-A
Site plan review	1201.03	\$200 plus \$1,000 escrow
Subdivision sketch plan review	1202.03	\$200
Subdivision (minor subdivision)	1202.03	\$500 plus \$12,000 escrow
Subdivision (preliminary plat)	1202.03	\$600 plus \$25/lot plus an escrow deposit, as follows:

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LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
5 or fewer lots		\$ <del>12</del> ,000
Over 5 lots		\$3,000
Subdivision (final plat)	1202.03	\$500 plus \$25/lot plus an escrow deposit, as follows:
5 or fewer lots		\$ <del>12</del> ,000
Over 5 lots		\$ <del>34</del> ,000
Traffic Studies when required as part of another application	Multiple	Escrow for estimated cost of study to be <del>completed</del> reviewed by the City's consulting engineers plus \$500.
Variances	1201.05 <del>and</del> / 1202.09	\$ <del>4500</del> plus \$500 escrow
Residential		\$ <del>5600</del> plus \$500 escrow
Non-residential		
Zoning Amendment (Text or Map)	1201.04	\$600 plus \$1,000 escrow
Zoning Verification Letter		\$50
Zoning Permits	1201.07	\$ <del>2025</del>
Park dedication (cash in lieu of land)	1202.07	\$ <del>6,500</del> Residential projects: \$7,500/dwelling unit or Commercial projects: 8% of raw land value
Extension of plat approval <u>or amendment of development agreement</u>	1202.03	\$200 <u>plus \$1,000 escrow for amendments</u>
<p>*Note: Base fees are non-refundable. Escrow deposits are to cover consulting <del>planner</del>, engineer, attorney, and other consultant expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow <del>account deposit</del> shall be required to submit the escrow based on the highest required escrow amount.</p>		

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**Section 2. EFFECTIVE DATE:** This Ordinance 602 adopting the Amendments to City Code, Chapter 1301.03, Land Use Fees shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this \_\_\_\_ day of  
\_\_\_\_\_ 2023.

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

ATTEST:

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

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

**RESOLUTION 23-130**

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 602  
AMENDMENTS TO SHOREWOOD CITY CODE, CHAPTER 1301.03 (LAND USE FEES)**

**WHEREAS**, at a duly called meeting on December 11, 2023, the City Council of the City of Shorewood adopted Ordinance No. 602 entitled “AN ORDINANCE APROVING AMENDMENTS TO SHOREWOOD CITY CODE CHAPTER 1301.03 (LAND USE FEES); and

**WHEREAS**, Ordinance No. 602 establishes the amounts for fees and escrow deposits related to zoning and subdivision applications related to development or redevelopment of properties within the City of Shorewood; and

**WHEREAS**, the fees and are proposed to increase to cover the costs of processing the applications and paying for the review of the applications by the city’s consultants.

**WHEREAS**, Ordinance No. 602 is lengthy; and

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

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

1. The City Council finds that the above title and summary of Ordinance No. 602 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 602 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4.
3. A full copy of the Ordinance is available at Shorewood City Hall during regular office hours and on the city’s website.

**ADOPTED** by the Shorewood City Council on this 11<sup>th</sup> day of December, 2023.

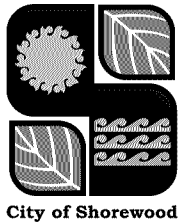
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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**



## City Council Meeting Item

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**Title/Subject:** 2024 Master Fee Schedule  
**Meeting Date:** December 11, 2023  
**Prepared by:** Sandie Thone, City Clerk/Human Resources Director  
**Reviewed by:** Marc Nevinski, City Administrator  
Joe Rigdon, Finance Director  
**Attachments:** Resolution 23-131 Approving the 2024 Master Fee Schedule

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### Background

Pursuant to MN State Law municipalities shall set forth fees to be reimbursed for administrative costs and expenses associated with issuing permits, licenses and providing other city services and amenities. Cities should consider three things when setting fees: 1) Cities should not view the fees as a significant source of revenue, rather fees must approximate the direct and indirect costs associated with issuing the license, permit or service and with policing, regulating or administering the service or licensed activities; 2) The fee amount should sufficiently reimburse the city for all of the expenses related to the license regulations or providing the service but should not cover other unrelated expenses; 3) Fees should be set based on the city's particular situation and not based solely on what other cities have found reasonable.

The following summary of proposed fees will be incorporated into the City's 2024 Master Fee Schedule once approved and will be sent to all employees and city officials and be posted on our website and at City Hall for the public use. The following are the proposed fees and justification for said fees as recommended by staff who have reviewed their respective departmental fees to approximate the direct and indirect costs associated with the services provided.

A discussion of **new (in bold)** and proposed increased fees for 2024 is as follows:

### Section III: Utility Rates

Ordinance 603, which was presented at the December 11, 2023, city council meeting for approval includes increases as follows and will become effective January 1, 2024:

#### Recycling Fund:

CATEGORY	CURRENT RATE	PROPOSED RATE
Residential	\$14.00/quarter/household	\$16.00/quarter/household



**Water Fund:**

CATEGORIES	CURRENT RATES	PROPOSED RATES
First 5,000 gallons	\$ 26.86	\$ 29.55
Per/1,000 gal from 5,001 to 50,000	\$ 4.54	\$ 4.99
Per/1,000 gal above 50,000	\$ 6.52	\$ 7.17
Water Service – low income	\$ 23.06	\$ 25.37

**Sanitary Sewer Fund:**

CATEGORY	CURRENT RATES	PROPOSED RATES
Residential	\$112.36/qtr. \$74.90/qtr. low income	\$122.47/qtr. \$81.64/qtr. low income
Commercial	\$12.70 base, \$112.36/qtr. fee for 1-28,500 gallons, \$2.92/1,000 gallons in excess of 28,500 gallons per qtr.	\$13.84 base, \$122.47/qtr. fee for 1-28,500 gallons, \$3.18/1,000 gallons in excess of 28,500 gallons per qtr.

**Stormwater Management Fund:**

Current Basic System Rate: \$37.29	\$26.11/qtr: lots less than 10,000 sq. ft.
	\$37.29/qtr: lots 10,000 – 50,000 sq. ft.
	\$48.54/qtr: lots 50,000 plus sq. ft.
Proposed Basic System Rate: \$37.29	\$28.20/qtr: lots less than 10,000 sq. ft.
	\$40.27/qtr: lots 10,000 – 50,000 sq. ft.
	\$52.42/qtr: lots 50,000 plus sq. ft.

Quarterly Recycling fees have not increased in over 20 years although the city's cost to provide this service continue to go up annually. The city continues to expand its recycling communications, work, and education in the community.

In 2019, the City reported that its water, sewer, and storm water rates would experience annual increases. The capital improvement plan, including the street reconstruction plan, will require the City to increase utility rates to cover utility fund expenses, including increasing operating costs, capital outlays, and debt service payments on bonds. Without rate increases, the utility fund balances will be insufficient to cover utility fund costs. The utility rate analysis has planned annual increases over a ten-year period. For the past two years, the City has considered changes in utility rates in the fourth quarter. For 2024, that would change to the first quarter and would include the effective usage dates of January 2024 through March 2024, billable approximately April 1, 2024.

#### Section IV: Miscellaneous Fees and Charges

- Copy of Comprehensive Plan costs were updated to align with city copy costs of \$1.00 per page for color copies.
- The Rental Housing Licensing Fee was increased from \$75 to \$150 to cover staffing costs of processing applications and providing inspections.

#### Section V: Park and Recreation

Ordinance 602, which was presented at the December 11, 2023, city council meeting for approval includes increases as follows and will become effective upon summary publication of the ordinance:

- Increase for organized sports of \$10 to \$12/per participant per sport per season for use of skating rinks, \$15 to \$30 for the use of the lights – both reflect increase in costs of lighting and staffing.
- Community Gardens fee increase from \$30/\$45 to \$35/\$50 for residents/non-residents respectively for increase to administration/staffing costs.
- Sporting field use fees increases include \$125 to \$200 for damage deposits on all fields, unlighted football field use from \$50/hour or \$210/day to \$75/hour to \$550/day, Baseball field diamonds from \$50/day to \$50/4 hours, soccer fields from \$150/day to Freeman Park \$260/day and Manor Park \$160/day.
- Picnic Pavilions increased for Manor, Freeman, and Silverwood Parks from \$25/\$50 to \$45/\$70 for residents/non-residents and for Eddy Station/Badger Parks from \$50/\$75 to \$75/\$100.
- **New fees were added as follows: Tournament fees: \$400 for city services, \$500 for parking overflow services, and \$500 for a refundable deposit.**

Park and Recreation fee increases have remained mostly unchanged since 2017 but administrative, maintenance, operating, equipment and supply costs have all increased. These updated fees allow the city to cover the costs in these areas.

#### Section VI: Building and Right of Way Fees

- **A new fee was added for building permit plan review fees in the amount of 65% of building permit fees for permits over \$3000 and 32.5% for permits between \$1000-\$3000.**
- **A new fee was added for After the Fact building permit applications that will be charged double if failed to apply for a permit.**
- **A Right of Way/Easement Encroachment Agreement was added for \$300 fee and a \$1000 escrow to cover costs of city consultants to review the agreements.**
- Residential roofing, siding, and window permits were increased from \$125 to \$135 to cover staffing costs to issue the permits and provide the inspections.

- Mechanical and plumbing permits were increased from \$60/minimum to \$80/minimum to cover staffing costs to issue the permits and provide the inspections.
- Water heater, softener, purification system permits were increased from \$60/each to \$80/each to cover staffing costs to issue the permits and provide the inspections.
- Demolition permits were increased from \$50 to \$135 for a principal structure and \$75 for an accessory structure and “fee waived for conjunction with a building permit or fire department burn language removed” to cover staffing costs to issue the permits and provide the inspections.
- The Vacation and Easement fee was increased from \$400 to \$500, and a \$1,000 escrow fee was added.

## **Section VII: Zoning and Land Use Fees**

Ordinance 602, which was presented at the December 11, 2023, city council meeting for approval includes increases as follows and will become effective upon publication in the City's official newspaper.

- The Comprehensive Plan Amendment escrow amount was increased from \$1,000 to \$3,000.
- The Conditional Use Permit (CUP) residential fee was increased from \$400 to \$500, and a \$500 escrow was added, and the non-residential fee was increased to \$600, and the escrow remains at \$1,000.
- The Interim Use Permit (IUP) residential fee was increased from \$400 to \$500, and a \$500 escrow was added, and the non-residential fee was increased to \$600, and the escrow remains at \$1,000.
- The Planned Unit Development (PUD) Development Stage escrow was increased from \$1,000 to \$2,000.
- The Subdivision (minor) escrow was increased from \$500 to \$2,000.
- The Subdivision (preliminary plat) escrow for 5 or fewer lots was increased from \$1,000 to \$2,000.
- The Subdivision (final plat) escrow for 5 or fewer lots was increased from \$1,000 to \$2,000 and for over 5 lots from \$2,000 to \$4,000.
- The Variance residential fee was increased from \$400 to \$500, and a \$500 escrow was added, and the non-residential fee was increased to \$600, and a \$500 escrow added.
- Zoning permits were increased from \$20 to \$25 and fence permits were included in this section.
- Park dedication fees were increased from \$6,500 to \$7,500 per dwelling unit and 8% of raw land value.
- Extension of plat approval or **amendment of development agreement (new)** added a \$500 escrow fee.

All zoning and land use fees and escrows increases are due to increased costs and expenses in staffing, consulting costs, reviewing, and processing applications, submissions, and agreements.

**Financial Considerations**

The city fees expect to cover the cost of providing the services as delineated above.

**Action Requested**

Staff respectfully recommend the city council review the proposed master fee schedule proposed fee increases and approve the attached resolution adopting the 2024 Master Fee Schedule updates as proposed or make changes as deemed appropriate.

Motion, second and simple majority vote required.

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

**RESOLUTION 23-131**

**A RESOLUTION APPROVING THE 2024 CITY MASTER FEE SCHEDULE**

**WHEREAS,** The City of Shorewood has established fees for licensing, permits, programs, and services that include but are not limited to building, zoning, planning, business, community center, animal, park and recreation, rentals, solicitors, fire prevention, utility, franchise, administrative citations, and other miscellaneous fees that further the health, safety, and welfare of the community at large.

**WHEREAS,** All fees and charges shall be fixed and determined by the council and set forth in the master fee schedule which will be adopted by resolution and uniformly enforced. All fees have been reviewed and audited for their effectiveness and were recommend in the following categories which will be included in the 2024 City Master Fee Schedule:

- **Section III: Utility Rates** Ordinance 603 includes increases to Residential Recycling fees, Water rates, Sanitary Sewer rates, and Stormwater Management rates.
- **Section IV: Miscellaneous Fees and Charges** to cover staffing costs of processing applications and providing inspections.
- **Section V: Park and Recreation** to cover staffing, maintenance, operation, equipment and supplies for providing these services and amenities to the community.
- **Section VI: Building and Right of Way Fees** to cover staffing costs of processing applications and providing inspections.
- **Section VII: Zoning and Land Use Fees** Ordinance 602 includes increases to the city's zoning and land use fees allowing for the city to cover the increasing costs of processing and providing these services to the public.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shorewood that the City of Shorewood 2024 Master Fee Schedule updates are approved.

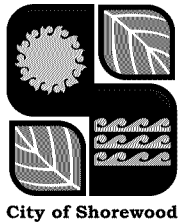
**ADOPTED** by the City Council of the City of Shorewood this 11th day of December 2023.

**ATTEST:**

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

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





## City Council Meeting Item

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**Title/Subject:** Communications Update: Website & Social Media Stats Report  
**Meeting Date:** Monday, December 11, 2023  
**Prepared by:** Eric Wilson, Communications Coordinator  
**Reviewed by:** Sandie Thone, City Clerk/HR Director  
Marc Nevinski, City Administrator  
**Attachments:** Website Project Timeline update Dec 2023

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### Background

In September, the City Council accepted a proposal from CivicPlus to become the City's website provider after the current contract with Revize ends in March 2024. In November, the website project team (Shorewood staff) met with CivicPlus Project Manager Hanna Shoemaker to outline expectations, determine goals and assign action items (*key dates and milestones are outlined in the below chart. The attached project task and timeline document goes into greater detail.*) On December 6, the website project team met with the art direct for the new website. In this meeting, parties discussed project audience, information to be communicated with design, examined various website designs to determine preferences, and previewed the mood board format. The City will be receiving a layout and color proposal by December 11 and will submit the approval for website layout and colors by December 22.

### Website Project Timeline: Key Dates & Deliverables

Date(s)	Deliverable(s)
12/16/2023	Content Processing Meeting
12/18/2023 – 1/12/2024	Content Preparation & Updates
12/22/2023	Layout & Color Approval
1/18/2024	Design Concept Meeting
2/9/2024	Content Change Tracking
	Design Concept Approval
2/21/2024	Website Reveal Meeting
2/27/2024-2/29/2024	Training
3/4/2024-3/8/2024	Website Launch Preparation & Confirmation Meeting
3/15/2024	Website Launch with new domain
3/22/2024	Project Closeout Procedures

### ***Communication & Engagement***

Launching the new website is exciting but may cause some confusion. The below communications plan is a drafted idea of strategies to keep residents and key stakeholders informed.

#### ***Pre-launch phase (Dec – Mar):***

1. Build Anticipation:
  - Landing page (news article) (Dec-Jan)
  - Social media campaign (Dec-Mar)
  - Press releases to local newspapers (Feb)
  - Shore Report Article (Mar)
2. Email marketing:
  - Teaser emails (Jan-Mar)
  - Final email day before launch (Mar)
  - Develop email list/template to send to partners with announcement (Feb)
  - E-mail signature footers (Feb-Mar)

#### ***Launch Day (March 22 – tentative):***

1. Press release (on website, social media, email):
  - Highlight unique features, benefits, and added value of new site
  - Quote from key staff, council members
2. Live Launch Event (tentative):
  - Host a live launch event online
  - Showcase features, functionalities, benefits

#### ***Post-Launch Phase (late March-early April):***

1. Email follow-up:
  - Thank you to all who visited site on launch day
  - Reminder that this is new URL to all contact lists
  - FAQs about new site (ex, what happens if I email user at old URL?)
2. Press Release/article (ShoreReport, website)
  - Reminder about new URL

#### ***Ongoing Promotion:***

- Content marketing (website, social media, ShoreReport as needed): articles with how-to's on new website
- Analytics

**Financial Considerations: n/a**

**Action Requested: n/a**

## Website Project Timeline

Project Task	Task Description	Start Date	End Date
<b>INITIATE</b>		<b>10/30/2023</b>	<b>12/1/2023</b>
Project Initiation	Web Central completes administrative work to prepare for project.	10/30/2023	11/3/2023
Project Kickoff Meeting	Project Manager will set the expectations for the website implementation process, assign client deliverables / due dates and collaborate with the client to understand goals for the project.	11/6/2023	11/10/2023
Planning & Scheduling	CivicEngage coordinates project timeline and resources.	11/13/2023	11/17/2023
Client - Project Timeline Approval	Client submits Project Timeline Approval Form.	11/13/2023	12/1/2023
<b>ANALYZE</b>		<b>11/13/2023</b>	<b>12/22/2023</b>
Client - Deliverables		11/13/2023	12/1/2023
Design Discovery Meeting	Web Central meets with client to discuss design preferences and strategy.	12/4/2023	12/8/2023
Layout & Color Proposal Creation	Web Central prepares custom layout and color proposal.	12/4/2023	12/11/2023
Layout & Color Proposal Approval	Client submits Layout & Color Proposal Approval Form.	12/12/2023	12/22/2023
<b>CONTENT</b>		<b>11/13/2023</b>	<b>2/9/2024</b>
Site Map Creation	CivicEngage creates site map documenting existing website.	11/13/2023	11/17/2023
Website Content Review	CivicEngage conducts review of existing website.	11/27/2023	12/8/2023
Content Process Meeting	CivicEngage meets with client to provide overview of content development process and assign tasks for content preparation.	12/11/2023	12/15/2023
Content Preparation and Updates	Client reviews and updates existing website in preparation for content development. *Updates must be made prior to due date to be included in Content Implementation.	12/18/2023	1/12/2024
Content Implementation Setup	Web Content Specialist will prepare project for content implementation.	1/15/2024	1/19/2024
Content Change Tracking	Client reviews and updates existing website in preparation for content development. *Updates must be made prior to due date to be included in Content Implementation.	1/15/2024	2/9/2024
Content Implementation	Content Team will apply content service.	1/22/2024	1/26/2024
Quality Control - Content	CivicEngage reviews completed work on production website.	1/29/2024	2/2/2024
Final Content Report Creation	CivicEngage creates Final Content Report.	2/5/2024	2/9/2024

DESIGN & CONFIGURE		1/1/2024	2/9/2024
Design Creation/Prep/Setup	Creative Services team will prepare a design concept to present during the Design Concept Meeting.	1/1/2024	1/5/2024
Quality Control - Design/Setup	Art Director will review, provide feedback and approve the website design before it is presented to client in the Design Concept Meeting.	1/8/2024	1/12/2024
Design Concept Meeting	Web Central team will present the Design Concept.	1/15/2024	1/19/2024
Design Concept Approval	Client submits Design Concept Approval Form.	1/22/2024	2/9/2024
EDUCATE		1/15/2024	3/1/2024
Reserve Training		1/15/2024	1/19/2024
Training Engagement	Trainer delivers product training.	2/26/2024	3/1/2024
OPTIMIZE		1/15/2024	3/1/2024
DNS Form	Client will complete the DNS Worksheet to provide details needed to complete setup of website domain. <a href="http://civicplusedemo.com/dnsform">http://civicplusedemo.com/dnsform</a>	1/15/2024	1/26/2024
SSL Certificate	Project Manager will work with client to ensure an SSL Certificate is obtained prior to launch.	2/12/2024	2/23/2024
Website Reveal Meeting	Web Central meets with client to present completed website.	2/19/2024	2/23/2024
DNS Configuration	Systems Engineer will prepare domain name transfer or setup according to the specifications in the submitted DNS Worksheet.	2/19/2024	3/1/2024
Google Analytics Account Creation	CivicPlus will enable your Google Analytics account on your production site and provide the client with direct access	2/26/2024	3/1/2024
Website Finalization	Client evaluates completed website and confirms expectations met in accordance with contract.	2/26/2024	3/1/2024
LAUNCH		3/4/2024	3/22/2024
Website Launch Preparation	Client completes final updates for Website Launch.	3/4/2024	3/8/2024
Website Launch Confirmation Meeting	Web Central meets with client to review launch process.	3/4/2024	3/8/2024
Website Launch	New website is scheduled to be made available to public with live domain name.	3/11/2024	3/15/2024
Website Acceptance	Client submits Website Acceptance Form.	3/11/2024	3/15/2024
Project Close Procedures	CivicEngage completes administrative tasks to transition project from implementation to client care.	3/18/2024	3/22/2024

 Indicates City of Shorewood's deliverables