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AGENDA

1. CONVENE CITY COUNCIL MEETING

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie

Councilmember Maddy

Councilmember Sanschagrin

Councilmember Gorham

Councilmember DiGruttolo

C. Review and Adopt Agenda

2. CONSENT AGENDA

The Consent Agenda is a series of actions which are being considered for adoption this evening under a single motion.

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

A. City Council Work Session Minutes

B. City Council Regular Meeting Minutes

C. Claims List

D. Expiration of Approvals for Shorewood Carriage Homes

E. Strategic Communications Plan

F. Annual Data Practices Policy Review

G. SCEC Task Force

H. 2026 Supplemental Services Proposal, SLMPD and City of Excelsior

I. Hennepin County CDBG Program Renewal

J. Senior Accountant New Hire

3. MATTERS FROM THE FLOOR

This is an opportunity for members of the public to bring a matter related to the governance of the City of Shorewood to the attention of the City Council. If the

matter relates to a topic that is identified on tonight's agenda as a public hearing, please hold your comments until the public hearing is opened. The full rules for this forum can be found on the agenda table in back and on the City's webpage. 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 five 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. GENERAL BUSINESS

- A. Change Order Policy
- B. GIS Equipment
- C. Water Connection Program

5. STAFF AND COUNCIL REPORTS

- A. Staff
 - i. Tentative Upcoming Agenda Topics
- B. Mayor and City Council

6. ADJOURN



City Council Item 2.A.

Title/Subject: City Council Work Session Minutes
Meeting Date: May 11, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. 04.27.2026 CC WS Meeting Minutes

Background

04/27/2026 City Council Work Session

Strategic Alignment

Organizational Strength & Good Governance

Sound and strategic record keeping of government activities leads to comprehensive long-term planning, principled data, and stakeholder-driven decisions, and a culture of continuous improvement.

Budget Impact

Minute preparation costs vary based on length of meeting and level of detail.

Action Requested

Motion to Approve Consent Agenda. Simple Majority is required.

MINUTES

1. CONVENE CITY COUNCIL WORK SESSION MEETING

Mayor Labadie called the meeting to order at 5:31 P.M.

A. Roll Call

Present. Mayor Labadie; Councilmembers Maddy and Gorham; City Attorney Shepherd; City Administrator Nevinski; Parks and Recreation Director Czech; and Planning Director Griffiths

Absent: Councilmembers DiGruttolo and Sanschagrín

B. Review Agenda

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

2. DISCUSSION

A. 2027 Budget – Goal Setting Discussion

City Administrator Nevinski shared that this meeting is the kick-off meeting for the 2027 budget process. He noted that the Staff is hoping to get broad direction from the discussion on where the Council wants to go with priorities. He added that Councilmembers DiGruttolo and Sanschagrín were not in attendance and that he had reached out to them to ensure they shared their thoughts and insights. The Staff wants to return to the Council with a budget that aligns with priorities and needs. He presented the 2027 budget information as found in the Agenda Packet.

Finance Director Schmuck stated that the Staff is looking for general direction, similar to what was done the prior year. There was also a debriefing done from last year, and a proposed calendar based on what was said.

Mayor Labadie explained that the SLMPD/EFD building was recently evaluated and has numerous deferred maintenance items, some of which are high-ticket and require attention. She added that the good news is that the building is still considered sound. She stated that, according to the police estimate, the department is currently down one officer, that more body-worn cameras are needed, and that a squad car is being brought in. For the police budget, there is not much wiggle room, and the estimate may be a little high, but given the capital improvements needed for the building, it is better to err on the high side. She noted that the number seemed low for the park improvement. City Administrator Nevinski stated that there are plans to replace Freeman Park North. Mayor Labadie asked if that is outside of the number given in the budget. City Administrator Nevinski shared that the park would be funded through the Capital Improvement Plan, which allocates \$355,000 to support the park. Mayor Labadie asked if the number is accurate. Parks and Recreation Director Czech stated that the number is accurate, as it was recommended in the Master Plan by the consultant.

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Councilmember Gorham asked what some of the assumptions are for Operation Levy. He noted that he agreed with the mayor and that many of the items are not within the Council's control. He stated that the Capital Fund Levies are a consistent year-to-year increase to keep the fund growing. The Operating Levy seems to have its own logic, unlike the other levies. Finance Director Schmuck, the assumptions are based on the long-term Financial Management Plan established last year. The process has not yet begun for this year. She noted that the compensation is pretty locked in under the City's Compensation Plan, but there has been no further discussion about the benefits and what they entail. She added that the Staff had also not looked at any operating expenses or new initiatives to be included in the budget. Those various pieces are the next step in the budget process. Councilmember Gorham asked how the Staff arrived at the \$4.1 million figure. Finance Director Schmuck shared that, in reviewing the long-term financial management plan, the compensation adjustments were 5 percent. Then, categories within departmental line items were adjusted by percentage. Councilmember Gorham asked what the second part of that statement meant. Finance Director Schmuck explained that the Staff used the 2024 financial information and the 2025 budget information to project the 2026 budget, then built that out for the ten years of the long-term plan.

Councilmember Gorham stated that of the 12 percent, five percent is due to salary growth. He asked where the other eight percent was coming from that is causing the budget to grow. Finance Director Schmuck explained that those numbers have not even been started yet. Fuel and energy increases are part of it. Those numbers will start to come in when the department heads start giving them. She added that the Staff is looking to provide the department heads with guidance on what the Council wants in terms of particulars.

Councilmember Gorham asked whether the Staff was seeking feedback on the initial items or on how data is delivered to the Council. Finance Director Schmuck stated that the Council would like to give feedback to the Staff on the anticipated 2027 budget. She provided some options: a constant tax rate, a steady levy increase, and 18 percent, because there are other new initiatives. She added that the Council should direct the Staff on where to proceed so that the intended end goal is clearly defined and understood.

Councilmember Gorham pointed out that there is not a lot to the budget. City Administrator Nevinski stated that it is early in the process, and the discussion is not meant to be in-depth about the specifics. In general, the Council should share what it is seeing and hearing, as well as its priorities. He gave an example of an email about improvements to Yellowstone. That would be a huge capital expense, but it could indicate which priorities the Council would like to ensure are funded. He added what information would be helpful for the Council to know in 2027. He noted that some councils may state they have only a two percent levy, or that there may be something specific that needs to be planned for.

Mayor Labadie asked about the Public Works building and what needs to be done with the building, and whether the need is immediate or can be deferred. City Administrator Nevinski shared that the project would not replace the building but would add a mechanics bay. Cold storage is needed to free up space in the existing truck bay. He added that the biggest need is space for staff, as all 11 Public Works employees are crammed into one area. Mayor Labadie stated that sometimes, when road projects are close together, a better bid can be obtained. Improvements are needed at the Public Safety building, which is right next door. She added that the Public Safety building needs a new floor. She asked whether improvements had been made to the buildings and, if so, whether there would be any cost savings. City Administrator Nevinski

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stated that the answer to that question is not yet known because it is very early in the process for both buildings.

Mayor Labadie pointed out that an outside company was used to give an analysis of the SCEC and the Public Works building. She asked if someone would need to be hired to help with the Public Works building, or if the city knows what is needed. City Administrator Nevinski stated that if the Public Works building is to move forward, an architect will need to be brought in to handle the high-level planning and design. Mayor Labadie asked whether this project needs to be done in 2027. City Administrator Nevinski stated that the Staff believes the timing is such that the CIP can be built out and the project scope understood. He added that the work is proposed for 2027 and will cost about \$30,000. Councilmember Maddy asked if the \$30,000 was in prep work only. City Administrator Nevinski stated that the money is for planning and design to reach 30 percent. Councilmember Maddy noted that minimizing the architect's use is the best approach, as architects are incentivized to spend more. He shared that when an architect is steering the project, the costs can get out of hand. If there are other consulting options to look into, that would be a good idea. He recommended not starting with an architect. City Administrator Nevinski stated that in other projects, he has worked with architects in the planning phase.

Finance Director Schmuck explained that in the 2026 CIP, the Staff included ballpark numbers based on experience at other entities. Now the project needs to be timed out, but some necessary pieces still need to happen now. The project's logistics need to be figured out, which is why bringing in an architect was suggested.

Councilmember Gorham stated that the document provided shows a single scenario for the 2027 budget. He noted that the Council has previously given feedback, asking where the numbers come from and calling for transparency. He stated that more options could be given with the numbers to give greater understanding. Finance Director Schmuck noted that this will come as the city goes through the budget process. The Staff is seeking guidance on where to start. Councilmember Gorham shared that the increase feels high, being one million. He stated that his feedback is to explore the options and look at where the Council can help to make the hard choices. Finance Director Schmuck stated that the Staff is proposing an increase in the Operating Levy by \$500,000, \$300,000 of which will go to personnel, with the remainder providing more wiggle room. The Staff will be more specific with that number at the next meeting. She added that police and fire are just starting discussions, but both are feeling good about the proposals being brought forward. The facilities will be the wild card, and those answers will not be known right now; eventually, a better number will be had. She added that the numbers are just a stab in the dark about where the city is at, based on historical trends. The hardest thing is the union negotiations for the police department and the Public Safety building, and the lack of capital being set aside for that. She noted that the debt number will not change, and there is flexibility in the CIP by moving projects around. There are reserves in the funds that could be utilized, but more money would be needed in the future to replenish them, as many do not meet the current reserve policy. Councilmember Gorham stated that it is good to be open about the drawbacks, especially publicly. The feedback he has heard from some is that he should not raise taxes. He asked how the numbers affect the taxes and how much is too much. Finance Director Schmuck pointed out that saying "do not raise taxes" is not possible because things will change. Councilmember Maddy stated that the year-over-year number for growing communities does not make sense; the community is relatively stable, so it kind of works. He noted that, instead of looking at the year-over-year number alone, core inflation over the last 12 months is a little less than 3 percent. To do business as usual and continue providing the same services, expect a three percent raise. He suggested that politicians before the Council did not think of saving any money at the Public

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Safety building, so the City will start saving for that and will bump the three percent up. He stated that there is a story to tell, so there is core inflation, and then listed out the rest of the services and why the Council is choosing to do those. If a story can be brought to the budget, then it would make more sense to the community. Finance Director Schmuck pointed out that this is what the Staff is hoping to build as the work sessions continue. Councilmember Maddy stated that of the 12 percent increase, three percent is standard, but he is not quite sure at this time where the other nine percent is coming from. As better numbers come in, it may make more sense, and he could be on board for it.

Mayor Labadie agreed that the community would see the 12 percent increase and not be on board. She added that last year, as the process progressed, the Council continued to cut the budget. She asked whether the budget process would be similar to last year. Finance Director Schmuck stated that the calendar has shifted following conversations with the Council. She noted that communication with the community will be similar, but office hours will be set when no one shows up. If the community would like to speak with staff, schedule an appointment, or request accommodation, they will be provided with them. There could still be an open forum at the work session if the Council would like that. She stated that she felt part of the Council's feedback was that things felt very repetitive and that changes would need to be made, as many were not productive. Mayor Labadie stated that there will be ample time for the public to see the budget. She pointed out that not much is increasing, except for the cost of performing what the City is doing, unless the Senior Partners dissolve and the Council decide to take that on. She stated that some of the items are out of the Council's control.

Councilmember Gorham asked if someone could elaborate on the South Shore Senior Partners. Parks and Recreation Director Czech stated that the Senior Partners offer senior programming at the SCEC Monday through Thursday and Friday mornings. He shared that the Senior Partners spoke with the Council last year and expressed concerns about a shortage of volunteers, volunteer burnout, and limited funding. The Senior Partners think that in the next year or two, they will be out of volunteers, funding, or both. The longevity is not likely. He pointed out that in the study of the SCEC with ISG, that piece will be rolled into the analysis. Recommendations for senior programming will be developed through the analysis. Councilmember Gorham stated that the thought would be to fund the program by hiring a staff member. Parks and Recreation Director Czech pointed out that this would likely be the scenario in which the city would take over senior programming. Councilmember Gorham asked what kind of programming it is. Parks and Recreation Director Czech stated that there are currently a variety of offerings, such as a book club and a senior fitness class. Councilmember Gorham asked how many people attend the events. Parks and Recreation Director Czech shared that the events ebb and flow. Participation in the groups depends on who is leading them. City Administrator Nevinski shared that, in terms of options, rather than the City providing the programming, there may be a partnership with community education or Chanhassen. There could be other alternatives for filling the niche. Councilmember Maddy asked about the timing of the report. Parks and Recreation Director Czech stated that the full analysis would come out at the end of August or early September. City Administrator Nevinski stated that there would be a sense budget-wise.

Councilmember Gorham asked what the assumption is for engineering staffing. City Administrator Nevinski stated that at this point, there is nothing there for engineering staffing. The Staff needs to come back to the Council for further discussion on that. He noted that the \$4.1 million budget includes engineering costs, but how those costs are allocated will need to be discussed. Finance Director Schmuck stated that the direction the Staff was given is that the \$145,000 on the engineering line item is the amount that was part of the phase-out of consulting

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engineering and was brought in-house. That is the cap of the budget dollar, and that is the number that things are based on.

Mayor Labadie stated that the Staff has as many moving parts as the Council does. She asked about the questions in the Agenda Packet and if that is what the Staff is looking for answers to. City Administrator Nevinski shared that the questions are designed to provoke discussion, not necessarily to yield absolute answers. He noted that the Council has hit on many of them.

Mayor Labadie explained that the engagement concerns the budget decisions. She pointed out that based on what the Councilmembers have heard, the community will not like the 12 percent increase.

Councilmember Gorham stated that he would like to see what some of the trade-offs are for projects. Mayor Labadie shared that, while reviewing the police budget and its line items, many could be cut, making everyone comfortable with the budget. City Administrator Nevinski explained that the Council may decide to proceed with a project, but it would result in too large a levy increase so that the project would be only half or a quarter of the increase. The priority is still being worked on, but in a more manageable way. He added that knowing where the Council is at is very helpful as things are put together.

Mayor Labadie stated that the vegetation management plan needs to be reevaluated, as funds were spent in ways that were less fruitful than some may have thought. She added that if the plan involves additional equipment for a specific invasive species, more justification will be required. She shared that a beast has been created for the Public Works department in the way that the buckthorn was handled. Councilmember Gorham stated that more is not needed, as a lot is already being done. Mayor Labadie stated that a lot is being done but not getting ahead of the buckthorn. Until the Council is ready to discuss alternative methods that will help eradicate rather than maintain, more money should not be put into removal. She noted that buck thorn is a problem, but the Council tried to do things differently, and it is just not working as well as some thought it would.

Mayor Labadie pointed out that, to obtain input from the Council, many items are difficult to obtain because the information needed to provide accurate input is not yet available. City Administrator Nevinski stated that the Staff understands that. The feedback given is information that can be worked on. He noted that the conversation was a bit abstract, but there is material to work with.

Mayor Labadie stated that one area for improvement is that, when the city has road projects with neighboring cities, Shorewood needs to get a better sense of when those cities plan to make the large improvements on their side. Then the cities could capitalize on being on the same timeline. Finance Director Schmuck shared that Public Works Director Morreim has been working with other cities on some projects. She noted that some of the cities are not as good as Shorewood has been about making a ten-year capital improvement plan. Those cities are working toward that, but Shorewood is ahead of the game compared to some neighboring communities in the planning process. Mayor Labadie pointed out that the Staff is having the conversations but then let the Council know so it is aware of the conversations.

Mayor Labadie explained that the cost of the average home has risen in the city, and the city is trying to keep up with rising costs. She pointed out that it is good. Finance Director Schmuck stated that it is hard for people to understand that their taxes went up by 20 percent in total. However, Shorewood only went up eight percent. She added that people do not always realize

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that the other increase is coming from different places. Getting the education out to the community is important. Mayor Labadie noted that the graph included in the Shore Report was very helpful to many people. She added that doing something similar in the Shore Report would be good.

Finance Director Schmuck asked whether the Council was comfortable with the calendar layout, given the Council's feedback. Mayor Labadie stated that things look good for her. She noted that more than one Councilmember reported that things were repeated. There were so many meetings that nobody attended. She shared that, combined, those two facts make the calendar seem appropriate. Councilmember Gorham agreed.

Mayor Labadie asked what the city is doing when it states that it will update the pavement management plan for the CIP. Finance Director Schmuck stated that the CIP is a ten-year plan for the city. Everything is what it was when the Council approved it in 2025 for 2026. She explained that now that the pavement management plan has been approved, Public Works will review it and ensure that all future years align with it. Council approved the high-level plan; now the Staff needs to implement it. She added that the same thing will be done with the parks study. Every year, the entire CIP is reviewed and realigned as needed.

Mayor Labadie asked whether there was anything else the Councilmembers would like included in the budget process. City Administrator Nevinski stated that alternatives and options were something that the Council had said. Councilmember Gorham stated that if the budget proposes an increase in equipment, more transparency regarding the equipment's age is needed. He added that as much of the background as possible. City Administrator Nevinski stated that a dump truck is slated for replacement next year, so factors such as the vehicle's age and repair history will be of interest. Finance Director Schmuck shared that the Staff can extrapolate for one piece of equipment at a time but having the asset management plan that has been discussed would give the city the ability to track a vehicle, all its expenses, and see trends. The return on investment would also be evident. She stated that, overall, across the entire fleet, the asset management programming is something Public Works Director Morreim would like to pursue. Councilmember Gorham asked whether that is something the Council could get a cost-benefit analysis for. Finance Director Schmuck stated that Public Works Director Morreim has been working on it. Councilmember Gorham stated knowing the cost of the program, but also whether it saves the city money in the long run or is it a better management tool for the Staff. City Administrator Nevinski stated that the program would hopefully save money in the long run by enabling the Staff to make more data-driven decisions. He added that the program is definitely a management tool. Councilmember Gorham asked how the vehicles are tracked now. City Administrator Nevinski stated that some data is entered into GIS, but otherwise, there is no comprehensive unified system. Finance Director Schmuck stated that some maintenance data is collected in Excel. Pulling together the information for the dump truck will be time-consuming, but it will be done. Councilmember Gorham shared that, right now, it is just putting money into vehicles until they die, then replacing them. City Administrator Nevinski pointed out that, for the sweeper, money was spent on repairs so it would be of value. Finance Director Schmuck pointed out that there would be cost savings in managing the whole system. Savings may not be seen in dollars, but there will be internal savings in time. Councilmember Gorham stated that during budget season, it is best to be fully armed with the rationales. The community will see a 12 percent levy and be upset that things are being added.

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Finance Director Schmuck stated that the information is a good starting point. The next work session will focus on personnel. She added that every line item is gone through several times before it comes before the Council.

3. ADJOURN

Maddy moved, Gorham seconded, Adjourning the City Council Work Session Meeting of April 27, 2026, at 6:38 P.M. Motion passed 3/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City Council Item 2.B.

Title/Subject: City Council Regular Meeting Minutes
Meeting Date: May 11, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. 04.27.2026 CC Reg Meeting Minutes

Background

04/27/2026 City Council Regular Meeting

Strategic Alignment

Organizational Strength & Good Governance

Sound and strategic record keeping of government activities leads to comprehensive long-term planning, principled data, and stakeholder-driven decisions, and a culture of continuous improvement.

Budget Impact

Minute preparation costs vary based on length of meeting and level of detail.

Action Requested

Motion to Approve Consent Agenda. Simple Majority is required.

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 Maddy and Gorham; City Attorney Shepherd; City Administrator Nevinski; Planning Director Griffiths; and Park and Recreation Director Czech

Absent: Councilmembers Sanschagrin and DiGruttolo

C. Review and Adopt Agenda

Gorham moved, Maddy seconded, approving the agenda as presented.

Motion passed 3/0.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Councilmember Gorham noted questions about items F and G. He stated that the Tree Preservation Policy was something the Park Commission would have been involved in and was not part of the work plan. Planning Director Griffiths explained that Public Works Director Morreim presented various items related to trees and parks as part of a separate process. The Planning Commission is focusing more on how tree preservation is handled in development applications and subdivision requests. He added that the Park Commission will be involved, but more through the lens of parks. Councilmember Gorham asked how the Park Commission would be involved. Planning Director Griffiths shared that there are two separate things. The Planning Commission is reviewing the tree preservation policy, which applies to building permits and land development. He added that, through a separate process with Public Works Director Morreim, the Park Commission will look at how trees are handled in parks and on City-owned properties. Councilmember Gorham stated that the tree preservation policy seems equally important to both commissions and could be reviewed by both commissions. Planning Director Griffiths stated that it could be done if the Council so directs. City Administrator Nevinski stated that the tree preservation policy has been driven by private development and what is happening on that development. The vegetation management plan is more about what is being done in the parks and rights-of-way. He added that the Staff is treating the documents as two distinct things because they occur at different times and have different trigger points. Councilmember Gorham stated that the tree preservation policy is within the purview of the Planning Commission, but the Park Commission seems uniquely qualified. He added that it seems like a missed opportunity for a joint coalition between the two parties. City Administrator Nevinski asked if it would be an urban

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tree canopy plan. Councilmember Gorham stated that the tree preservation policy has been talked about for ages. He noted that, in updating it, the work session could be held between the two commissions on one issue. The Council has been discussing bridging the gap between commissions, and the Park Commission may be very interested in the tree preservation policy. Mayor Labadie asked who votes on the tree preservation policy language. Planning Director Griffiths stated that the tree preservation policy is part of the zoning code, so the Planning Commission would ultimately make the recommendation to the Council. Mayor Labadie shared that the Park Commission does not have a vote, so if a commissioner would like to go on their own, it would be encouraged, but the whole Park Commission would not need to be there. Councilmember Gorham stated that the tree preservation policy is a big deal. Mayor Labadie noted that the policy is a big deal but is specific to private property and differs from parkland. The policy will not govern items in the park. Councilmember Maddy stated that having more opinions could be difficult. Separation of labor is good and let the Parks Commission manage what is owned by the City. Councilmember Gorham noted that certain people on the Parks Commission may be valuable in shaping the policy's language. Planning Director Griffiths suggested that the Parks Commission review what the Planning Commission comes up with.

Councilmember Gorham stated that it was good that the commissions are focusing on what the Council wants. He added that as a consent item, it feels like the Council drives priorities. He noted that next year the Council should have more feedback on the commissions' priorities, but liked what there was this year. City Administrator Nevinski pointed out that it made sense and that this is part of why the plans are coming before the Council so that comments can be made, but next year, things can be changed a little.

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

- A. City Council Work Session Minutes**
- B. City Council Regular Meeting Minutes of**
- C. Excelsior Fire District Board Meeting Minutes**
- D. South Lake Minnetonka Police Department Board Meeting Minutes**
- E. Claims List**
- F. 2026 Park Commission Work Plan**
- G. 2026 Planning Commission Work Plan**
- H. Tall Grass/Weed Enforcement Contract**
- I. Seasonal Public Works New Hires**
- J. Tree Removal Quote and Service Agreement**
- K. Vegetation Management Plan**
- L. Conditional Therapeutic Massage Business License for Tonka Wellness**

- M. **Met Council 2023 I&I Grant, Adopting RESOLUTION NO. 26-24, “A Resolution Approving 2023 I/I Grant Program Funds Reimbursement Participation from Metropolitan Council Environmental Services.”**
- N. **Road Management Software**
- O. **Retail Liquor License Renewals, Adopting RESOLUTION NO. 26-25, “A Resolution Approving 2026 Retail Liquor License Renewals.”**
- P. **Municipal Boundary Adjustments Between Shorewood and Tonka Bay, Adopting RESOLUTION NO. 26-26, “A Joint Resolution Requesting Concurrent Detachment from Tonka Bay and Annexation into Shorewood and Concurrent Detachment from Shorewood and Annexation into Tonka Bay of Certain Lands Pursuant to Minnesota Statutes Section 414.061.”**

Motion passed 3/0.

3. MATTERS FROM THE FLOOR

Kristin Olson, 4445 Enchanted Cove, stated that she lives on Enchanted Island and is now living in her childhood home. She stated that she was at the meeting to discuss the deer management program. She noted that, growing up on the island, there were no deer, but now the deer are wreaking havoc for many reasons. Environmentally, the deer eat everything, which kills pollinating and native plants and allows buckthorn to thrive. She stated that the deer are dangerous, as it is likely to hit one even when watching for them. She noted that the deer are hungry. Many people feel bad about managing the deer population, and she feels bad for them. Ultimately, the deer are hungry and starving because what they eat shows that. She added that it is more humane to maintain a reasonable deer population. She shared that she does not advocate removing all the deer, but that overpopulation is harming other animals and insects that lack the native vegetation to feed on. She stated that there is feces from the deer all over the yards. She reiterated her support for the program and would like the Council to help determine who owns the plan and how it will be structured. She specifically noted the islands, which are different from the mainland.

4. GENERAL BUSINESS

A. Report by Commissioner Longo on 04-07-26 Planning Commission Meeting

Commissioner Longo gave an update on the Planning Commission meeting. He shared that the Commission spent most of the meeting reviewing the City's 2050 Comprehensive Plan. He stated that the presentation was impressive. The areas that impressed the Commission were the timeline and the way the community will be involved in gathering feedback. He added that the feedback is very important, as the City is diverse and every area needs to be represented. He stated that the Commission spent time discussing the Bylaws. Specifically, the component about the alternative commissioner. He noted that the Parks Commission would have the same provisions so that the Planning Commission would look to the Parks Commission and then probably implement the alternative commissioner as well. He shared that the Commission also looked at the work plan, which the Council would approve.

B. Commission Bylaws

Park and Recreation Director Czech presented on the Commission Bylaws as found in the Agenda Packet from the Parks Commission side. Planning Director Griffiths presented the Commission Bylaws from the Planning Commission side.

Mayor Labadie shared that 14 may be too young to be on a commission, as that may be 8th grade. She noted that maybe 15 is the minimum age, but then that also means mom and dad are driving the student to the meetings. Councilmember Gorham asked about just doing a high school junior or senior, without considering age. That would make it more about career paths. Park and Recreation Director Czech shared that his experience with recruitment in other cities has been difficult, so the more restrictions are put in place, the more difficult it can be to secure the role. He added that the ages 14 to 18 were just what was seen in other cities. The Council also grants that role. He noted that he was open to modifications to the language. Mayor Labadie stated that Minnetonka High School is large and will likely generate some interest. She stated that she is worried that if a 14-year-old applies and a 16 and 17-year-old, and the 14-year-old is rejected, this may be the first time for an interview. Councilmember Gorham stated that, having a 14-year-old, he is not sure one would be ready for that type of role. Councilmember Maddy stated that he is not a fan of the concept and would defer to the rest of the Council. He added that those old enough to serve on the Commission typically do not use the parks. Mayor Labadie shared that there are kids who want to be involved in government or the environmental side of things. It is about giving the students an opportunity, and those who apply will be genuinely interested. Councilmember Gorham pointed out that there may be students who are interested in engineering or government who would be interested in getting involved. He would want someone interested. Mayor Labadie stated the Council would like to do ages 16 to 18, and if no one applies, then the next time the age could be 15 to 18.

Mayor Labadie asked when the Youth Commissioner would be advertised. Park and Recreation Director Czech shared that the Staff would now connect with Minnetonka High School to get the information out. Even if the role is not filled now, at least there would be information for next year. He added that he would also connect with the school to determine the best timeframe. Mayor Labadie pointed out that using the term "Presidential Volunteer Award" would align with the school's involvement in that program and that students must complete a set number of sanctioned hours, which could attract more interested students.

Councilmember Maddy asked about the alternative member for the Planning Commission. Planning Director Griffiths explained that the alternative member would not necessarily have to attend the meeting unless there was a vacancy on the Commission that night. The alternative member would otherwise be like any other resident if they were not on the Commission that night. He added that the expectation is that the alternative member would still be up to date on what is happening within the Commission. Their participation would be based solely on whether a commissioner was absent. Councilmember Gorham asked how often the person had been activated in the past year. Planning Director Griffiths shared that he does not have that information, but that at least one commissioner has attended every meeting in the first part of this year. He noted that the winter months seem to get a little sparser. Councilmember Gorham asked how else to make the role worth someone's time if they are only being used once a year. Planning Director Griffiths shared that the alternate member would be able to participate in the work session. The alternate member is still part of the Commission, but does not have a vote unless they are at the table that night. He added that the Staff could come up with ways to keep the person involved, and there is time before the appointment is made. He shared that it helps to

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get people involved in the Commission before they become full members. Councilmember Gorham asked about the Park Commission having an alternate member. Planning Director Griffiths stated that it has not been as much of an issue for the Park Commission. He shared that the Planning Commission is unique in that it addresses land-use issues, and that it is really important to have a quorum at every meeting. He added that both commissions are taking one thing and experimenting with it, and if that thing works, then the other commission may adopt it in the future. Park and Recreation Director Czech noted that the Park Commission commented that the alternate member seems to be creating a solution for a problem that does not exist. The Park Commission was not opposed to the idea but did not see the need for it at the time. He added that the Park Commission does not really have attendance issues. Planning Director Griffiths added that the intent of the bylaws is for the commissions to review them annually. Councilmember Gorham noted that a Youth Commissioner for the Planning Commission would seem to entail a heavier workload.

Commissioner Longo added that having an alternate member is important to the Planning Commission, as there have been times when meetings could not take place or nearly did not take place. He shared that at least experimenting with the alternate member would be good. Also, having the alternate member present for all Commission proceedings is important because some matters may last longer than one meeting. He stated that, in considering a Youth representative, the Commission discussed some meetings that had become controversial and could be challenging for them.

Mayor Labadie asked about the Planning Commission, how the Liaison would work, and whether the Commissioner would report after every variance. Planning Director Griffiths shared that it is correct. Mayor Labadie pointed out that, right now, the commissioners can leave after their reports, but with this, they may have to stay longer. Planning Director Griffiths shared that it was discussed, but the Planning Commission is very dedicated to the process. He noted that some things may come before the Council, and the Planning Commission may have no report or anything to add. Mayor Labadie noted that if the commissioners are willing to do that, it would be great.

Gorham moved, Maddy seconded, Approving the Planning Commission and Park Commission Bylaws.

Motion passed 3/0.

City Attorney Shepherd stated that there needs to be an amendment to the age for the Youth Commissioner.

Gorham moved, Maddy seconded, Approving the Planning Commission and Park Commission Bylaws with the revision to raise the Youth Park Commissioner age to 16.

Motion passed 3/0.

C. Deer Management Program Evaluation

Planning Director Griffiths presented the annual evaluation of the deer management program as found in the Agenda Packet. He noted that if the Council disagrees with the Staff's direction, then the Staff will be back before the Council with the annual agreement with Metro Bowhunters Resource Base (MBRB) to continue the hunt for another year.

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Councilmember Maddy asked where the 15 deer-per-square-mile figure came from. Planning Director Griffiths stated that the number has been in the management plan since 2010. He noted trying to take down how that number came into existence, but has not found much. At the time, the city conducted extensive resident engagement and surveying, and that was the expectation the community set for an allowable number.

Councilmember Maddy asked what the thought is as to why so many deer are accumulating on the islands. Planning Director Griffiths stated that he does not have a great idea. In urban areas, deer congregate because they are looking for food. He added that the deer population on the islands is a bit deceptive because the survey was done in January, and no deer were found. Mayor Labadie stated that she is shocked that there are no deer in the survey, as she can see the islands from her house and has seen deer moving to them.

Councilmember Gorham asked what the Council would direct MBRB to do if it directs MBRB to proceed this year. Planning Director Griffiths stated that it would be a status quo hunt. The Staff publishes an article in the newsletter asking property owners to volunteer their properties. The Staff then works behind the scenes to secure the right-of-way for the hunters to access the properties. MBRB goes out to evaluate the sites, and then the Staff sends notices that the hunt will take place. He added that it has typically been over three weekends. He shared that before the hunt takes place, the MBRB staff holds a safety meeting and a briefing on the properties that will be hunted.

Councilmember Gorham stated that the information is presented in a way that shows that the deer population is low. He asked whether, when MBRB goes out, they take what they can get, whether that is 40 or two. Planning Director Griffiths shared that the numbers have been the same every year. He added that MBRB would continue in the hunt, knowing the results of the survey. Councilmember Gorham pointed out that there seems to be more anecdotal evidence that the deer population is higher. He asked how much weight should be given to the survey. Planning Director Griffiths stated that the survey is included because the wildlife management plan calls for it. He added that there is a lot of anecdotal evidence indicating that the deer population in Shorewood is high, but it has not been reflected in the survey. The survey is the most scientific method the city uses to collect data and is the same process used by many other cities. He stated that the Staff's recommendation is largely based on what the plan calls for. The plan outlines conducting the deer survey, gathering resident feedback, and deciding on next steps. The Council has more discretion than the Staff does in this case. The recommendation is a middle-ground approach, with just pausing instead of saying "never do it again".

Councilmember Gorham asked what would happen to the deer population if the hunt were conducted using the given data point, which is lower than 41 percent. Planning Director Griffiths shared that the deer population would be lower because deer would be harvested. He stated that, according to the DNR, deer seen in urban areas are typically not very healthy. He added that the DNR has stated there is no scientific way to prove these programs are effective.

Councilmember Gorham asked how many deer were harvested last year. Planning Director Griffiths shared that 20 deer were harvested.

Councilmember Gorham stated that the presentation mentioned losing parcels to hunt on. He asked how that fits into the argument of yah or nay. Planning Director Griffiths shared that the trend would indicate that the City would eventually run out of suitable properties. That was a

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factor in the Staff's rationale for the recommendation. Councilmember Gorham asked how that factors into a wait-a-year recommendation. Planning Director Griffiths stated that the Staff's recommendation is primarily focused on what the wildlife management plan says to do. He shared that it is a factor to consider, and over time, as more parcels are developed, the level of contention will likely increase. Councilmember Gorham stated that the information is important, but he is just not sure how it informs his decision.

Planning Director Griffiths stated that the city could look into how other cities manage deer. Many cities allow individual neighborhoods to petition the Council to authorize a hunt for a specific neighborhood; the City Code does allow that. He added that the survey for that could be conducted for the community as part of the Comprehensive Plan process.

Councilmember Gorham asked if any parcels were being used on Enchanted Island. Planning Director Griffiths stated that last year, a large amount of interest was received from the islands. When the hunting group went out to look at parcels, there's was one of the highest quality that is used every year. He added that, given the issue on the islands this year, he did not know what the likelihood was that the hunt would go back out there. From the Staff's perspective, the islands were the source of the most complaints.

Mayor Labadie shared that the only residents she has heard from have been from the islands, and they have been both pro and con. She added that it is not often that the city has a partnership of this nature that does not cost the city very much. She asked whether the number of deer taken since 2007, when the program was implemented, has changed dramatically. Planning Director Griffiths shared that the 2007 to 2010 Memo included deer numbers, and those numbers jumped after a year without taking any deer. Mayor Labadie shared that this is what she is afraid will happen if the hunt is canceled: a spike in deer numbers, a severed relationship with the MBRB, and then being unable to start again because they will be elsewhere.

Councilmember Gorham stated that maintaining consistency with the parcels in use is important. Mayor Labadie agreed that if the program goes away and then comes back, there will be a higher level of complaint. Councilmember Gorham asked if what is being done is helping the islands. Mayor Labadie stated that the deer are migrating from the mainland.

Councilmember Maddy noted being on the same page as the others. He asked why the hunt on the island was derailed so quickly. Planning Director Griffiths shared that the issue on the island was very contentious. The hunting properties on the island are very small, and almost every time, the deer does not end up on the property where it started. He added that the hunters decided not to go back out for a second weekend, because more issues would have popped up.

Councilmember Maddy stated that the helicopter survey does not seem accurate to him. He suggested using the previous year's take as the basis for the policy, rather than paying \$1,500. Councilmember Gorham asked if there were any other data points. Planning Director Griffiths stated that the department is working with the SLMPD to obtain data on reported vehicle collisions. He noted that this is a standard way that the data is collected. Councilmember Gorham stated that the policy would need to be changed if the Council wanted to go in a different direction.

Mayor Labadie asked if there had been a similar issue on Shady Island. Planning Director Griffiths shared that the islands in general have been very divided.

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Councilmember Maddy asked what the chances are that people on the island are feeding deer. Planning Director Griffiths noted that the chances are pretty high.

Mayor Labadie asked if three weekends is an appropriate amount of time. Jared Fehrenbach, Hunt Coordinator with MBRB, stated that the most deer are taken on the first and third weekends. He added that during the hunt period, the rifle opener occurs, and it is an MEA weekend as well, so there are just not as many volunteers available. He noted that the hunt take has been roughly the same over the last four years.

Planning Director Griffiths asked that, if the Council wishes to proceed with the hunt as usual, the resolution in the packet be ignored, and a stand-alone motion be made.

Councilmember Maddy indicated that he would like to proceed as normal with the hunt. Councilmember Gorham agreed.

Mayor Labadie asked about the \$1,500 for the survey. Councilmember Maddy suggested putting that on the agenda for a work session, since it is against policy. Planning Director Griffiths noted that he did not know whether better information could be found beyond the helicopter process.

Maddy moved, Gorham seconded, Directing the Staff to proceed as normal as has been done in previous years with the Deer Management Plan.

Motion passed 3/0.

D. 2050 Comprehensive Plan Update Project Overview & Community Engagement Plan

Planning Director Griffiths presented the information as found in the Agenda Packet.

Councilmember Gorham asked Planning Director Griffiths to elaborate on what number two means. Planning Director Griffiths shared that much of what is done with the Comprehensive Plan is a math problem, and right now, the Met Council states that the City is required to average 7 units per acre across the entire community. Under previous cycles, the Met Council stated that the city needed to prove that it could be done in year twenty. He shared that the Met Council is now stating that the city needs to prove that it can be done at year ten and year twenty. In effect, it will require the city to change how developments are timed because a component of the Comprehensive Plan aims to predict when development will occur. The city has to prove that development will happen at any time, rather than just at the end. He noted that the Met Council is trying to avoid communities that pile all the density onto a single property, the city knows will never develop. The Met Council is trying to ensure that what cities put in their plans is realistic going forward.

Councilmember Gorham asked what the planning decade is. Planning Director Griffiths shared that the planning decade is from 2030 to 2040. Councilmember Gorham asked whether the Met Council wants to know whether the city is on target or will help with what is being tried to be done in 2050. Planning Director Griffiths stated that the plan must demonstrate that the city will be on target.

Planning Director Griffiths continued with the presentation as found in the Agenda Packet.

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Councilmember Gorham asked about the leadership involved in the Comprehensive Plan. He also asked if the Chair of the Planning Commission would be more involved than the rest of the Commission. Planning Director Griffiths stated that the Staff would take that as it comes throughout the project. He shared that there may be times when a joint meeting between the Planning Commission and the Council is needed. There may be times when the Staff seeks the council's direction. He noted that it may be more topic-based. The Planning Commission may focus on more microlevel detail.

Councilmember Gorham asked how much of Planning Director Griffith's time the Comprehensive Plan will take up. Planning Director Griffiths shared that the Plan will take considerable time over the next three years, but a consultant is also helping.

Councilmember Gorham stated that there was a mention of a Project Management Team in the scope of services. He asked if that is specific to Shorewood. Planning Director Griffiths stated that it is a common thing that cities use. The Project Management Team consists of the Project Manager, City Planner Osowski, the consultant team, and other City Staff as needed. Right now, the Communications Coordinator has been heavily involved. Specific topic areas will involve different members of the Staff.

Councilmember Gorham asked whether there is an expectation that the Planning Commission will increase its workload during this process. Planning Director Griffiths stated that the Planning Commission will be doing the brunt of the heavy lifting. What that means is that, as engagement is being discussed, the Planning Commissioners are expected to be involved in the activities. He stated that the Council may also be asked to be involved. Councilmember Gorham asked who the current Chair of the Planning Commission is. Planning Director Griffiths stated that Ken Huskins is the current Chair. Councilmember Gorham asked if the Planning Commission would need any additional training or support for the Comprehensive Plan process. Planning Director Griffiths stated that additional training has been taking place. He noted that he is not anticipating anything right now, but something may come up. Councilmember Gorham stated that the City is undergoing a major process and wants to ensure everyone involved is prepared. Planning Director Griffiths noted that the same presentation was given to the Planning Commission, and the Commission expressed excitement and readiness to get to work. Councilmember Maddy shared that the Planning Commission will get through the process just fine.

Planning Director Griffiths continued his presentation with the Engagement piece of the Comprehensive Plan as found in the Agenda Packet.

Councilmember Gorham asked if the schedule in the Packet is in chronological order. Planning Director Griffiths stated that loosely, it is in chronological order. He noted that there are events at the bottom of the schedule that will be attended, but do not yet have specific dates. Councilmember Gorham asked about the Fall of 2026. Planning Director Griffiths stated that the second questionnaire will be sent to the community and distributed at neighborhood meetings. Councilmember Gorham asked when the first report would come in showing the impact of the feedback on the Council and the residents. Planning Director Griffiths stated that it will depend on how much the City receives and when it receives it. He shared that the first report will likely come at the end of the first project phase, but before that, things would go before the Council and the Planning Commission. Councilmember Gorham asked how long Phase One lasts. Planning Director Griffiths explained that Phase One will last as long as needed throughout the project. Most of the work will happen through the summer. Many of the phases will bleed together. Councilmember Gorham pointed out that, as the Plan moves into the community vision, he would

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like to see the initial feedback. Planning Director Griffiths stated that before the city moves into the vision phase, information from the first survey will be obtained, and any pop-up activities will be considered. He shared that next, the city will be working on interactive maps and questionnaires, along with pop-up events. What is learned in the initial efforts will influence how things are done in subsequent steps. Councilmember Gorham noted that by the end of summer, the Council will receive some initial feedback.

Mayor Labadie shared that the presentation was fantastic. The anticipated engagement is way more than what was done ten years ago. Planning Director Griffiths shared that historically, the city has done an open house or two. The feedback has shown that the community wants more engagement. He pointed out that the state statute requires only one public hearing. Mayor Labadie thanks Planning Director Griffiths for all the planning and effort with the Plan.

Councilmember Gorham pointed out that the do-it-yourself engagement opportunities are really interesting. He suggested adding something to the Shore Report to explain what it is and to encourage residents to participate. Planning Director Griffiths stated that things need to be discussed at a Staff level and that what that will look like needs to be discussed.

Maddy moved, Gorham seconded, Approving the Community Engagement Plan for the 2050 Comprehensive Plan Update.

Motion passed 3/0.

E. 4th of July Fireworks Public Safety Funding Request

City Administrator Nevinski presented the memo as found in the Agenda Packet.

Mayor Labadie added that the Rotary has committed to contributing to the fireworks and a barge, but the fireworks have not been purchased. She stated that as of last week, no permits had been pulled yet. If the Council decides not to contribute, there is not a huge amount of fees that have been expended. She stated that there is \$7,500 in the budget and that, in the past, it has been \$1 per resident. Shorewood's population has risen to about 8,000, but the ask is \$8,933. She asked what would happen if Shorewood commits to giving the money, but the other cities do not. City Administrator Nevinski stated that if the fireworks do not happen, then no money will be given. He noted that the other communities are interested in doing something. The biggest wild card will be Deephaven, given that they have already committed to fireworks in their community. Mayor Labadie stated that each community will be bringing it up at their next meetings. Councilmember Gorham asked if Deephaven is providing funds for the Fire Department but not the Police Department. City Administrator Nevinski shared that Deephaven has its own police department, so they are part of the funding formula for Excelsior. That will probably have to be split because the Excelsior Fire Department also covers Deephaven, and there will be two events. He noted that Deephaven is interested in hosting an Excelsior event because they are worried about everyone congregating there. Councilmember Gorham stated that if Deephaven pays its share, Shorewood would be right at the \$7,500 budgeted amount. City Administrator Nevinski explained that the formula assumes Deephaven pays its share and that all cities are being asked to pay more. Mayor Labadie shared that it has not been done like this in the past; it was checks from the cities to the chamber. How the money was spent was up to the chamber.

Councilmember Maddy asked how long the city has been at the \$7,500. Mayor Labadie stated that the amount was raised a couple of years ago. Councilmember Maddy noted that this came

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as a surprise to the Fire Board, but the conversation was that people would show up either way. He added that unless the Rotary picks up the event, it cannot happen. He noted that he was okay with bumping up the amount and would like to see the fireworks happen.

Mayor Labadie asked what would happen if the Public Safety number were to change. City Administrator Nevinski shared that the number for Public Safety is an estimate based on prior years. The Council could cap what the city decides to contribute, which would give all the other cities clarity as well. Councilmember Gorham asked if the suggestion is to ask Deephaven to contribute more to the fund then. Mayor Labadie noted that Deephaven has been following the funding formula that was outlined in the JPAs. Deephaven is not part of the SLMPD JPA, so they do not owe anything for that. Councilmember Gorham noted that this event is bigger than the JPA. Mayor Labadie asked how Deephaven would feel about all of this. Councilmember Maddy shared that Deephaven is very concerned that, if the fireworks do not take place, they will not have the space for the people. He did not know whether Deephaven would be willing to contribute more beyond what is being asked. Councilmember Gorham asked if Deephaven had contributed in the past. City Administrator Nevinski noted that Deephaven had previously contributed \$2,000 to the Chamber, and then the Chamber was covering all event costs.

Mayor Labadie pointed out that if a city decides not to contribute, it is not because the city is being difficult, but it may not have money in the budget for the event. She noted that when some of the cities learned that the Chamber was canceling the event, they removed it from their budgets. She shared that if someone was willing to make it a motion, it should be a not-to-exceed amount. She asked whether, if the Public Safety cost is under \$21,000, the amount would still be run through the formula. City Administrator Nevinski shared that this was what was discussed at the Fire Board meeting. Councilmember Maddy shared that the Rotary will begin fundraising. City Administrator Nevinski stated that, ideally, in the Rotary's view, the cost of the fireworks would be budgeted into the annual budget. If that were to happen, then the costs would be funded through the funding formulas. Mayor Labadie disclosed that she is a member of the Excelsior Morning Rotary Club; however, she is not on the budget or fireworks committees. She added that she is in no role that gives her a vote in the event. Councilmember Gorham shared that he would like the cost not to exceed, but also to fund the formula. He noted that it does not sit right with him that Deephaven is doing its own thing, which is not totally public and easily accessible. Councilmember Maddy pointed out that Deephaven just found out about the whole thing at the Fire Board Meeting as well, and its Council will need to think over the decisions. City Administrator Nevinski clarified that the City of Deephaven is not handling the fireworks; the yacht club is, but the city has contributed to the yacht club's costs.

Maddy moved, Gorham seconded, offering a contribution for fireworks to pay for Public Safety activities in the amount not to exceed \$8,933.78, with the expectation that the final cost be divided by the JPA funding formula.

Councilmember Gorham stated that Deephaven should be asked to contribute to the costs, and then the city should either accept or deny the request. City Administrator Nevinski clarified that the contribution would be for police costs, in addition to what is contributed to the formulas.

Motion passed 3/0.

5. STAFF AND COUNCIL REPORTS

A. Staff

i. Broom Debris Update

City Administrator Nevinski said the memo would speak for itself and that if there are questions, there will be a follow-up at the next meeting.

Park and Recreation Director Czech shared that the SCEC analysis was kicked off with ISG. ISG is in the process of reviewing documentation, and the Staff is working to create a task force. He noted that the task force meetings are scheduled to start in mid-May. The Staff worked with ISG to develop member profiles to have a diverse group and get different perspectives. He added that the task force will be a group of about ten people, as that will be reasonable to have good conversations. He shared that there would be a community tree planting demo that would be held at Freeman Park on May 21. Registration is open online, but participants can also just show up.

Planning Director Griffiths thanked the Council for their input on the Comprehensive Plan, which will begin rolling out in the next few weeks. He shared that at the next Planning Commission meeting; they will review the draft zoning code update that has been under development. The zoning code update will also be on the Council's May 11 work session. He added that at the last meeting, the Council approved a contract for the demolition of a hazardous building on Club Lane. He reported that the building has been demolished and that he is still working on site grading. The project has received a lot of positive feedback.

City Administrator Nevinski shared that, on behalf of Public Works, spring sweeping has been completed, hydrant flushing continues, grass has started to be mowed, and pothole patching is continuing. He stated that the Minnehaha Watershed will be doing a controlled burn at Gideon Glen in the next month, working closely with the fire department. This is done to manage invasive species. He noted that at the last meeting, Councilmember DiGruttolo asked about the requirement to assess water main improvements. The Council did not enter into the conversation about what has changed since last fall. He added that there was a change in code, and the city is no longer assessing for water improvements under the City Code. The code does allow the City to create and set policies for assessment, which would be part of a broader discussion. He apologized for the code change not being part of the discussion.

B. Mayor and City Council

Councilmember Gorham noted receiving inquiries about a specific fast-dining experience that was supposed to be at Cub Foods. He asked if anything was known about the ETA. Planning Director Griffiths stated that there is no timeline right now, but the understanding is that the project is still moving forward, and building permits have been pulled to proceed with the work.

Councilmember Maddy shared that, at the Fire Board meeting last week, the Chief is gone, the operating committee just made the Assistant Chief the Acting Chief, and the Fire Board confirmed those decisions. The operating committee was directed to start the search for a new Chief.

Mayor Labadie stated that there was a Highway 7 coalition meeting on April 17. At the meeting, the mayors, administrators, and many others were talking about Highway 7. She noted that, at the meeting, it was determined that she would testify before the Senate Transportation Commission, representing the entire coalition. She shared that only one mayor testified because the coalition was given only three minutes. She noted that the SLMPD coordinating meeting took

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place on April 21. At the meeting, budget discussions were started. She added that capital improvements are needed for the building and that maintenance has been deferred since it was built. She shared that on April 22, she testified before the Senate on behalf of a bill written by Senator Julia Coleman and presented to the Transportation Commission by Senator Ann Johnson Stewart. She noted that the hearing went really well. On April 23, she attended the Minnesota Mayor's Meetup in Waite Park. She shared that on April 24, she attended the Southwest Metro Corridor Transportation Coalition meeting. The group has been advocating for improvements to Highway 5, which are now underway. The Highway 7 Coalition had discussed joining and possibly forming a JPA to govern the group. The meeting on April 24 presented the Highway 7 group to the Southwest Corridor group, explained what is being attempted, and discussed whether one group should join the other.

6. ADJOURN

Gorham moved, Maddy seconded, Adjourning the City Council Regular Meeting of April 27, 2026, at 9:20 P.M.

Motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City Council Item 2.C.

Title/Subject: Claims List
Meeting Date: May 11, 2026
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. Payroll 05-04-2026
2. Payroll AP 05-04-2026
3. Council 05-11-2026

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 05-04-2026	\$64,861.15
Payroll AP 05-04-2026	\$91,735.24
Council 05-11-2026	<u>\$56,919.66</u>
Total Claims: Checks & ACH	\$213,516.05

Strategic Alignment

Fiscal Responsibility

- Implement best practices to support sound financial management
- Maintain stable and predictable finances over the long-term

Budget Impact

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.
Simple Majority is required.

Clearing House

Distribution Report

User: jschmuck@ci.shorewood.mn.us
Printed: 05/04/2026 - 2:06PM
Batch: 00004.05.2026



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	64,861.15	CASH AND INVESTMENTS
700-00-2170-0000	64,861.15	0.00	GROSS PAYROLL CLEARING
	64,861.15	64,861.15	
Report Totals:	64,861.15	64,861.15	

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
Printed: 05/06/2026 - 4:32PM
Batch: 00002.05.2026 - Payroll AP 05-04-2026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 4	AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL			Check Sequence: 1	ACH Enabled: True
	PR Batch 00001.05.2026 Dental-Union Benefit	294.00	05/04/2026	700-00-2185-0000	PR Batch 00001.05.2026 Dental-Union Be
	Check Total:	294.00			
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 2	ACH Enabled: True
	PR Batch 00001.05.2026 Union Dues	216.37	05/04/2026	700-00-2182-0000	PR Batch 00001.05.2026 Union Dues
	Check Total:	216.37			
Vendor: 1511	ALLSTATE BENEFITS			Check Sequence: 3	ACH Enabled: True
	PR Batch 00001.05.2026 Insurance-Accident Be	77.10	05/04/2026	700-00-2189-0000	PR Batch 00001.05.2026 Insurance-Accide
	PR Batch 00001.05.2026 Insurance-Critical Ben	365.03	05/04/2026	700-00-2189-0000	PR Batch 00001.05.2026 Insurance-Critica
	PR Batch 00001.05.2026 Insurance-Hospital Ber	211.64	05/04/2026	700-00-2189-0000	PR Batch 00001.05.2026 Insurance-Hospit
	Check Total:	653.77			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 4	ACH Enabled: True
	PR Batch 00001.05.2026 FICA Employer Portion	6,025.94	05/04/2026	700-00-2174-0000	PR Batch 00001.05.2026 FICA Employer I
	PR Batch 00001.05.2026 FICA Employee Portio	6,025.94	05/04/2026	700-00-2174-0000	PR Batch 00001.05.2026 FICA Employee I
	PR Batch 00001.05.2026 Medicare Employee Pc	1,409.27	05/04/2026	700-00-2174-0000	PR Batch 00001.05.2026 Medicare Emplo
	PR Batch 00001.05.2026 Federal Income Tax	8,930.35	05/04/2026	700-00-2172-0000	PR Batch 00001.05.2026 Federal Income T
	PR Batch 00001.05.2026 Medicare Employer Po	1,409.27	05/04/2026	700-00-2174-0000	PR Batch 00001.05.2026 Medicare Emplo
	Check Total:	23,800.77			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE COMPANY			Check Sequence: 5	ACH Enabled: True
	PR Batch 00001.05.2026 Vision-Avesis Benefit	236.14	05/04/2026	700-00-2186-0000	PR Batch 00001.05.2026 Vision-Avesis Be
	Check Total:	236.14			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1510	GEN DIGITAL, INC.			Check Sequence: 6	ACH Enabled: True
	PR Batch 00001.05.2026 Protection-NortonLife	81.92	05/04/2026	700-00-2188-0000	PR Batch 00001.05.2026 Protection-Norton
	Check Total:	81.92			
Vendor: 6	HEALTH PARTNERS-MEDICAL			Check Sequence: 7	ACH Enabled: True
	PR Batch 00001.05.2026 Health Insurance - CoP	78.33	05/04/2026	700-00-2171-0000	PR Batch 00001.05.2026 Health Insurance
	PR Batch 00001.05.2026 Health Insurance-HSA	18,787.62	05/04/2026	700-00-2171-0000	PR Batch 00001.05.2026 Health Insurance
	PR Batch 00001.05.2026 Health Insurance-CoPa	11,649.25	05/04/2026	700-00-2171-0000	PR Batch 00001.05.2026 Health Insurance
	PR Batch 00001.05.2026 Health Insurance-HSA	729.19	05/04/2026	700-00-2171-0000	PR Batch 00001.05.2026 Health Insurance
	Check Total:	31,244.39			
Vendor: 1166	HEALTHPARTNER-DENTAL			Check Sequence: 8	ACH Enabled: True
	PR Batch 00001.05.2026 Dental-Non Union Ben	1,676.48	05/04/2026	700-00-2184-0000	PR Batch 00001.05.2026 Dental-Non Unio
	Check Total:	1,676.48			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPANY			Check Sequence: 9	ACH Enabled: True
	PR Batch 00001.05.2026 Short Term Disability I	923.73	05/04/2026	700-00-2181-0000	PR Batch 00001.05.2026 Short Term Disat
	PR Batch 00001.05.2026 Long Term Disability I	912.66	05/04/2026	700-00-2181-0000	PR Batch 00001.05.2026 Long Term Disat
	Check Total:	1,836.39			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 10	ACH Enabled: True
	PR Batch 00001.05.2026 State Income Tax	4,511.68	05/04/2026	700-00-2173-0000	PR Batch 00001.05.2026 State Income Tax
	Check Total:	4,511.68			
Vendor: 869	MINNESOTA UNEMPLOYMENT INSURANCE			Check Sequence: 11	ACH Enabled: True
	PR Batch 00001.05.2026 MN PAID LEAVE PRI	870.96	05/04/2026	700-00-2190-0000	PR Batch 00001.05.2026 MN PAID LEAV
	Check Total:	870.96			
Vendor: 2	MISSION SQUARE RETIREMNT-302131-457			Check Sequence: 12	ACH Enabled: True
	PR Batch 00001.05.2026 Mission Sq-Flat Amou	122.47	05/04/2026	700-00-2176-0000	PR Batch 00001.05.2026 Mission Sq-Flat /
	PR Batch 00001.05.2026 MissionSq-Flat Amoun	3,268.85	05/04/2026	700-00-2176-0000	PR Batch 00001.05.2026 MissionSq-Flat A
	PR Batch 00001.05.2026 MissionSq-ER	1,408.11	05/04/2026	700-00-2176-0000	PR Batch 00001.05.2026 MissionSq-ER
	Check Total:	4,799.43			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 13	ACH Enabled: True
	PR Batch 00001.05.2026 PERA Life Benefit	112.00	05/04/2026	700-00-2180-0000	PR Batch 00001.05.2026 PERA Life Bene
	Check Total:	112.00			
Vendor: 665	OPTUM BANK			Check Sequence: 14	ACH Enabled: True
	PR Batch 00001.05.2026 HSA-Optum Bank-Em	861.22	05/04/2026	700-00-2183-0000	PR Batch 00001.05.2026 HSA-Optum Ban
	PR Batch 00001.05.2026 HSA-Optum Bank-Ber	2,061.33	05/04/2026	700-00-2183-0000	PR Batch 00001.05.2026 HSA-Optum Ban
	Check Total:	2,922.55			
Vendor: 9	PERA			Check Sequence: 15	ACH Enabled: True
	PR Batch 00001.05.2026 MN PERA Benefit Em	7,362.79	05/04/2026	700-00-2175-0000	PR Batch 00001.05.2026 MN PERA Benef
	PR Batch 00001.05.2026 MN-PERA Deduction	6,381.07	05/04/2026	700-00-2175-0000	PR Batch 00001.05.2026 MN-PERA Dedu
	Check Total:	13,743.86			
Vendor: 1512	PRE-PAID LEGAL SERVICES, INC			Check Sequence: 16	ACH Enabled: True
	PR Batch 00001.05.2026 Protection-LegalShield	109.75	05/04/2026	700-00-2187-0000	PR Batch 00001.05.2026 Protection-Legal
	Check Total:	109.75			
Vendor: 7	SECURIAN FINANCIAL			Check Sequence: 17	ACH Enabled: True
	PR Batch 00001.05.2026 MN-Life Insurance Be	995.20	05/04/2026	700-00-2180-0000	PR Batch 00001.05.2026 MN-Life Insuran
	Check Total:	995.20			
Vendor: 1091	VOYA FINANCIAL			Check Sequence: 18	ACH Enabled: True
	PR Batch 00001.05.2026 Deferred Comp-Voya-I	1,660.38	05/04/2026	700-00-2176-0000	PR Batch 00001.05.2026 Deferred Comp-V
	PR Batch 00001.05.2026 Deferred Comp-Voya-I	100.00	05/04/2026	700-00-2176-0000	PR Batch 00001.05.2026 Deferred Comp-V
	PR Batch 00001.05.2026 Deferred Com-Voya	1,869.20	05/04/2026	700-00-2176-0000	PR Batch 00001.05.2026 Deferred Com-V
	Check Total:	3,629.58			
	Total for Check Run:	91,735.24			
	Total of Number of Checks:	18			

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
Printed: 05/06/2026 - 5:26PM
Batch: 00001.05.2026 - Council 05-11-2026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1630	Ruth Anderson			Check Sequence: 1	ACH Enabled: False
Rental Refund	Rental Refund	200.00	05/11/2026	201-00-3410-0000	
	Check Total:	200.00			
Vendor: 1412	ARVIG			Check Sequence: 2	ACH Enabled: True
3101049 May 26	Act#3101049-Monthly Phones/Internet Services	880.96	05/11/2026	101-19-4321-0000	
	Check Total:	880.96			
Vendor: 868	BANK OF MONTREAL			Check Sequence: 3	ACH Enabled: True
Mar2026Brenda	Floor Mat Brenda	159.00	05/11/2026	101-13-4245-0000	
Mar2026Bruce	Fuel	265.68	05/11/2026	101-32-4212-0000	
Mar2026ChrisH	Trimming Tool	529.00	05/11/2026	101-32-4240-0000	
Mar2026ChrisH	Cold Asphalt Patch Material	68.97	05/11/2026	101-32-4250-0000	
Mar2026ChrisH	PPE-Tree Removal	188.72	05/11/2026	101-32-4245-0000	
Mar2026ChrisH	Pratley-Clothing allowance	179.96	05/11/2026	101-32-4245-0000	
Mar2026ChrisH	LMC Workshop	20.00	05/11/2026	101-32-4331-0000	
Mar2026ChrisH	Neoprene Waders	124.99	05/11/2026	101-32-4245-0000	
Mar2026ChrisH	Fuel	61.75	05/11/2026	101-32-4212-0000	
Mar2026ChrisH	Heitz-Clothing Allowance	499.05	05/11/2026	101-32-4245-0000	
Mar2026ChrisP	Seed-Plow Damage	360.00	05/11/2026	101-33-4245-0000	
Mar2026ChrisP	Fuel	54.72	05/11/2026	101-32-4212-0000	
Mar2026ChrisP	Mailbox Parts	4.99	05/11/2026	101-33-4245-0000	
Mar2026ChrisP	Propane	30.38	05/11/2026	101-32-4212-0000	
Mar2026ChrisP	Dirt-Plow Damage	280.00	05/11/2026	101-33-4245-0000	
Mar2026ChrisP	Sign Drill	14.99	05/11/2026	101-32-4245-0000	
Mar2026CityCar	Curbside Waste-Public Works Mar 2026	491.04	05/11/2026	101-32-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Mar2026CityCar	Curbside Waste-SCEC Mar 2026	155.10	05/11/2026	201-00-4400-0000	
Mar2026CityCar	Chanhasen-18505-001-Water Charge Mar 2026	709.97	05/11/2026	601-00-4263-0000	
Mar2026CityCar	Republic Services-Organic Recycling Mar 2026	361.92	05/11/2026	621-00-4400-0026	
Mar2026CityCar	Chanhasen-18505-000-Water Charge	7.69	05/11/2026	601-00-4263-0000	
Mar2026Eric	URL Renewal Shorewoodcec.com	36.07	05/11/2026	201-00-4433-0000	
Mar2026Eric	Adobe Express	155.32	05/11/2026	101-53-4433-0000	
Mar2026Eric	Floor Mat Eric	159.00	05/11/2026	101-13-4245-0000	
Mar2026Jake	Sensible Land Use Coalition	58.00	05/11/2026	101-18-4331-0000	
Mar2026Jeremy	Tools	17.99	05/11/2026	101-32-4240-0000	
Mar2026Jeremy	Brake Parts	26.87	05/11/2026	101-32-4221-0000	
Mar2026Jeremy	Credit Mower Parts	-47.11	05/11/2026	101-52-4221-0000	
Mar2026Jeremy	Fuel	172.34	05/11/2026	101-32-4212-0000	
Mar2026Jeremy	Parts & Filters	1,223.76	05/11/2026	101-32-4221-0000	
Mar2026Jeremy	Jeremy Boot Allowance	164.95	05/11/2026	101-32-4245-0000	
Mar2026Marc	LMC Annual Conference	490.00	05/11/2026	101-11-4331-0000	
Mar2026Marc	LMC Day on the Hill Labadie	125.00	05/11/2026	101-11-4331-0000	
Mar2026Matt	Refund Seed	-360.00	05/11/2026	101-33-4245-0000	
Mar2026Matt	Seed-Plow Damage	360.00	05/11/2026	101-33-4245-0000	
Mar2026Matt	Misc Supplies	57.12	05/11/2026	101-32-4245-0000	
Mar2026Matt	HDMI Adaptor	15.99	05/11/2026	101-32-4200-0000	
Mar2026Matt	Communications	17.00	05/11/2026	101-32-4321-0000	
Mar2026Matt	APWA Poster	21.00	05/11/2026	101-32-4245-0000	
Mar2026Matt	Pest Control-PW	90.00	05/11/2026	101-32-4400-0000	
Mar2026Mitch	SCEC Batteries	17.49	05/11/2026	201-00-4245-0000	
Mar2026Mitch	SCEC Supplies	76.21	05/11/2026	201-00-4245-0000	
Mar2026Mitch	Tablecloth Cleaning	45.79	05/11/2026	201-00-4400-0000	
Mar2026Mitch	SCEC Pest Control	90.00	05/11/2026	201-00-4400-0000	
Mar2026Mitch	Staff Scheduling	15.00	05/11/2026	101-53-4245-0000	
Mar2026Nelia	Postage 3/17/26	23.90	05/11/2026	101-13-4208-0000	
Mar2026Nelia	Front Desk Set-Up Sheila	150.15	05/11/2026	101-13-4245-0000	
Mar2026Nelia	Postage 3/26/26	23.90	05/11/2026	101-13-4208-0000	
Mar2026Nelia	Monitor Arms for Front Desk	192.05	05/11/2026	101-13-4245-0000	
Mar2026Nelia	Dymo Labels	59.40	05/11/2026	101-13-4200-0000	
Mar2026RobertH	Rope for Net	13.99	05/11/2026	101-52-4245-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Mar2026RobertH	Tubing-Well	24.95	05/11/2026	601-00-4245-0000	
Mar2026RobertH	Pump Repair Parts	16.24	05/11/2026	601-00-4221-0000	
Mar2026RobertH	Fuel	253.10	05/11/2026	101-32-4212-0000	
Mar2026RobertHo	Sign Hardware	7.16	05/11/2026	101-32-4245-0000	
Mar2026RobertHo	Fuel	158.49	05/11/2026	101-32-4212-0000	
Mar2026Ryan	Rake	47.74	05/11/2026	101-52-4245-0000	
Mar2026Ryan	Fuel	293.70	05/11/2026	101-32-4212-0000	
Mar2026Sandie	Floor Mat Administration	159.00	05/11/2026	101-13-4200-0000	
Mar2026Sandie	Floor Mat Protective Inspections	159.00	05/11/2026	101-24-4245-0000	
Mar2026Sandie	Front Office Files	1,149.66	05/11/2026	450-00-4620-0000	
Mar2026Sandie	PHSRA Conference	100.00	05/11/2026	101-13-4331-0000	
Mar2026Sandie	Floor Mat Planning	318.00	05/11/2026	101-18-4245-0000	
Mar2026Sandie	Business Prime Membership	349.00	05/11/2026	101-13-4331-0000	
Mar2026Sandie	Floor Mat Finance	318.00	05/11/2026	101-15-4200-0000	
Mar2026Tim	Fuel	286.61	05/11/2026	101-32-4212-0000	
Mar2026Todd	Fuel	206.71	05/11/2026	101-32-4212-0000	
Mar2026Todd	Litter Picker	67.98	05/11/2026	101-52-4245-0000	
Mar2026Todd	Spackle-City Hall	9.99	05/11/2026	101-19-4223-0000	
Mar2026Todd	Paint Supplies	62.12	05/11/2026	101-19-4223-0000	
Mar2026Wade	Permit Tech	423.83	05/11/2026	101-24-4331-0000	
Mar2026Wade	5815 Club Lane Materials	36.98	05/11/2026	101-24-4400-5815	
	Check Total:	12,507.36			
Vendor: 1632	Bedrock Plumbing LLC			Check Sequence: 4	ACH Enabled: False
Permit 6798	Refund Permit 6798 Duplicate Payment	100.00	05/11/2026	101-24-3221-0000	
Permit 6798	Refund Permit 6798 Duplicate Payment	1.00	05/11/2026	101-00-2085-0000	
	Check Total:	101.00			
Vendor: UB*00721	Andrew Boon			Check Sequence: 5	ACH Enabled: False
	Refund Check 006888-000, 4930 Ferncroft Dr	88.24	05/11/2026	631-00-2010-0000	
	Refund Check 006888-000, 4930 Ferncroft Dr	88.24	05/11/2026	621-00-2010-0000	
	Refund Check 006888-000, 4930 Ferncroft Dr	205.91	05/11/2026	611-00-2010-0000	
	Check Total:	382.39			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 6	ACH Enabled: True
7945688-5 May26	5735 Country Club Rd-SCEC May 2026	196.02	05/11/2026	201-00-4380-0000	
8650180-6 May26	20630 Manor Rd May 2026	60.14	05/11/2026	101-52-4380-0000	
	Check Total:	256.16			
Vendor: 915	CINTAS CORPORATION (Formerly HUEBSCH)			Check Sequence: 7	ACH Enabled: False
4266925928	SCEC - Mat Maintenance	70.67	05/11/2026	201-00-4223-0000	
5330992809	PWs-First Aid Supplies	166.49	05/11/2026	101-32-4400-0000	
	Check Total:	237.16			
Vendor: 588	CULLIGAN WATER CONDITIONING			Check Sequence: 8	ACH Enabled: False
101X41370001	SCEC Solar Salt	49.50	05/11/2026	201-00-4245-0000	
	Check Total:	49.50			
Vendor: UB*00703	Erin K. & Benjamin H. Duininck			Check Sequence: 9	ACH Enabled: False
	Refund Check 009523-000, 21145 Forest Dr	83.46	05/11/2026	611-00-2010-0000	
	Refund Check 009523-000, 21145 Forest Dr	35.77	05/11/2026	621-00-2010-0000	
	Refund Check 009523-000, 21145 Forest Dr	35.77	05/11/2026	631-00-2010-0000	
	Check Total:	155.00			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 10	ACH Enabled: True
1096312	PH 25485 Hwy 7 PUD	70.12	05/11/2026	101-18-4351-0000	
	Check Total:	70.12			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 11	ACH Enabled: False
0563822	Coupling Gaskets	40.15	05/11/2026	601-00-4245-0000	
	Check Total:	40.15			
Vendor: 1628	Maartin Galantowicz			Check Sequence: 12	ACH Enabled: False
Escrow Refund	5790 Kelsey Drive Lot Line Adjustment	2,000.00	05/11/2026	880-00-2200-0000	
	Check Total:	2,000.00			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 13	ACH Enabled: True
6040751	GSOC Locating Apr 2026	225.90	05/11/2026	601-00-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
6040751	GSOC Locating Apr 2026	225.90	05/11/2026	631-00-4400-0000	
6040751	GSOC Locating Apr 2026	225.90	05/11/2026	611-00-4400-0000	
	Check Total:	677.70			
Vendor: 216	HENNEPIN COUNTY RECORDER'S OFFICE			Check Sequence: 14	ACH Enabled: False
1000266061	Hennepin County Property Records Search	2.50	05/11/2026	101-18-4433-0000	Record
1000267575	Hennepin County Property Records Search	7.50	05/11/2026	101-18-4433-0000	Record
	Check Total:	10.00			
Vendor: 689	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 15	ACH Enabled: False
1000267183	2026 TNT Notices	955.83	05/11/2026	101-16-4400-0000	
	Check Total:	955.83			
Vendor: 628	HIGHVIEW PLUMBING, INC.			Check Sequence: 16	ACH Enabled: False
17873	Camera Inspection of Sewer	275.00	05/11/2026	611-00-4400-0000	
	Check Total:	275.00			
Vendor: 1359	HOWLING WOLF EMBROIDERY			Check Sequence: 17	ACH Enabled: False
5460	Logo Clothing Sheila	168.00	05/11/2026	101-13-4245-0000	
	Check Total:	168.00			
Vendor: 226	INTEGRATED FIRE & SECURITY, INC.			Check Sequence: 18	ACH Enabled: True
103453	Fire Alarm Inspection	923.73	05/11/2026	201-00-4400-0000	
103957	Fire Alarm System Maint.	680.00	05/11/2026	101-19-4223-0000	
103958	Fire System Duct Detector Replacement	5,135.91	05/11/2026	201-00-4620-0000	
	Check Total:	6,739.64			
Vendor: 1355	JDP ELECTRICAL SERVICES, INC.			Check Sequence: 19	ACH Enabled: False
10662	Replace Stret Lighting	3,700.24	05/11/2026	101-32-4400-0000	
	Check Total:	3,700.24			
Vendor: 1401	JENCO PROPERTY MAINTENANCE			Check Sequence: 20	ACH Enabled: True
7285	Road Fill Material	408.34	05/11/2026	101-32-4400-0000	
7285	Road Fill Material	408.33	05/11/2026	101-19-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7285	Road Fill Material	408.33	05/11/2026	101-52-4400-0000	
	Check Total:	1,225.00			
Vendor: 1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 21	ACH Enabled: True
3299	Fuel for Trailer	995.49	05/11/2026	101-32-4212-0000	
3755	Fuel for Trailer	1,441.09	05/11/2026	101-32-4212-0000	
	Check Total:	2,436.58			
Vendor: UB*00711	Brett & Karla Kruhoeffler			Check Sequence: 22	ACH Enabled: False
	Refund Check 009531-001, 19415 Vine Ridge R	77.16	05/11/2026	621-00-2010-0000	
	Refund Check 009531-001, 19415 Vine Ridge R	77.16	05/11/2026	631-00-2010-0000	
	Refund Check 009531-001, 19415 Vine Ridge R	180.04	05/11/2026	611-00-2010-0000	
	Refund Check 009531-001, 19415 Vine Ridge R	154.32	05/11/2026	601-00-2010-0000	
	Check Total:	488.68			
Vendor: 1163	LOFFLER			Check Sequence: 23	ACH Enabled: True
5303157	Folding Machine Service Mar 2026	165.00	05/11/2026	101-19-4400-0000	
	Check Total:	165.00			
Vendor: 972	LON THARALDSON PLUMBING & HEATING			Check Sequence: 24	ACH Enabled: False
2862	Building/Plumbing Repair City Hall	465.44	05/11/2026	101-19-4223-0000	
	Check Total:	465.44			
Vendor: UB*00712	Naima Mahmud			Check Sequence: 25	ACH Enabled: False
	Refund Check 009817-001, 5347 Wedgewood L	21.95	05/11/2026	631-00-2010-0000	
	Refund Check 009817-001, 5347 Wedgewood L	18.37	05/11/2026	621-00-2010-0000	
	Refund Check 009817-001, 5347 Wedgewood L	144.43	05/11/2026	611-00-2010-0000	
	Check Total:	184.75			
Vendor: 436	MARK HODGES MEDIA PRODUCTIONS			Check Sequence: 26	ACH Enabled: True
04272026	Work Session - Council Recording 4/13/2026	75.00	05/11/2026	101-11-4400-0000	
04272026	Work Session - Council Recording 4/27/2026	75.00	05/11/2026	101-11-4400-0000	
	Check Total:	150.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00713	Dannah Marsolek			Check Sequence: 27	ACH Enabled: False
	Refund Check 009869-000, 5600 Wood Duck C	30.52	05/11/2026	621-00-2010-0000	
	Refund Check 009869-000, 5600 Wood Duck C	275.14	05/11/2026	611-00-2010-0000	
	Check Total:	305.66			
Vendor: 1633	Midstate Plumbing & Heating			Check Sequence: 28	ACH Enabled: False
Permit 6740	Refund Duplicate Payment Permit 6740	545.00	05/11/2026	601-00-3713-0000	
Permit 6740	Refund Duplicate Payment Permit 6740	150.00	05/11/2026	601-00-3712-0000	
	Check Total:	695.00			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 29	ACH Enabled: True
Qtr1 2026	Quarterly Water Sales Tax - Q1 2026	1,201.00	05/11/2026	601-00-2081-0000	
	Check Total:	1,201.00			
Vendor: 1068	MISSION COMMUNICATIONS, LLC			Check Sequence: 30	ACH Enabled: True
2022123	Replacement Controls Amesbury	2,439.07	05/11/2026	601-00-4221-0000	
	Check Total:	2,439.07			
Vendor: UB*00717	William Nelson			Check Sequence: 31	ACH Enabled: False
	Refund Check 010098-000, 24985 Smithtown R	0.12	05/11/2026	631-00-2010-0000	
	Refund Check 010098-000, 24985 Smithtown R	0.30	05/11/2026	611-00-2010-0000	
	Refund Check 010098-000, 24985 Smithtown R	0.13	05/11/2026	621-00-2010-0000	
	Check Total:	0.55			
Vendor: 1634	Northdale Construction Company, Inc.			Check Sequence: 32	ACH Enabled: False
ROWay 320670	Release ROWay Security Deposit Permit 320670	2,000.00	05/11/2026	880-00-2205-0000	
	Check Total:	2,000.00			
Vendor: UB*00715	Cynthia B. & Anthony A. Perone			Check Sequence: 33	ACH Enabled: False
	Refund Check 009398-000, 5840 Prestwick Cou	77.53	05/11/2026	621-00-2010-0000	
	Refund Check 009398-000, 5840 Prestwick Cou	77.53	05/11/2026	631-00-2010-0000	
	Refund Check 009398-000, 5840 Prestwick Cou	180.90	05/11/2026	611-00-2010-0000	
	Refund Check 009398-000, 5840 Prestwick Cou	155.06	05/11/2026	601-00-2010-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	491.02			
Vendor: 336	PITNEY BOWES BANK INC PURCHASE POWER			Check Sequence: 34	ACH Enabled: True
04/20/2026	1st Qtr UB Billing Postage	516.19	05/11/2026	611-00-4208-0000	Contract #0041062415
04/20/2026	1st Qtr UB Billing Postage	516.19	05/11/2026	631-00-4208-0000	
04/20/2026	1st Qtr UB Billing Postage	516.19	05/11/2026	621-00-4208-0000	
04/20/2026	1st Qtr UB Billing Postage	516.18	05/11/2026	601-00-4208-0000	
	Check Total:	2,064.75			
Vendor: 1631	Chris Randall			Check Sequence: 35	ACH Enabled: False
Rental Refund	Rental Refund	200.00	05/11/2026	201-00-3410-0000	
	Check Total:	200.00			
Vendor: 1380	JOSEPH MICHAEL RIGDON			Check Sequence: 36	ACH Enabled: True
Life Ins Credit	Life Insurance Credit 11/24/2025-3/26/2026	79.20	05/11/2026	700-00-2180-0000	
	Check Total:	79.20			
Vendor: 1324	SAFE-FAST INC.			Check Sequence: 37	ACH Enabled: True
INV323771	Locating Paint	63.00	05/11/2026	601-00-4245-0000	
INV323771	Locating Paint	63.00	05/11/2026	611-00-4245-0000	
INV323772	PPE- Vest	296.28	05/11/2026	101-32-4245-0000	
	Check Total:	422.28			
Vendor: UB*00720	Elizabeth Schultz			Check Sequence: 38	ACH Enabled: False
	Refund Check 009749-000, 4633 Bayswater Rd	354.43	05/11/2026	601-00-2010-0000	
	Refund Check 009749-000, 4633 Bayswater Rd	413.51	05/11/2026	611-00-2010-0000	
	Refund Check 009749-000, 4633 Bayswater Rd	177.22	05/11/2026	621-00-2010-0000	
	Refund Check 009749-000, 4633 Bayswater Rd	177.21	05/11/2026	631-00-2010-0000	
	Check Total:	1,122.37			
Vendor: UB*00716	Thomas & Carol Shelly			Check Sequence: 39	ACH Enabled: False
	Refund Check 005670-000, 27055 Smithtown R	40.93	05/11/2026	601-00-2010-0000	
	Refund Check 005670-000, 27055 Smithtown R	20.46	05/11/2026	621-00-2010-0000	
	Refund Check 005670-000, 27055 Smithtown R	47.74	05/11/2026	611-00-2010-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005670-000, 27055 Smithtown R	20.47	05/11/2026	631-00-2010-0000	
	Check Total:	129.60			
Vendor: 355	SHRED-N-GO _446138			Check Sequence: 40	ACH Enabled: True
197998	Shredded Svc Apr 2026	170.60	05/11/2026	101-19-4400-0000	
	Check Total:	170.60			
Vendor: UB*00719	Jeffrey Solum			Check Sequence: 41	ACH Enabled: False
	Refund Check 008050-006, 6115 Club Valley R	112.20	05/11/2026	631-00-2010-0000	
	Refund Check 008050-006, 6115 Club Valley R	261.80	05/11/2026	611-00-2010-0000	
	Refund Check 008050-006, 6115 Club Valley R	112.20	05/11/2026	621-00-2010-0000	
	Check Total:	486.20			
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPARTMENT			Check Sequence: 42	ACH Enabled: True
ProcessingFeb26	County Processing Fee Feb 2026	75.00	05/11/2026	101-21-4400-0000	
	Check Total:	75.00			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 43	ACH Enabled: True
100331	Custodial Service-CH Building May 2026	502.00	05/11/2026	101-19-4400-0000	
	Check Total:	502.00			
Vendor: 1170	SPS WORKS			Check Sequence: 44	ACH Enabled: True
IV00587257 Del	Engraved Plate Stern Delivery	5.25	05/11/2026	101-53-4351-0000	
IV00588171 Del	City Embosser Seal Delivery	7.60	05/11/2026	101-13-4200-0000	
IV00588172 2	Notary Renewal Stamp	51.18	05/11/2026	101-13-4200-0000	
IV00588673	Engraved Plastic Plate Wilson	31.45	05/11/2026	101-13-4351-0000	
	Check Total:	95.48			
Vendor: 1629	SW Corridor Transportation Coalition			Check Sequence: 45	ACH Enabled: False
22606	Hwy 7 R.S. Application	600.00	05/11/2026	101-16-4400-0000	
	Check Total:	600.00			
Vendor: UB*00714	Don & Dianne & Steve Tanaka			Check Sequence: 46	ACH Enabled: False
	Refund Check 006200-000, 19767 Waterford Ct	15.71	05/11/2026	601-00-2010-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 006200-000, 19767 Waterford Ct	7.85	05/11/2026	631-00-2010-0000	
	Refund Check 006200-000, 19767 Waterford Ct	7.86	05/11/2026	621-00-2010-0000	
	Refund Check 006200-000, 19767 Waterford Ct	18.34	05/11/2026	611-00-2010-0000	
	Check Total:	49.76			
Vendor: 1194	THE McDOWELL AGENCY, INC.			Check Sequence: 47	ACH Enabled: False
168385	Background Check: Seasonal	384.00	05/11/2026	101-13-4400-0000	
	Check Total:	384.00			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 48	ACH Enabled: True
32151	Planning Meeting Mar 2026	178.00	05/11/2026	101-18-4400-0000	
32213	Park Commission Meeting Minutes Mar 2026	302.50	05/11/2026	101-53-4400-0000	
32216	Planning Meeting Apr 2026	219.50	05/11/2026	101-18-4400-0000	
32307	Council Meeting 4/13/2026	651.89	05/11/2026	101-13-4400-0000	
	Check Total:	1,351.89			
Vendor: 380	TITAN MACHINERY INC.			Check Sequence: 49	ACH Enabled: False
PS1173918-1	Backhoe Parts	611.65	05/11/2026	101-32-4221-0000	
	Check Total:	611.65			
Vendor: 1348	TOSHIBA AMERICA BUSINESS SOLUT			Check Sequence: 50	ACH Enabled: True
5038416304	SCEC - Printer Lease-Acct#450-0107118-000 M	149.92	05/11/2026	201-00-4400-0000	
	Check Total:	149.92			
Vendor: 1370	TOSHIBA AMERICA BUSINESS SOLUTIONS			Check Sequence: 51	ACH Enabled: False
6732837	US0168238MA-Copy Fee Dec 2025	8.98	05/11/2026	201-00-4400-0000	
6783185	US0168238MA-Copy Fee Feb 2026	6.48	05/11/2026	201-00-4400-0000	
6828516	US0168238MA-Copy Fee Apr 2026	11.45	05/11/2026	201-00-4400-0000	
	Check Total:	26.91			
Vendor: 386	TWIN CITY WATER CLINIC			Check Sequence: 52	ACH Enabled: True
24908	Water Testing West Water Tower	100.00	05/11/2026	601-00-4400-0000	
24914	Water Testing West Water Tower	100.00	05/11/2026	601-00-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	200.00			
Vendor: 1635	United States Postal Service			Check Sequence: 53	ACH Enabled: False
Permit	Bulk Mail Permit & Postage for UB Mailings	685.00	05/11/2026	621-00-4208-0000	
Permit	Bulk Mail Permit & Postage for UB Mailings	685.00	05/11/2026	611-00-4208-0000	
Permit	Bulk Mail Permit & Postage for UB Mailings	685.00	05/11/2026	601-00-4208-0000	
Permit	Bulk Mail Permit & Postage for UB Mailings	685.00	05/11/2026	631-00-4208-0000	
	Check Total:	2,740.00			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 54	ACH Enabled: True
319963	Road Materials To Be Credited	385.00	05/11/2026	101-32-4250-0000	
319963CR	Refund Road Materials	-385.00	05/11/2026	101-32-4250-0000	
321881	Asphalt for Patching	577.43	05/11/2026	101-32-4250-0000	
321940	Asphalt for Patching	1,453.27	05/11/2026	101-32-4250-0000	
322258	Road Fill Material	127.97	05/11/2026	101-32-4250-0000	
322259	Road Fill Material	1,266.72	05/11/2026	101-32-4250-0000	
322481	Asphalt Patch Material	358.54	05/11/2026	101-32-4250-0000	
	Check Total:	3,783.93			
Vendor: UB*00718	Larry & Emily Wollin			Check Sequence: 55	ACH Enabled: False
	Refund Check 008224-001, 19790 Near Mtn Bl	3.18	05/11/2026	621-00-2010-0000	
	Refund Check 008224-001, 19790 Near Mtn Bl	6.37	05/11/2026	601-00-2010-0000	
	Refund Check 008224-001, 19790 Near Mtn Bl	7.42	05/11/2026	611-00-2010-0000	
	Refund Check 008224-001, 19790 Near Mtn Bl	3.19	05/11/2026	631-00-2010-0000	
	Check Total:	20.16			
	Total for Check Run:	56,919.66			
	Total of Number of Checks:	55			



City Council Item 2.D.

Title/Subject: Expiration of Approvals for Shorewood Carriage Homes
Meeting Date: May 11, 2026
Prepared By: Jake Griffiths, Planning Director

Attachments

1. Resolution 26-27

Background

On October 27, 2025, the City Council approved a 180-day extension to the preliminary plat and development stage planned unit development approvals for the 6-unit residential development known as Shorewood Carriage Homes located at 24560 Smithtown Rd. On April 25, 2026, the 180-day extension lapsed and no subsequent applications for the project were received causing the City Council's approval to expire. Pursuant to City Code 1201.25, Subd. 6. d. (5) *Limitation of Development Stage Approval*, in any case where development plan approval expires, the Council shall adopt a resolution repealing all approvals previously granted for the site.

Strategic Alignment

Comprehensive Approach to Planning & Development

- Clear standards and processes for development with strong controls.

Enforcing the City Code requirement for expiration of approvals supports the City Council's strategic priority of a comprehensive approach to planning and development through clear standards and processes for development with strong controls. Adoption of the attached resolution will make it clear that all previous approvals for the project have been vacated, and that any new applications for the site will be treated as a new project and will need to start from the beginning of the approval process.

Budget Impact

None.

Action Requested

Motion to adopt Resolution 26-27 acknowledging the expiration of approvals for Shorewood Carriage Homes. A simple majority is required for this motion.

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

RESOLUTION 26-27

**A RESOLUTION ACKNOWLEDGING THE EXPIRATION OF DEVELOPMENT APPROVALS FOR
SHOREWOOD CARRIAGE HOMES LOCATED AT 24560 SMITHTOWN RD**

WHEREAS, Admark, LLC (the “Applicant”), submitted a request for a concept plan planned unit development, development stage planned unit development, and preliminary plat for a development to be called Shorewood Carriage Homes (the “Request”) for the property located at 24560 Smithtown Rd legally described as follows (the “Property”); and,

That part of Lot 25, Auditor’s Subdivision Number One Hundred Thirty-Three (133), Hennepin County, Minnesota described as follows:

Commencing at the intersection of the South line of said Lot 25 and its Easterly extension with the West right-of-way line of Hennepin County State Aid Highway No. 19, Plat 57; thence Southwesterly along said South line of said Lot 25 and its Easterly extension, a distance of 373.185 feet; thence Northerly, parallel to that part of the West right-of-way line of said Highway Plat lying North of the South line of said Lot 25, a distance of 196.67 feet; thence v Westerly, parallel with the North line of said Lot 25, a distance of 72.11 feet to the point of beginning of the land to be described; thence Northerly, parallel to said West right-of-way line of said Highway Plat, a distance of 182.47 feet to the North line of said Lot 25; thence Westerly along said North line a distance of 103.45 feet to the Northwest corner of said Lot 25; thence Southerly along the West line of said Lot 25 a distance of 411.01 feet to the South line of said Lot 25; thence Easterly along said South line of said Lot 25 to a line drawn Southerly from the point of beginning and parallel with that part of the West right-of-way line of said Highway Plat, lying North of the South line of said Lot 25. thence North along said last described parallel line to the point of beginning.

Being Torrens Property as evidenced by Certificate of Title No. 788511.

WHEREAS, the City Council adopted Resolution 24-064 on August 26, 2024, approving the concept plan planned unit development application; and,

WHEREAS, the City Council adopted Resolution 25-046 on May 12, 2025, approving the development stage planned unit development and preliminary plat applications; and,

WHEREAS, Resolution 25-046 included a condition that the approvals would expire 180 days from the date of approval unless an extension had been approved by the City Council; and,

WHEREAS, the City Council adopted Resolution 25-97 on October 27, 2025, granting a 180-day extension until April 25, 2026; and,

WHEREAS, no subsequent applications have been received from the Applicant for their Request or the Property and the deadline of April 25, 2026 has now lapsed; and,

WHEREAS, City Code 1201.25 Subd. 6. d. (5) states “In any case where Development Plan approval expires, the Council shall forthwith adopt a resolution repealing the General Concept Plan approval and the Development Stage Plan approval for that portion of the P.U.D. that has not received Final Plan approval and reestablishing the zoning and other ordinance provisions that would otherwise be applicable”; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood that the concept plan planned unit development, development stage planned unit development and preliminary plat approvals for Shorewood Carriage Homes have expired and are hereby repealed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 11th day of May, 2026.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City Council Item 2.E.

Title/Subject: Strategic Communications Plan
Meeting Date: May 11, 2026
Prepared By: Eric Wilson, Communications/Recycling Coordinator

Attachments

1. City of Shorewood Communications Plan
2. City of Shorewood Communications Plan Maintenance and Implementation-2026
3. City of Shorewood Crisis Communications Plan_Redacted

Background

At it's April 13, 2026 Work Session, City Council reviewed a draft Strategic Communications Plan to guide how the City communicates with residents, businesses, and other stakeholders in a more coordinated and intentional manner. The Strategic Communications Plan is intended to support the City's broader organizational goals, including the Council's focus on effective engagement and governance. The Strategic Communications Plan establishes a framework for how the City communicates across all channels and departments.

Upon review of the Plan, City Council requested that additional revisions be made to include an implementation and maintenance procedures as well an tool to measure qualitative engagement. The Plan has been updated to include these items.

Communications Plan Maintenance & 2026 Implementation

This checklist outlines a structured approach to implementing, governing, and maintaining the City's Communications Plan and Policy in 2026. Its purpose is to ensure City communications are aligned, consistent, accessible, proactive, and well governed.

Communications Feedback & Insight Tool

The purpose of this tool is to capture, analyze, and use resident feedback and qualitative engagement as a measurable indicator of how well citywide communications are working across all channels (web, social, newsletter, phone, email, walk-ins).

Instead of just tracking reach or views, this tool measures:

- Clarity – Did residents understand the message?
- Effectiveness – Did it reduce questions, calls, or confusion?
- Responsiveness – Did the City adapt communications based on feedback?
- Sentiment – How residents felt about the information provided

Strategic Alignment

Effective Engagement & Communication

- Prioritize communications and engagement
- Explore and experiment with different formats and mediums
- Be strategic about sharing information and obtaining input
- Dedicate time and resources to communication and engagement

Budget Impact

None

Action Requested

Motion to approve the Strategic Communications Plan. Simple Majority is required.

Communications Plan

For Internal Use Only



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Purpose

The City of Shorewood is committed to being a connected and engaged community. We understand that effective and transparent communication is essential to government operations and the democratic process. We recognize that to be effective, communication must be multi-directional. As such, we recognize the value in citizen feedback and the wealth of knowledge and ideas that exist within our community. We also believe intentional and cohesive communications are an essential component to the City's primary functions and are an important and necessary investment of the City's resources.

Guiding Principles

Respect and professionalism: We will communicate in a respectful manner and treat all residents, business owners, visitors, public officials and staff members in an equitable manner.

Proactive, intentional and transparent: We will tell our story first rather than rely on others to react and interpret the City's actions, issues, and decisions. We will provide accurate information promptly to build trust and credibility and allow our citizens to make informed judgments.

Promote the City's approved key messages: We will promote compelling key messages that reflect the values and goals of the City of Shorewood.

Promote City services and community resources: We will inform residents, visitors, and business owners of services and resources that are available to them and notify them in a timely manner of any interruptions or changes.

Clear and direct: We will be clear and direct in our communications by using plain language, explaining technical terms, avoiding jargon and defining acronyms.

Inclusive: We will use a variety of communication tools to ensure that we reach all populations in our community when educating and informing our residents and stakeholders about City business and services. We will also strive to include citizens during appropriate levels of decision-making to ensure the public's voice is represented in City policies and programs. This can include a wide range of strategies from asking for input to encouraging service on commissions.

Strengthen partnerships: We will actively work to build and strengthen relationships with our intergovernmental partners and members of the press.

Engagement: We will focus on two-way communication, providing information as well as encouraging and welcoming feedback.

Cohesive messaging: We will communicate key messages to employees and departments to ensure our messaging is cohesive, supporting, reinforcing and reflecting approved key messaging using approved City of Shorewood brand guidelines.

Cost benefit analysis: We will regularly assess the costs and the benefits for communication efforts to ensure good stewardship of public resources.

Financial Sustainability: We will ensure there are funding mechanisms for all modes of communication now and in the future.

Messaging Priorities and Challenges

Shorewood has a number of qualities that make it a great community in which people want to live; active neighborhoods, convenient location, a safe community, a community for all ages, just to name a few.

Key messages we will incorporate in our communications:

- The City of Shorewood provides quality services and amenities, welcoming public spaces and facilities and a variety of housing choices.
- The City of Shorewood uses its tax dollars wisely to deliver high quality services in an effective and efficient manner. These services add value to the community and have a positive impact on the quality of life.
- The City of Shorewood is committed to providing outstanding customer service that exceeds expectations.
- Feedback of our residents is important to decision-making in the City of Shorewood.
- The City of Shorewood is in a convenient location and has safe, secure neighborhoods.
- The City of Shorewood strives to make everyone feel welcome.
- The City of Shorewood is proud of our community events such as: Concert in the Park, Movie in the Park, Arctic Fever, Spring Cleanup, and Oktoberfest.
- The City of Shorewood is committed to sustainability and environmental efforts that enhance our natural resources and community.

Challenges to be addressed in our communications:

- Our communications generally reach a mainstream audience and do not reach populations in our community that normally do not interact with government.
- Many of the City's Communication tools rely on access to internet.
- While the City can provide information, the City cannot guarantee the targeted audiences will receive or interact with the communication.
- Funding restrictions and staffing limitations may limit some types of communication efforts.
- Social media platforms can change frequently, requiring the City to stay on top of best practices and the latest trends.
- Inviting feedback through social media platforms encourages engagement but leaves the City vulnerable to negative messages from the public.
- In a time when relationships with the press is very important, there is no local newspaper that covers events in the City on a regular basis.
- We need to be more intentional about cohesive branding and messaging from all departments and communicators.
- We need to take care that we are being proactive about our messaging. When we are reactive, we don't control our own story and key messaging gets lost.

Demographics and Target Audiences

Demographics

People	
Population	7,557
Age and Sex	
Persons under 5 years	5.25%
Persons under 18 years	26.5%
Persons 65 years and over	19.6%
Female persons	48.4%
Race and Hispanic Origin	
White alone, percent	89.7%
Black alone, percent	0.5%
Asian alone	0.6%
Two or More Races	8.4%
Hispanic or Latino	6.1%
White alone, not Hispanic or Latino	88.6%
Population Characteristics	
Veterans, 2020-2024	388
Foreign-born persons, 2020-2024	3.5%
Housing	
Owner-occupied housing unit rate, 2020-2024	93.2%
Median value of owner-occupied housing units, 2020-2024	\$703,200
Median selected monthly owner costs-with a mortgage, 2020-2024	\$3,628
Median selected monthly owner costs-without a mortgage, 2020-2024	\$1,248
Median gross rent, 2020-2024	\$1,607
Families and Living Arrangements	
Households, 2020-2024	2,975
Persons per household, 2020-2024	2.57
Living in the same house 1 year ago, percent of persons age 1 year+, 2020-2024	92.0%
Language other than English spoken at home, percent of persons age 5+ years, 2020-2024	5.3%
Computer and Internet Use	
Households with a computer, 2020-2024	98.4%
Households with a broadband Internet subscription, 2020-2024	97.8%
Education	
High school graduate or higher, percent of persons age 25 years+, 2020-2024	98.5%
Bachelor's degree or higher, percent of persons age 25 years+, 2020-2024	72.1%
Health	
With a disability, under age 65 years, 2020-2024	6.6%
Persons without health insurance, under age 65 years	3.3%
Economy	
In civilian labor force, percent of population age 16 years+, 2020-2024	64.1%
In civilian labor force, female, population age 16 years+, 2020-2024	59.9%
Total accommodation and food service sales, 2022 (\$1,000)	2,297

Total transportation and warehousing receipts/revenue, 2022 (\$1,000)	1,620
Total retail sales, 2022 (\$1,000)	49,178
Total retail sales per capita, 2022	\$6,451
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2020-2024	22.6
Income and Poverty	
Median households income (in 2024 dollars), 2020-2024	\$171,063
Per capita income in past 12 months (in 2024 dollars), 2020-2024	\$95,933
Persons in poverty	5.2%
Geography	
Population per square mile, 2020	1,465.7

Reference: <https://www.census.gov/quickfacts/fact/table/shorewoodcityminnesota/RHI625223#RHI625223>

Targeted Audiences

Internal Audiences

- City of Shorewood City Council/Employees/Staff

External Audiences

- County Officials (Hennepin County)
- State Officials (State Reps, Senators, etc.)
- Citizens/Community
- Businesses
- League of Minnesota Cities
- News Media

Communication Tools

Facebook

The City has three Facebook pages: City of Shorewood, Shorewood Parks & Rec, Shorewood Community & Event Center. People need a Facebook account to be able to see all the content. They must either like or follow the page to see new posts in their feed.

Who is responsible for communicating through this tool:

- City of Shorewood Facebook page
 - Communications Coordinator
 - Deputy City Clerk
 - Administrative Assistant
- Shorewood Parks & Rec
 - Parks/Rec Manager
 - Parks & Recreation Specialist
 - Communications Coordinator
- Shorewood Community & Event Center
 - Parks/Recreation Manager
 - Parks & Recreation Specialist
 - Communications Coordinator

Which target audience is most likely to be reached through this tool:

- Women
- People with internet access
- Age groups 18-64
- White

Benefits of using this tool:

- Wide audience reach
- Cost-effective (free for users and city)
- Brand awareness building
- Engagement opportunities (people can share, 2-way communication, etc.)
- Measurable results (easy to track followers/engagement)
- Website traffic generation
- Audience targeting
- Mobile-friendly
- Emergency Alerts

Challenges of using this tool

- Can't target specific sub-groups (unless doing paid ads)
- Information can get "lost" in the feed
- Requires internet access
- Requires individual recipients of the communication to have – and use – a Facebook page

What measures are we using to gauge success of this tool?

- Page Insights that show how many people follow/like the content

Instagram

The City has one Instagram account: ShorewoodMN. People need an Instagram account to be able to see all the content. They must either like or follow the page to see new posts in their feed.

Who is responsible for communicating through this tool:

- Communications Coordinator

Which target audience is most likely to be reached through this tool:

- Women
- People with internet access
- Age groups 18-49
- White

Benefits of using this tool:

- Wide audience reach
- Cost-effective (free for users and city)
- Brand awareness building
- Engagement opportunities (people can share, 2-way communication, etc.)
- Measurable results (easy to track followers/engagement)
- Website traffic generation
- Audience targeting
- Mobile-friendly

Challenges of using this tool

- Can't target specific sub-groups (unless doing paid ads)
- Information can get "lost" in the feed
- Requires internet access
- Requires individual recipients of the communication to have – and use – Instagram

What measures are we using to gauge success of this tool?

- Page Insights that show how many people are reached and engage with content

Twitter/X

The City has one Twitter page: ShorewoodMN. People can see the page even if they do not have a Twitter account. However, for posts to show up in their feed, they must follow the page.

Who is responsible for communicating through this tool:

- Communications Coordinator

Which target audience is most likely to be reached through this tool:

- Men and women
- Ages 18-29
- People with internet access

Benefits of using this tool

- Free (must pay to view insights)
- Users can view City-generated content without an account
- Users can retweet or share content
- Two-way communication
- Translation is a feature of Twitter

Challenges of using this tool

- Few users compared to other platforms
- Limited number of characters for each post
- Several users can't share an account
- Requires internet access
- If a user does not have an account, they need to look for the information. It does not come to them automatically.
- Translation is not automatic. Users must be logged in and select a "translate post" option to use the translation option on a per post basis

What measures are we using to gauge the success of this tool?

- Not available unless paid: Twitter Analytics to track the number of followers and impressions

Nextdoor

The City of Shorewood has one Nextdoor account named City of Shorewood. Users who live in Shorewood automatically see the content.

Who is responsible for communicating through this tool:

- Communications Coordinator
- City Clerk

Which target audience is most likely to be reached through this tool:

- Ages 30 and up
- Shorewood residents
- People with internet access

Benefits of using this tool

- Emergency alerts sent as texts and notifications
- Users don't have to actively "follow" the page to get updates
- Two-way communication

Challenges of using this tool

- As a local government user, you can only see comments and posts on your own page, but you can't see any other content
- You can't share content from other organizations/users
- People who don't live in Shorewood are less likely to see our posts
- Translation services are not available. Posts are shown in their original language.

What measures are we using to gauge the success of this tool?

- Nextdoor Metrics to track number of members/impressions

Website

The City of Shorewood has one official website: shorewoodmn.gov. Anyone with internet access can visit the website and view all the content. Visitors can use the website to create their own user profile.

Who is responsible for communicating through this tool

- Administrative Content
 - Communications Coordinator
 - Deputy City Clerk
 - Administrative Assistant
- City Council Content
 - Deputy City Clerk
 - Communications Coordinator
 - Administrative Assistant
- Parks and Recreation Content
 - Parks & Rec Manager
 - Parks & Rec Specialist
 - Communications Coordinator
- Finance Content

- Communications Coordinator
- Planning and Protective Inspections Content
 - Communications Coordinator
 - Planning Director
 - Planner
 - Administrative Assistant (Planning)
- Public Works Content
 - Public Works Director
 - Communications Coordinator
- Citizen Request Tracker
 - Public Works Director
 - Planning Department (all staff)
 - Administration Department (City Hall account)
 - Communications Coordinator

Which target audience is most likely to be reached through this tool

- People with internet access
- Residents
- Visitors
- Business Owners

Benefits to using this tool

- Many options for customizing content
- All types of file formats
- Emergency alert banner for urgent information
- Large amounts of information can be stored on the website
- Anyone can access the website without having to create an account
- Citizen Request Tracker
- Customizable Forms

Challenges of using this tool

- Costs for hosting website
- Outdated information shows up in searches, etc.
- People tend to only visit the website when they are looking for specific information
- While the website offers individuals a way to provide feedback, two-way communication is not facilitated
- The website developer / host frequently changes features and functionality requiring staff to stay on top of these changes to ensure residents can access information
- Not all staff are trained in web accessibility
- The website is mobile friendly; however, it works best from a desktop device.

What measures are we using to gauge the success of this tool?

- Direct feedback from residents
- Reduced numbers of phone calls/emails/walk-ins
- Visitor statistics (google analytics)

Newsletter (Shore Report)

The City of Shorewood sends out a printed newsletter to all residential addresses in Shorewood six times a year.

Who is responsible for communicating through this tool

- Leadership Team
- Communications Coordinator

Which target audience is most likely to be reached through this tool

- Residents with a residential address (no P.O. boxes)
- Residents without internet access

Benefits to using this tool

- Doesn't require internet access
- Reaches most residents
- Visually appealing
- Good medium for photos/graphics

Challenges of using this tool

- Limited space
- Costs for printing and postage
- Turnaround time
- There's not an efficient way to manage an opt in/out of receiving it
- One-way communication
- Residents with P.O. Boxes do not receive them

What measures are we using to gauge the success of this tool?

- Direct feedback
- Less phone calls/emails/walk-ins
- Number of Newsletters distributed

Supplemental Modes of Communication

Flyers / Brochures

Target audience

- People without internet access
- People living in specific neighborhoods
- People who participate in specific events or belong to specific groups

Benefits to using this tool

- Can reach people without internet access
- Can be translated
- Can be printed and mailed or hand delivered
- Can be made available for pickup at City facilities
- Can be directly mailed or published online

Challenges of using this tool

- Costs of printing
- Costs of distribution
- While the City has some bilingual employees, there are no translators on staff. The City also does not have a contract for translation services.
- Lack of metrics to gauge success

Digital Billboard (SCEC)

Target audience

- People without internet access
- People who live by or travel on Smithtown Road

Benefits to using this tool

- Can reach a large amount of people
- Free
- Doesn't require internet access

Challenges of using this tool

- Limited number of messages per month
- Limited amount of text
- Only reaches people who live by or travel on Smithtown Road
- Limited space for translations
- Lack of metrics to gauge success
- While the City has some bilingual employees, there are no translators on staff. The City also does not have a contract for translation services.

Signs

Target audience

- People without internet access
- People who live in and travel through the City of Shorewood
- People who live in specific neighborhoods

Benefits to using this tool

- Can be placed in different areas of the City
- High visibility
- Does not require internet access
- Can be printed in other languages

Challenges of using this tool

- Limited space for translations
- While the City has some bilingual employees, there are no translators on staff. The City also does not have a contract for translation services.
- Cost to make signs
- No Metrics to gauge success

Utility Bills

Target audience

- Residents who own or rent houses/offices
- Residents without internet access

Benefits to using this tool

- Reaches a large number of residents
- Typically no additional costs
- Doesn't require internet access

Challenges of using this tool

- May not reach residents who rent apartments if bill is mailed to owner at a different address
- Very limited space for messaging
- While the City has some bilingual employees, there are no translators on staff. The City also does not have a contract for translation services.
- No metrics to gauge success

Direct Phone Calls

Target audience

- People without internet access
- People whose phone number is on file in City offices

Benefits to using this tool

- Doesn't require internet access
- Two-way communication

Challenges of using this tool

- Some people are hesitant to respond to unknown callers
- Time consuming
- Opportunity costs as this pulls staff away from other duties
- Translation is not available as the City does not contract for translation services
- We cannot reach residents who do not own a phone or who have not shared their phone number with the City.
- If people have provided their phone number for a specific purpose, state law prohibits us from using it for another purpose.
- We do not know the demographics of the owners of the phone numbers

Direct Emails

Target audience

- People who have signed up to receive notifications from the City

Benefits to using this tool

- Can communicate directly with a large number of people quickly
- Two-way communication
- Translated materials can be provided

Challenges of using this tool

- Spam filters
- Keeping the email lists up to date
- Translation is not currently available as the City does not contract for translation services
- If people have provided their email address for a specific purpose, state law prohibits us from using it for another purpose.

Direct Mailings

Target audience

- People without internet access
- People who live in the City (or zip code)

Benefits to using this tool

- Doesn't require internet access
- Reaches a large amount of people
- Specific geographical areas can be targeted by using the City's GIS data
- Translated materials can be provided

Challenges of using this tool

- Cost of printing and postage
- Translation is not available at this time as the City does not contract for translation services

Legal Notices

Target audience:

- People who read local newspapers – digitally or hard copy
- People looking for formal public notices

Benefits to using this tool

- Publication of legal notices is required by state statutes
- Digital Legal Notices will appear in internet searches for information
- Can be directly mailed or published online

Challenges of using this tool

- Legal notices can get 'lost' when published in a large regional newspaper
- There are no longer any smaller local newspapers operating in the City
- There is no way to determine how many Shorewood residents are receiving this newspaper
- It is thought that very few people read the legal ads of a print publication
- While the City has some bilingual employees, there are no translators on staff. The City also does not have a contract for translation services.
- Lack of metrics to gauge success other than subscription statistics which are not limited to Shorewood residents

Press Releases

Target audience

- People without internet access
- The community at large

Benefits to using this tool

- Can potentially reach a large amount of people
- Doesn't require internet access
- Free to distribute

Challenges of using this tool

- Little control of the final message
- Sending a Press Release to media does not guarantee they will print / share it
- Users sometimes have to pay to access the medium (cable/ newspaper subscription)
- There is no local newspaper that primarily covers Shorewood
- Press releases should be made newsworthy to more than Shorewood residents to increase chances of publication

Phone-Tree Messaging

Target audience

- People calling / initiating contact with the City

Benefits to using this tool

- Provides short key information when people call the City

Challenges of using this tool

- Requires people to call the City to hear the messages
- Limited amount of time
- Translations are not currently available as the City does not have a translator on contract

Tools the City is Not Using

Snapchat

Target audience

- Ages 18-29
- People with internet access

Why the City does not use this mode of communication

- Content typically disappears after you've seen it which can cause legal issues with record retention
- Users must follow the account to see the content
- Difficult to gain followers from a particular area
- The City cannot control who sees our content or when they see it

TikTok

Target audience

- Ages 18-29
- People with internet access

Why the City does not use this mode of communication

- The City cannot control who sees our content or when they see it
- You must post content that goes viral for the algorithms to favor your posts
- Users tend to prefer personal content
- Difficult to gain followers from a particular area

Publication Matrix

Posting Ideas: For more ideas, look through the Shore Report and City Council Minutes

Administration • Use social media to highlight website features • Wrap-up video of City Council meetings • Employee Recognition posts • Volunteer Recognition • Technology Updates • Retirements • City and Staff Awards • Recognition Weeks – Police week, Parks & Recreation Professionals Week, City Clerk Week, Engineers Week, Building Code & Officials Day, etc • Resources for residents – struggling with housing? Want to start a business? Need a car repaired? Need help with taxes? • Elections and Voting information • Volunteers needed – Commissions, programs, parks, etc • Community Open House • Neighborhood Meetings • Highlighting Volunteer Programs • Community Initiatives • Employment Opportunities	Public Works & Engineering • Check with Director • Educational topics – Water shut offs if going South for the Winter, Sewer Backups, Right of way, Winterizing your irrigation system • Street Repairs • Project Updates • Road Closures • Storm water • Reminders – Shovel your sidewalk, Street Sweeping, Snowplowing, Hydrant flushing • Landscaping Tips • Water Restrictions
Finance • Check with Director • Graphs, Charts and Fun Visuals • Minor Successes • Audit info • Awards • Grants we received • Explaining Various Transactions like bill pay • Property Tax Relief Programs • Notarial Services Available • City Budget Process • Open House Meetings	Planning and Development • FAQ - When a Mailbox gets hit with a plow, landscaping after roadwork, Do I need a permit, Etc • Building Permit Information – How to and Stats • Inspection Info • How to apply for a land use item • Redevelopment Updates • Nuisance Concerns
Parks and Recreation • Volunteer Opportunities • Events, Classes and Programs • Highlight a Park or Trail • Employment Opportunities	Environment & Sustainability • Resources for Tree Care • Recycling Tips & related topics • Greenstep City Information • Caring for local watershed & water rebates

Appendix A

Quantitative Measures of Engagement

City of Shorewood communications staff track the following on a monthly basis. Results are reported to Shorewood City Council each quarter. A comparison by month and year are tracked to compare percentage of change. Results are presented to Shorewood City Council on a quarterly basis.

Social Media

- Facebook: Reach, Views
- Instagram: Reach, Views
- Nextdoor: Impressions
- X: No longer track impressions because you must have a paid account

Website:

- Number of Website Views
- Number of Users

Email Communications:

- Number of Sends
- Number of Opens
- Number of Clicks

Qualitative Measures of Engagement

To systematically capture, analyze, and use resident feedback and qualitative engagement as a measurable indicator of how well citywide communications are working across all channels (web, social, newsletter, phone, email, walk-ins), City of Shorewood communications staff have developed a Communications Feedback and Insight Tool.

Instead of just tracking reach or views, this tool measures:

- Clarity – Did residents understand the message?
- Effectiveness – Did it reduce questions, calls, or confusion?
- Responsiveness – Did the City adapt communications based on feedback?
- Sentiment – How residents felt about the information provided

This tool can be found in Appendix L.

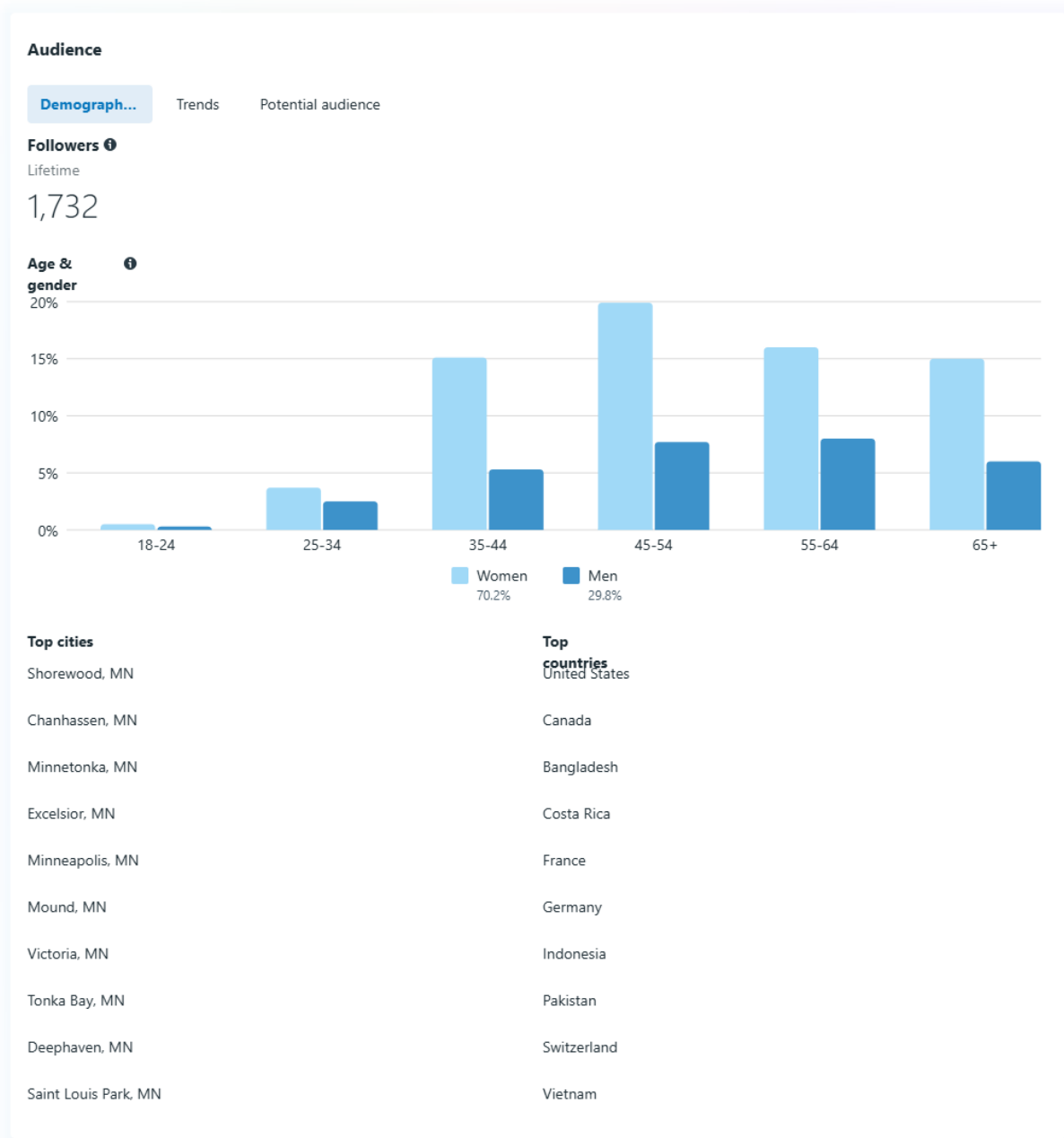
City of Shorewood Communications Dashboard

(January 1-December 31, 2025)

Metric	Jan 24	Jan 25	% to LY	Feb 24	Feb 25	% to LY	Mar 24	Mar 25	% to LY	Apr 24	Apr 25	% to LY	May 24	May 25	% to LY	Jun 24	Jun 25	% to LY	Jul 24	Jul 25	% to LY	Aug 24	Aug 25	% to LY	Sep 24	Sep 25	% to LY	Oct 24	Oct 25	% to LY	Nov 24	Nov 25	% to LY	Dec 24	Dec 25	% to LY	2024 Total	2025 Total	% to LY			
Social Media																																										
Facebook Likes	8182	1024	-200%	1107	1467	-452%	1118	1127	-1.82%	1316	1312	-0.32%	877	1381	-17.87%	3158	882	-220.38%	1420	788	WFEH	388	697	WFEH	3328	2285	WFEH	1357		WFEH	866	WFEH	8.86	WFEH		28411	10,414	-174.42%				
Facebook Views	6484	6004		5868	WFEH		5111	WFEH		6335	WFEH		5287	100,000%		624	WFEH		6041	3048		3048	WFEH		34924	WFEH		210	WFEH		380	WFEH	7.21	WFEH		0	42,878	100,000%				
Instagram Likes	262	918	714%	261	281	7.25%	304	361	18.75%	179	82	-53.07%	238	1212	10,954%	181	209	22.15%	330	254	WFEH	253	137	WFEH	184	304	WFEH	210	WFEH		380	WFEH	7.21	WFEH		2844	4,414	25.17%				
Instagram Views	3081	1004	-117%	1107	WFEH		1872	WFEH		1688	WFEH		188	100,000%		703	100,000%	1080	1080		254	254		254	WFEH		210	WFEH		380	WFEH	7.21	WFEH		0	10,878	100,000%					
Instagram Impressions	3733	2174	-72%	1852	1788	-7.05%	3533	408	-74.32%	8885	1878	-5.238%	7080	128	-97.45%	2640	548	-48.89%	4048	734	WFEH	1.85	683	WFEH	4880	483	WFEH	6006	WFEH		2548	WFEH	1.872	WFEH		8747	10,878	258.82%				
Twitter Impressions	WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH	WFEH		WFEH		0	820,000					
Twitter Retweets/Replies to Tweets	12188	4110	-395%	3021	3308	8.12%	1880	2382	25.92%	4881	3438	-29.74%	8288	3827	-18.72%	6280	1798	-25.13%	9790	WFEH		1880	WFEH		8182	WFEH		5383	WFEH		3207	WFEH		28411	WFEH		180,441	36,268	87.72%			
Website Views	14463	13000	-11%	8478	15000	77.89%	12460	11000	-11.72%	18607	4836	-5.78%	15902	13244	-5.36%	13118	12170	-7.77%	11923	WFEH		12462	WFEH		15023	WFEH		15888	WFEH		11869	WFEH		8881	WFEH		155968	77,875	48.59%			
Website	3838	3800	-1%	3838	7000	182.88%	4522	3300	-27.44%	8172	8238	0.82%	4162	4251	2.14%	4318	3520	-18.94%	3888	WFEH		4000	WFEH		4000	WFEH		4000	WFEH		3888	WFEH		4544	WFEH		44162	38,386	35.29%			
Website User	5	-100%		3	-100,000%		1	100,000%		8	WFEH		3	WFEH		3	WFEH		3	WFEH		3	WFEH		1	WFEH		1	WFEH		1	WFEH		1	WFEH		1	WFEH		0	100,000%	
Page Engagement time (minutes)	2	WFEH		2	WFEH		1	WFEH		1	WFEH		1	WFEH		1	WFEH		1	WFEH		1.07	WFEH		1	WFEH		1	WFEH		1	WFEH		1	WFEH		11	0	100,000%			
Email																																										
Emails	7686	7729		5188	4871	-16.12%	7189	6287	-12.67%	9265	13288	43.58%	16451	12880	-21.76%	16426	6450	-60.58%	18884	16387		9787	WFEH		5788	WFEH		10503	WFEH		6720	WFEH		6720	WFEH		119,254					
Opens	5189	4381	-16.12%	5187	5188	0.02%	4857	4381	-10.93%	7386	6005	-18.82%	12943	8501	-34.24%	8946	1480	-83.64%	1484	12874		6388	WFEH		5881	WFEH		7251	WFEH		7288	WFEH		7288	WFEH		7288	WFEH		7288	WFEH	
Clicks	637	638	0.16%	1328	201	-85.01%	662	446	-32.63%	840	718	-14.52%	1002			500	402	-19.6%	508	504		397	WFEH		844	WFEH		765	WFEH		728	WFEH		728	WFEH		728	WFEH		728	WFEH	
Open rate	67%																																									
Click rate	10%																																									
Total Views	31780	21401	-32.37%	10595	10944	-4.28%	21607	17780	-18.42%	29634	26820	-9.45%	33283	25107	-24.59%	26710	18364	-31.64%	27207	1879		22983	8273		0	27589	3400		25264	0		22283	0		14118	0		30628	18819			

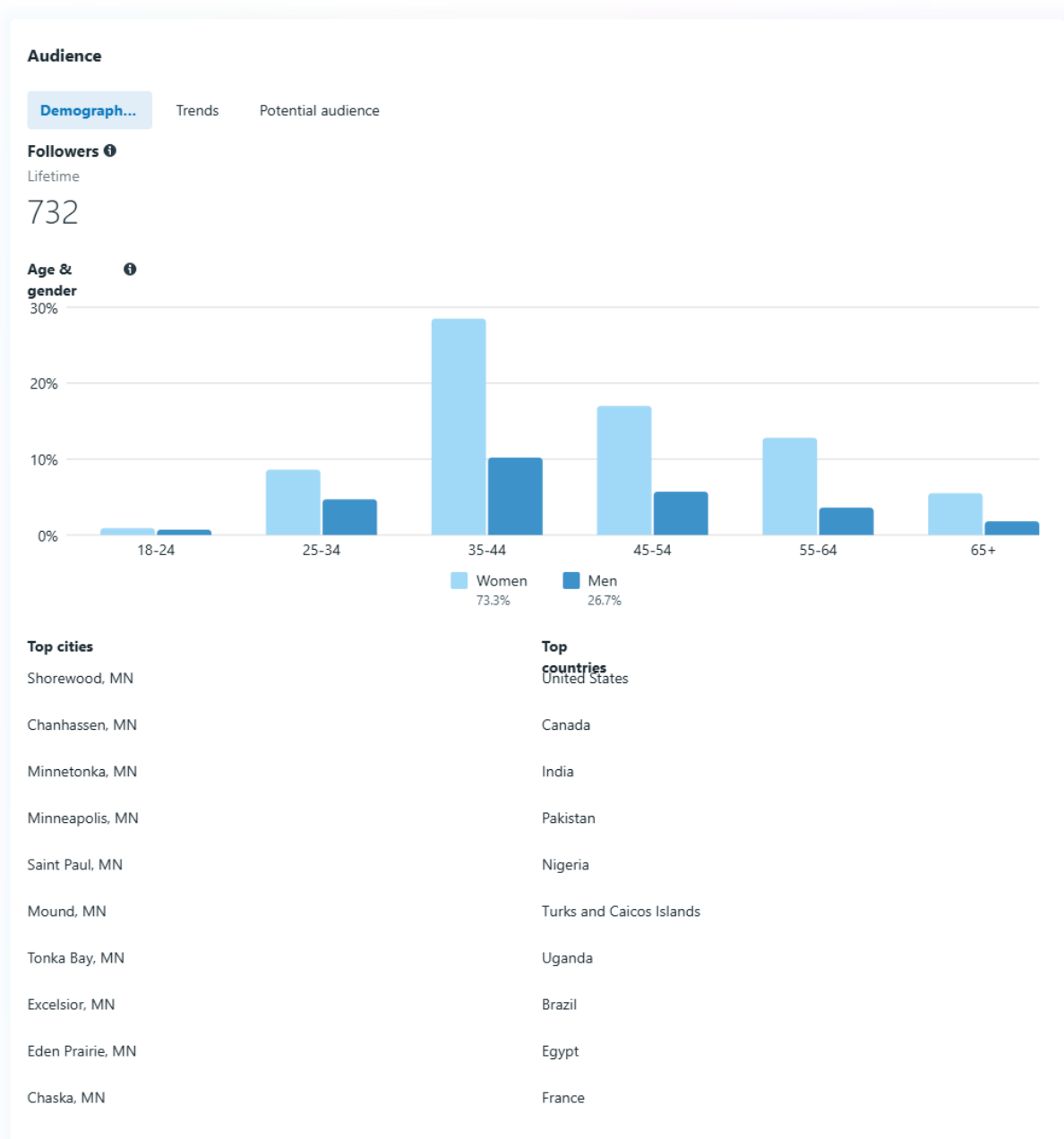
Appendix B

Demographics – Social Media & Website



City of Shorewood Facebook Page

(February 2023-March 2026)



City of Shorewood Instagram Page

(February 2023-March 2026)



City of Shorewood Website

(January 1-December 31, 2025)

Email performance

Filter

Emails sent

330,522

Delivered

315,794

Open rate

71%

Click rate

6%

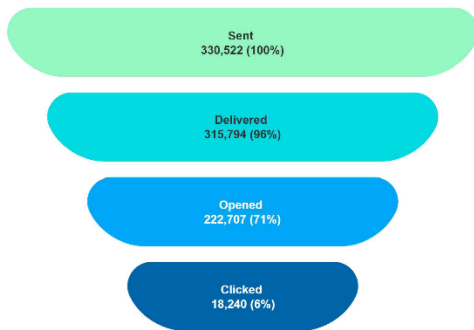
Bounced

14,728

Unsubscribed

124

Email marketing funnel ⓘ



*Percentages are based on total emails sent

Overall open rate

+36% vs industry average

Your open rate 71%

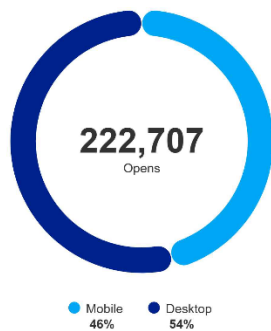
Overall click rate

+4% vs industry average

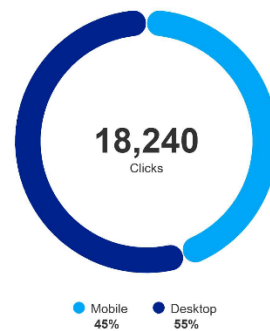
Your click rate 6%

Your click-to-open rate 8%

Opens by device ⓘ



Clicks by device ⓘ



City of Shorewood Email

(March 2023-March 2026)

Appendix C

Draft Communications Matrix (see next page)

Communications Matrix Template

(Note : Dates approximate. Please use most appropriate, closest date for publication.)

Week Of	Content Title	Content Type	Target Audience	Channel	SME	Draft Due	Publish Date	Notes

Appendix D

Social Media Terms of Use (see next page)

City of Shorewood Social Media Terms of Use

Purpose

Because many of our residents and other stakeholders utilize social media for news and communications, the City has developed our own social media accounts, which help us inform the public about our work and mission.

We have an important interest in assuring the accuracy and consistency of information associated with our social media accounts. The City also respects the First Amendment to the U.S. Constitution, the rights outlined in our state constitution, and the right to freedom of speech. These terms and conditions establish guidelines for the public's use of our social media accounts that balance all these values.

Please Note: This policy does not reflect individual conduct of City staff that is outlined in Section 4: Responsibilities of Employees in City of Shorewood's Personnel Policy.

Definitions

"Social media" means content (text, images, audio, links, or video) created or shared by us and communicated on our online accounts. The platforms on which we have created these accounts allow sharing, commenting, and other engagement. Examples of social media accounts the City may use are Facebook, X, Instagram, YouTube, Nextdoor, and LinkedIn.

"Comments" include any content (text, images, audio, links, or video) posted to one of our social media accounts by a user.

"User" means a member of the public who views or interacts with one or more of our social media accounts.

General Guidelines

1. These terms and conditions apply to all our social media accounts. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on our social media accounts.
2. Users should know that social media posts we make – as well as comments and replies to those posts, and any direct or private messages sent to us -- may be public records subject to applicable public records release.
3. Our social media accounts are not monitored 24/7 and no one should utilize our social media accounts to seek emergency services. Anyone in need of emergency help should call 9-1-1.
4. We do not guarantee we will respond to comments or messages sent on our social media accounts.

We believe that honest, civil, and productive discussions provide the best environment for residents, businesses, and visitors to understand the work of their government and participate in constructive engagement. That's why we ask users to consider that our social media accounts may be viewed by children and other impressionable people. Please avoid profanity, personal attacks, bullying, or use of incorrect information.

Content Moderation

1. **Limited Public Forum.** Our social media accounts are created and maintained as limited public forums under federal caselaw pertaining to the First Amendment to the U.S Constitution. We invite members of the public to view and, where possible, provide comments or other engagement on our social media accounts. However, the law permits us to hide and/or delete comments that are not protected speech under the First Amendment and relevant federal caselaw. We will not hide or delete comments solely because such comments are critical of our organization, its officials, or its employees.
2. **Prohibited Content.** Relevant First Amendment caselaw permits us to hide or delete certain comments on our social media accounts. The following comments may be hidden or deleted:
 - a. Comments directly advocating violence activity.
 - b. Comments containing direct criminal threats as defined by local, state, or federal law.
 - c. Comments containing obscenity, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to prurient interest, and lacks serious literary, artistic, political, or scientific value.
 - d. Comments that directly promote or advocate for the City to illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class if such comments violate local, state, or federal law.
 - e. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, app, or browser.
 - f. Duplicate comments posted repeatedly by the same user within a short period of time.
 - g. Comments containing actual defamation against a person, either as determined by a court or comments that are patently defamatory by easily discovered facts. When a public figure is the target, the poster must act with actual malice for the comment to be defamatory.
 - h. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies the City that the property was included in a comment on our social media account(s).
 - i. Comments that contain a hyperlink to any website other than those we control. If this moderation tool is used it will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.
3. **Retention.** When a comment containing any of the above content is posted to one of our social media accounts and we proceed to hide or delete the comment, a copy or electronic record of that

content may be retained pursuant to our records retention policy, along with a brief description of the reason the specific content was hidden or deleted.

4. **Right of Appeal.** If we hide or delete a user comment pursuant to these terms and conditions, that user has the right to appeal that decision by sending an email or letter to the city, within five business days of our action. Upon receipt of an appeal, the city will determine whether the comment at issue contained content protected by the First Amendment. If the appeal is successful, the comment may (if possible) be restored for public view, or the user may be permitted to repost the comment. Upon a determination that the comment was not protected by the First Amendment, the user will be notified that the appeal was denied. The return correspondence, sent within a reasonable amount of time, will provide the user with a brief legal explanation for the action taken.
5. **Accounts of Government Officials.** The City of Shorewood does not maintain or have any control over the social media accounts of our elected officials. All elected officials are provided a copy of this policy and encouraged to follow the same policy for their official elected official accounts.

Appendix E

Social Media Content Standards (see next page)

Social Media Content Standards

Purpose

The City uses social media to provide timely, accurate, and accessible information related to City services, programs, projects, public safety, and community engagement. All content published on official City social media accounts must support this purpose and reflect the City's role as a nonpartisan, professional public agency.

What the City May Post

The City may publish content that meets one or more of the following criteria:

- Information that supports City operations, services, programs, projects, or events
- Public notices, meeting information, deadlines, and service updates
- Emergency alerts and verified public safety information
- Educational or informational content related to City policies, infrastructure, or community resources
- Content that promotes transparency, civic engagement, or awareness of City initiatives

All posts must be factual, accurate, and presented in a neutral, professional tone.

Content Standards for All Posts

All content published on official City social media accounts must:

- Be accurate, verified, and approved through appropriate internal processes
- Use clear, plain language suitable for a general audience
- Maintain a professional, respectful, and nonpartisan tone
- Be appropriate for retention as a public record
- Comply with applicable laws, including data practices, records retention, accessibility, and First Amendment requirements
- Avoid speculation, assumptions, or unverified information

Content Requiring Additional Review or Approval

The following content should be reviewed or elevated for approval prior to posting:

- Posts related to emergencies, crises, or evolving incidents
- References to tragedies, sensitive anniversaries, or highly emotional events
- Content involving enforcement actions, investigations, or legal matters
- Responses to significant public controversy or criticism
- Posts that could reasonably be misunderstood without additional context

When appropriate, staff should coordinate with City administration, legal counsel, or public safety officials before publishing.

Prohibited Content

The City will not post content that includes or implies:

- Personal opinions or commentary unrelated to official City business
- Political advocacy, endorsements, or opposition to candidates, ballot questions, or political organizations
- Confidential, private, or not public information
- Internal deliberations, personnel matters, or non-public data
- Inflammatory, sarcastic, or retaliatory language
- Speculative, misleading, or unverified information

Comment and Engagement Considerations

City social media accounts are limited public forums. Comments or interactions may be moderated in accordance with the City's adopted Social Media Terms of Use. Content will not be removed solely because it is critical or unpopular, provided it constitutes protected speech.

Quick Posting Test

Before publishing, staff should be able to answer "yes" to the following questions:

1. Is this content factual, verified, and clearly City business?
2. Is the tone professional, neutral, and appropriate for a public record?
3. Would the City be comfortable defending this post publicly or legally?
4. Does this content align with this policy and the City's communications standards?

If the answer to any question is "no" or "unsure," the content should be revised or elevated for review.

Appendix F

Social Media Posting Checklist (see next page)

Social Media Posting Checklist (Staff Use)

Step 1: Purpose Check

- ☐ This post is clearly related to City services, programs, projects, events, or public safety
- ☐ This post provides value to residents (information, clarity, notice, or awareness)
- ☐ This post aligns with the City's mission and role as a neutral public agency

If any box is unchecked → Do Not Post or Revise

Step 2: Accuracy & Authority

- ☐ Information is factual and verified
- ☐ Appropriate department has confirmed accuracy (if applicable)
- ☐ No speculation, assumptions, or unconfirmed details

If unsure → Revise or Elevate for Review

Step 3: Tone & Professionalism

- ☐ Neutral, professional, and respectful tone
- ☐ Nonpartisan and free of personal opinions
- ☐ Clear, plain language suitable for the public
- ☐ Appropriate for a permanent public record

If tone could be misunderstood → Revise

Step 4: Legal & Policy Compliance

- ☐ No private, confidential, or not public information included
- ☐ No political advocacy or endorsements
- ☐ Complies with data practices, records retention, and accessibility standards
- ☐ Would be defensible in a public records request or legal review

If any concern exists → Do Not Post or Elevate

Step 5: Sensitivity Review

- ☐ Content does not involve tragedy, crisis, or emotional events
- ☐ If it does, appropriate leadership or communications review has occurred
- ☐ City is the appropriate voice for this message

If sensitive → Elevate for Approval

Final Decision

- ☐ **POST** – Meets all criteria
- ☐ **REVISE / ELEVATE** – Needs edits or approval
- ☐ **DO NOT POST** – Does not meet standards

**When in doubt, pause and elevate.
Social media content is a public
record and reflects the City as an
institution, not individual staff.**

Appendix G

Website ADA Compliance Plan & Procedures (see next page)

Website ADA Compliance Plan & Procedures

Purpose

The City of Shorewood is committed to providing an inclusive and accessible digital experience for all users. This plan includes the most important steps to follow to meet Web Content Accessibility Guidelines (WCAG) 2.1 Level AA requirements.

What does ADA site compliance mean?

ADA site compliance means local governments are required and expected to ensure all their digital content is accessible by residents with visual, auditory, and other physical limitations and disabilities. As an organization that serves residents, it's essential to offer an accessible website that provides equitable access to news, information, and local resources.

In April of 2024, the Department of Justice (DOJ) signed a final rule under Title II of the ADA to clarify obligations that both state and local governments have to make all their websites and mobile applications accessible to the entire community they serve. This rule symbolizes the DOJ's latest efforts to make sure all residents have access to government services, programs, and activities, no matter their level of ability or capability.

Two terms are used interchangeably when discussing this topic: ADA website compliance and website accessibility. For websites to be ADA-compliant, they need to be accessible.

ADA Compliance Checklist

The first step to ensuring compliance is to evaluate the City's website is using the Web Content Accessibility Guidelines (WCAG).

The criteria are categorized according to three levels, providing successively more significant degrees of accessibility:

1. Level A (minimum) - The most basic web accessibility features. Sets a minimum level of accessibility but does not generally achieve broad accessibility for many situations.
2. Level AA (mid-range) - Deals with the biggest and most common barriers for disabled users.
3. Level AAA (highest) - The highest level of web accessibility. It is often not possible to satisfy all Level AAA success criteria for some content types.

Following the DOJ's 2024 final rule and the latest WCAG 2.2 success criteria, state and local governments must meet Level AA requirements on or before these dates:

State and local government size	Compliance Date
50,000 or more residents	April 26, 2027
0-49,999 residents	April 26, 2028

Best Practices for Achieving ADA Compliance and Creating Healthy Designed Websites

1. Content Should Have Appropriate Headings and Titles

If headings aren't used properly (or at all), many users will not be able to find what they are looking for. Therefore, you should never use headings decoratively and should always place them in logical descending order on the page (H1, H2, H3, etc.).

When used correctly, headings:

- Ensure all content uses relevant headers. If headings aren't used properly (or at all), many users will not be able to find what they are looking for.
- Title all pages so that they relate to the page's content.
- Use resident-facing wording rather than internal terminology.

2. Use Text and Font to Benefit Users

Color alone should not be used to differentiate information, as this will be non-perceivable for those with low vision or blindness. Instead, use:

- Bold and italic text
- Use bulleted lists
- Feature areas or modules in your CMS
- Have a high-contrast color scheme

Also, try to avoid dense paragraphs of text, as this will make your content easier to read for many audiences.

3. Populate Tables

Since tables are for data and not page layouts, be sure to populate tables with appropriate column, header, and cell information.

4. Identify Visuals with Alternative Text

Visuals are a hugely important aspect of most websites, but if used incorrectly, they can create serious barriers for those with blindness or low vision, for example. To avoid potential issues and ensure accessibility for all your website visitors, remember:

- Always include alternative (alt) text.
- Pay attention to the descriptive details, such as the non-image visual.
- All visuals need alt text, not just photos, so be sure to add alt text with icons, buttons, banners, logos, sketches, etc.
- Any visual element that conveys a message should have alt text.
- If there is no text to identify the image, a blind person's screen reader cannot identify the image. The user would not have any way of knowing if the image is a logo, linked to another page, or simply a stock photo.
- Provide text alternatives for any non-text content so that it can be changed into other forms that people need.
- Examples of other forms include large print, braille, speech, symbols, or simpler language.

5. Implement Color Contrast

People with low vision often have difficulty reading text that does not contrast with its background. Providing a minimum luminance contrast ratio between the text and its background can make the text more readable for users who cannot see the full range of colors and help those rare users who see no color.

Remember:

- Use contrasting colors to differentiate text from the background for colorblind users
- Color cannot be the only means to convey information.
- All text must have a color contrast ratio of 4.5:1 against its background. (A 4.5:1 contrast ratio means the lighter color is 4.5 times brighter than the darker color and is a minimum for normal text under WCAG AA guidelines.



Ensuring that your fonts and backgrounds have sufficient contrast is crucial to making your web content readable for all visitors, including those with disabilities.

6. Make Webpages Easy to Navigate

Web accessibility issues for people with visual impairments often occur when they encounter a website that is not coded to support assistive technology and is keyboard navigable.

Remember:

- Webpages should be navigable by both keyboard and keyboard equivalents.
- Information should always be kept in a consistent location.
- Understand that if a user cannot find it, they will assume it doesn't exist.
- Consistency helps users find information faster.
- Screen readers move from the top to the bottom of a page.

7. How to tackle PDFs

Image-based formats are challenging for users with visual impairments, as screen readers or text enlargement programs cannot read them without being altered.

PDF remediation ensures that documents are accessible to individuals with disabilities, allowing everyone to access important information equally. This process makes PDFs compliant with accessibility standards by ensuring proper tagging, readable text, and navigable structure for assistive technologies like screen readers.

8. Enhance Your Multimedia

Make images and video more accessible by adding audio descriptions to images, including the narration of changes in setting, gesturing, and other details. In addition, add text captions for the deaf.

9. Include "Skip Navigation" at the Top of Your Pages

Ensure that people using screen readers can get directly to the content.

Appendix H

Public Engagement Framework (see next page)

Shorewood Public Engagement Framework

January 2025



Introduction

The City of Shorewood knows that engaging community is an important step in the design of new roads and public spaces. In an effort to formalize our approach, we created the **Shorewood Public Engagement Framework**. This document will serve as a roadmap for how and when Shorewood engages with the community on public projects.

Project timeline

Many road projects can start to take shape as early as five years before it is constructed. With such a lengthy runway, how do we gather meaningful feedback at the right time? The city will use the following Project Roadmap to guide their engagement:

- **Project Identified**
 - **Council Action:** Approval of the Capital Improvement Plan. Authorization to prepare Scoping Study.
- **Phase 1: Scoping Study**
 - **Phase 1A:** Existing conditions
 - **Phase 1B:** Design concepts
 - **Phase 1C:** Final concept
 - **Council Action:** Acceptance of Scoping Study & authorization to prepare plans & specifications.
- **Phase 2: Final Design / Bidding**
 - **Council Action:** Approval of plans & specifications & authorization to Bid the project.
 - **Council Action:** Acceptance of bids and Award of contract.
- **Phase 3: Construction**

Roadmap

Project identified

During this phase, once a project is identified, the city will determine what level of engagement is desired for the project. The city will consult the IAP2 Spectrum of Public Participation to determine the level of engagement. This will include anything from just informing the public through heavy involvement and collaboration. City staff will share their recommendation with council after the project has been authorized.

Phase 1: Scoping Study

The main goal of the Scoping Study Phase is to identify existing issues, evaluate design concepts, and share a recommended final concept. The public will have several opportunities to engage throughout this phase.

Phase 1A: Existing Conditions

The main goal for Phase 1A is to gather existing conditions data around the project area. The key milestone for this phase will be a public open house. Before we engage with the public, the city of Shorewood will set up some baseline engagement tools, including a website, e-mail sign up form, and an info sheet handout. This baseline information will be updated as needed throughout Phase 1.

Key tools:

- Website
- Email sign up form
- Info sheet
- Postcard, email, and social media post to advertise open house
- Open house
- Comment map
- Open house summary

Phase 1B: Design concepts

During phase 1B, the city of Shorewood will share design concepts for the road or public space.

Key tools:

- Postcard, email, and social media post to advertise open house
- Open house
- Survey on design options
- Supporting pop-up events to gather feedback on design options
- Open house summary

Phase 1C: Final concept

During this phase, the city will share the recommended design and its benefits. At this point, changes are limited within the design. This means that the City should message the proposed improvements and benefits as much as possible.

Key tools:

- Recommended design handout
- Postcard, email, and social media post to advertise open house
- Open house
- Open house summary

Phase 3: Final Design and Bidding

During phase three, the city will begin signing plans and specifications for the road improvements. Typically, this is the phase where construction staging is determined. We recommend hosting one open house before construction begins to share the proposed staging.

Key tools:

- Construction staging handout
- Postcard, email, and social media post to advertise open house
- Open house
- Open house summary
- Pre-construction business meetings (if applicable)

Phase 4: Construction

The goal for construction is to keep the public informed and aware of any changes as quickly as possible. For larger projects, we recommend sending weekly email updates on progress. Smaller projects may only require monthly updates or updates at key milestones.

Key tools:

- Periodic email and website updates
- Photos of progress on social media
- Maps for closures and detours

The City of Shorewood knows that engaging community is an important step in the design of new roads and public spaces. In an effort to formalize our approach, we created the **Shorewood Public Engagement Framework**. This document will serve as a roadmap for how and when Shorewood engages with the community on public projects.

Appendix I

Branding Guidelines (see next page)



City of Shorewood

Brand Guidelines

5755 Country Club Road
Shorewood, MN 55331

952-960-7900

cityhall@shorewoodmn.gov

shorewoodmn.gov

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Color Pallete	4
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Brand Application	7

City of Shorewood

Shorewood, Minnesota, is a picturesque suburban city located on the southern and western shores of Lake Minnetonka in Hennepin County. Incorporated in 1956, it is known for its high quality of life, top-rated schools, and serene, wooded landscapes. As of 2020, approximately 7,783 people reside in Shorewood. It is considered one of the safest suburbs in Minnesota, with crime rates significantly lower than the national average.

The median age is 48 years old and median household income is approximately \$149,034 to \$171,063. The City spans a total of 13.33 square miles, with over 60% being water (7.99 square miles).

The City maintains six parks covering over 100 acres, including Freeman Park and Badger Park. The Lake Minnetonka Regional Trail also passes through the City. Residents have access to Lake Minnetonka and smaller lakes like Christmas Lake and Silver Lake.

The City is governed by a Mayor and four Council Members. Police services are provided by the South Lake Minnetonka Police Department, and fire protection is handled by the Excelsior Fire District.

www.shorewoodmn.gov

City Hall Address: 5755 Country Club Road,
Shorewood, MN 55331
Phone: 952-960-7900

Logo

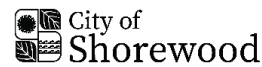
Primary Logo

Our identity represents our brand. It is important the City of Shorewood logo be placed correctly, consistently and without distortion of any kind.



Logo Variations

You may reverse the identity to white out of a dark color within the City of Shorewood color palettes. Reversed logo should only be placed on darker backgrounds that offer the most contrast and legibility. Never use a reversed logo on a light-colored background.



Secondary Logos

A secondary logo is available for different city departments to maintain brand identity.



Incorrect Usage

It is important to maintain the integrity and consistency of the City of Shorewood identity. It must always be presented in a clear and legible manner. Logos must always be reproduced from the approved files. Altercations to the logo are strictly forbidden.

Additional factors to consider when using the logo include colors, backgrounds and the clear zone. This page illustrates some examples of common incorrect uses of logos, as well as versions of the City's logo that are no longer in use.



Color Palette

Primary Colors

HEX is a six character code for how much red, green, and blue are in a digital color. Hex codes allow designers and developers to easily communicate.

CMYK is a color coding system for print.

RGB is a color coding system for digital.

Contrast & Accessibility

Contrast and accessibility are important when choosing color for text. In addition to darker colors from the primary and secondary palettes, gray, white, and black are options for text.

If content is essential to the piece, be sure there's enough contrast for the text to be easily read.

	HEX#	C	M	Y	K	R	G	B
	003a71	95	64	0	45	0	58	113
	a4afc4	20	11	0	21	164	175	196
	63866a	38	0	44	45	99	134	106
	f0b240	0	229	84	5	240	178	64

Secondary Colors

Use sparingly as needed.

	HEX#	C	M	Y	K	R	G	B
	07338c	100	91	14	3	7	51	140
	1b2740	92	81	47	51	27	39	64
	55bf45	67	0	99	0	85	191	69
	578c4f	70	25	86	9	87	140	79
	f2ab27	4	36	97	0	242	171	39

Tertiary Colors

Use sparingly as needed.

	HEX#	C	M	Y	K	R	G	B
	0c50b5	93	75	0	0	12	80	181
	015f45	90	38	79	31	1	95	69
	fff62d	4	0	88	0	255	246	45
	40506f	82	68	35	19	64	80	111
	008680	86	28	52	6	0	134	128

Typography

Print Fonts

In order to clearly communicate with our residents, our typefaces must be legible. Nunito Sans is the font family chosen for City of Shorewood's brand typography.

Nunito Sans Light provides more contrast with heading; however, may not always be most accessible. Never use Nunito Sans Light on a dark background.

Body option types to provide more accessibility include Nunito Sans Regular or **Nunito Sans SemiBold**

Website Fonts

The Poppins font family is used on the City of Shorewood's website. Users should use the proper headings and paragraph text in order to ensure the website is accessible (ie, Headline, Subhead, Subhead 2, normal).

Please note that website font colors should not be changed. These are set to default brand colors for web accessibility.

Operation Fonts

The Calibri font family should be used only for day-to-day operations (e.g. memos, email, PowerPoint, etc.)

Acceptable fonts within the Calibri family include Calibri Light, *Calibri Light Italic*, Calibri Regular, *Calibri Italic*, **Calibri Bold**, ***Calibri Bold Italic***

Nunito Sans

Heading, Nunito Sans Black

Heading, Nunito Sans ExtraBold

Subheading, Nunito Sans Bold

Paragraph, Nunito Sans Light
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%^&*()_+="':?><

Poppins

Headline, Poppins Bold

Subhead, Poppins Semibold

Subhead 2, Poppins Semibold

Normal, Poppins Light
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%^&*()_+="':?><

Calibri

Paragraph, Calibri Light
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%^&*()_+="':?><

Brand Application



00/00/0000

Name
Address 1
Address 2
City, State, Zip

Salutation Name,

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Sincerely,
NAME LAST

5755 Country Club Road, Shorewood, MN 55331 | 952.960.7900 | www.ci.shorewood.mn.us

Letterhead



5755 Country Club Road
Shorewood, MN 55331

NAME
Job Title

name@shorewoodmn.gov
City Hall: 952-960-xxxx
Direct: 952-960-xxxx



shorewoodmn.gov

Front Business Card



Back Business Card



5755 Country Club Road
Shorewood, MN 55331

NAME
Title

City Hall: 952-960-xxxx
Direct: 952-960-xxxx

name@shorewoodmn.gov

shorewoodmn.gov



Email Signature



5755 Country Club Road
Shorewood, MN 55331-8927

Envelope

Appendix J

Communications Feedback & Insight Tool (see next page)

Communications Feedback & Insight Tool

(Qualitative Engagement as a Measurement Method)

Purpose

To systematically capture, analyze, and use resident feedback and qualitative engagement as a measurable indicator of how well citywide communications are working across all channels (web, social, newsletter, phone, email, walk-ins).

This tool answers the question:

“Did our communication reduce confusion, build understanding, and meet residents where they are?”

What This Tool Measures

Instead of just tracking reach or views, this tool measures:

- **Clarity** – Did residents understand the message?
- **Effectiveness** – Did it reduce questions, calls, or confusion?
- **Responsiveness** – Did the City adapt communications based on feedback?
- **Sentiment** – How residents felt about the information provided

When to Log Feedback (Citywide Use)

Log feedback when it tells us something about our communication

Log feedback that shows:

- Confusion about City information
- Repeated questions on the same topic
- Difficulty finding information
- Misunderstandings or misinformation
- Appreciation or praise (these help too!)
- Suggestions that relate to how information was shared

Do NOT log:

- Personnel issues
- Formal complaints already tracked elsewhere
- One-off service requests unrelated to communication
- Personal disputes or non-City matters

Do NOT limit this to formal surveys—this tool intentionally captures everyday engagement.

Examples of Feedback You Should Log

Questions or Confusion

- “I didn’t know recycling rules changed—where was that posted?”
- “We got the letter, but I’m not sure what action we’re supposed to take.”
- “Several residents called asking when street sweeping actually starts.”

Repeated Questions

- Multiple calls about the same deadline

Misinformation Identified

- Residents referencing incorrect dates, rules, or processes
- Social media comments spreading incorrect assumptions

Positive Signals

- “This notice was really clear—thank you.”
- “The new FAQ answered my question right away.”

- Several social media comments asking the same thing
- Front desk, phone, and email all getting similar questions

Difficulty Accessing Info

- “I tried to find this on the website but couldn’t.”
- “That information was buried on the page.”
- “I don’t use social media—where else was this announced?”

Where Does Feedback Come From?

Log feedback received through:

- Phone calls
- Emails
- Walk-ins
- Social media comments or messages
- Website forms
- City events or tabling
- Casual conversations related to City communications

If it helps answer “**Did our message land the way we intended?**”, log it.

How Detailed Does It Need to Be?

Keep it **short and factual**.

Good example:

“Three residents called with questions about yard waste rules after the May newsletter.”

Not needed:

- Names
- Exact quotes (unless helpful)
- Personal opinions or commentary

Focus on the **pattern**, not the person.

If you think, “We should probably explain this better next time,” log it.

What Happens After I Log It?

The Communications team uses logged feedback to:

- Improve website language
- Add or update FAQs
- Adjust future messaging
- Choose better channels
- Reduce repeat questions and confusion

Logging feedback = helping the City communicate better.

Governance & Use Standards

- This is **not** a complaint log

- This is **not** performance evaluation of staff
- Entries should be factual and professional
- No personal data beyond what is necessary
- Used to identify **patterns**, not one-off opinions

Turning Feedback into Measurement

The below are indicators that are shared as outputs for reporting purposes. You do **not** score residents—you score *your communications*. See *Communications Quality Snapshot* form.

Communication Clarity Indicator (CCI)

Percentage of feedback tagged “Question” or “Confusion”

- High CCI = messaging needs improvement
- Declining CCI over time = clearer communications

Message Fix Rate (MFR)

Percentage of feedback that resulted in a communication change

Examples of a “fix”:

- Website language updated
- FAQ added
- Social post clarified
- Next newsletter adjusted

This turns feedback into **action-based accountability**.

Repeat Topic Flag (RTF)

Track any topic that generates:

- 3+ feedback entries in a short time window, or
- Recurs across multiple channels

Flagged topics signal:

- Information not reaching residents
- Information unclear or hard to find
- Channel mismatch (wrong tool for the audience)

Communication Improvements

If a topic is flagged as “Repeat”, staff should consider:

- Is the message discoverable on the website?
- Is it written in resident-friendly language?
- Did we rely too heavily on one channel?
- Should this be a standing FAQ or seasonal reminder?

Citywide Communications Feedback Log

Date Received	Department/Topic
Channel ☐ Phone ☐ E-mail ☐ Walk-in ☐ Social media comment/message ☐ Website form ☐ Event or tabling ☐ Other: _____	
Communication Trigger (e.g., newsletter article, webpage, social post, mailed notice, etc.)	
Feedback Type ☐ Question ☐ Confusion ☐ Complaint ☐ Misinformation identified ☐ Suggestion ☐ Praise ☐ Other: _____	
Sentiment ☐ Positive ☐ Neutral ☐ Negative ☐ Mixed	
Primary Theme (choose one) ☐ Clarity of information ☐ Timing ☐ Access / where to find info ☐ Cost / fees ☐ Process or rules ☐ Expectations vs reality ☐ Other: _____	
Short Summary (1-2 sentences)	
Action Taken ☐ No action ☐ Clarified verbally ☐ Updated website ☐ Adjusted future messaging ☐ Added FAQ ☐ Redirected to department ☐ Other: _____	
Additional Information (if necessary)	

Communications Quality Snapshot

Qualitative Engagement Summary: (Reporting Period)

Total feedback entries logged: ____

Top 3 communication topics generating feedback:

1. _____
2. _____
3. _____

Communication Clarity Indicator: ____%

(feedback tagged “Question” or “Confusion” out of total feedback entries logged)

Message Fixes made this period: ____

Repeat Topic Flags identified this period: ____

What we changed as a result of feedback:

- Example 1: _____
- Example 2: _____

What this tells us about our communications:

(1–2 narrative sentences)

What we’ll do next period:

(1–2 narrative sentences)



Communications Plan Maintenance & 2026 Implementation Checklist

Purpose

This checklist outlines a structured approach to implementing, governing, and maintaining the City's Communications Plan and Policy in 2026. Its purpose is to ensure City communications are aligned, consistent, accessible, proactive, and well-governed.

2026 Final Implementation Checklist (quick reference)

- | | |
|--|--|
| ☐ Communications Plan adopted | ☐ Communications Policy adopted |
| ☐ Roles and authority defined | ☐ SOPs created and shared |
| ☐ Staff trained | ☐ Metrics established |
| ☐ Annual review scheduled | |

1. Governance & Approval

Implementation should start with Council and leadership alignment.

Confirm:

- Desired level of proactivity vs. reactivity
- Tone and values (e.g., neutral, welcoming, nonpartisan)
- Role of communications in engagement vs. information-only

2026 Action Steps:

- ☐ Communications Plan acknowledged or approved by Council/Administration
 - ☐ Policy and Plan stored in a shared, staff-accessible location
 - ☐ Effective dates documented
-

2. Roles & Responsibilities

Assign Clear Authority and Responsibilities as outlined in the Strategic Communications Plan. The City's Crisis Communications Plan, for example, models this clarity by explicitly designating spokespersons and sequencing internal before external communications.

Define:

- Who owns City communications (e.g., Administration, Communications staff)
- Who may publish content on official channels
- Who approves content (routine vs. sensitive)
- Who speaks to the media

2026 Action Steps:

- ☐ Communications lead or department designated
 - ☐ Authorized spokesperson(s) identified
 - ☐ Media response protocol defined
 - ☐ Departmental responsibilities documented
 - ☐ Approval thresholds established (routine vs. sensitive communications)
-

3. Communications Plan in Place

The City shall maintain a Communications Plan that provides guidance on:

- Identifying target audiences, key messages, and communication channels
- Establishing priorities and messaging strategies
- Providing guidance on appropriate use of communication tools
- Supporting proactive and intentional communications

2026 Action Steps:

- ☐ Purpose and guiding principles confirmed
 - ☐ Target audiences identified
 - ☐ Priority messages defined
 - ☐ Approved communication channels documented
 - ☐ Channels intentionally **not** used identified
 - ☐ Publication matrix completed (ongoing)
 - ☐ Social Media Terms of Use adopted and linked
 - ☐ Accessibility (ADA/WCAG) requirements documented
 - ☐ Brand and tone standards published
-

5. Standard Operating Procedures (SOPs)

Translate plans and policies into practical SOPs. SOPs should fit on 1-2 pages each.

2026 Action Steps:

- ☐ Social media posting SOP created
 - ☐ Website update SOP created
 - ☐ Newsletter/content intake SOP created
 - ☐ Comment moderation SOP created
 - ☐ Photo/video use guidelines defined
 - ☐ Communication feedback form SOP created
 - ☐ Escalation process documented
-

6. Crisis & Critical Communications

In emergency or crisis situations, communications shall follow the City's Crisis Communications Plan.

During such events:

- Internal communications shall precede external communications when practicable
- Messaging shall be centralized and coordinated
- Timeliness and accuracy shall be prioritized over routine approval procedures when necessary to protect public safety

2026 Action Steps:

- ☐ Crisis Communications Plan adopted
 - ☐ Spokesperson designation confirmed
 - ☐ Community partners confirmed and notified
 - ☐ Staff know when to defer to crisis protocols
-

7. Training & Internal Alignment

Train staff and reinforce expectations. Social media terms of use and content standards provide a solid foundation for this training, particularly around nonpartisanship and tone.

Implementation Training Should Cover:

- What qualifies as an "official City communication"
- Personal vs. professional use of social media
- Public records implications
- ADA and plain-language standards
- When to elevate requests to Communications staff
- Include communications onboarding for: new hires, elected officials, board/commission members

2026 Action Steps:

- ☐ Communications expectations shared with staff
 - ☐ New-hire onboarding includes communications policy
 - ☐ Elected officials briefed on City communications standards
 - ☐ Boards and commissions provided guidance as appropriate
 - ☐ SOPs reviewed with content contributors
-

8. Measurement & Reporting

It is essential to integrate continuous KPI tracking into our communications workflow. KPIs should be measurable and adjusted to ensure the city is effectively communicating with target audiences.

Track metrics tied to communications goals:

- Website traffic and top searches
- Newsletter and email open rates
- Social engagement (reach, not just likes)
- Resident feedback and inquiries

Annual Questions to Ask

- Are residents finding information more easily?
- Are staff aligned and consistent?
- Are we proactive rather than reactive?

2026 Action Steps:

- ☐ Communications goals tied to measurable indicators
 - ☐ Metrics identified (e.g., website use, engagement, reach)
 - ☐ Reporting cadence established (e.g., quarterly Council reports)
 - ☐ Feedback mechanisms identified (inquiries, surveys, comments)
-

9. Review & Continuous Improvement

City staff should conduct regular reviews of the Strategic Communications Plan to ensure information is relevant and up to date.

Tie updates to:

- Strategic priorities
- Engagement goals
- Accessibility and legal updates
- Lessons learned incorporated after major events or crises

2026 Action Steps:

- ☐ Policy review cycle scheduled (e.g. social media policy reviewed every 3–5 years)
 - ☐ Communications Plan refresh cadence defined (annually)
 - ☐ SOP updates tracked and logged (as platforms and practices evolve)
 - ☐ Contact information updated (as staff transition in/out of roles)
-



City Council Item 2.F.

Title/Subject: Annual Data Practices Policy Review
Meeting Date: May 11, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. Resolution 26-28 Data Practices Policy Annual Review
2. 2026 Data Practices Policy for Public
3. 2026 Data Practices Policy for Data Subjects

Background

Minnesota State Statutes, sections 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data and rights of subjects of data and Minnesota State Statutes, section 13.03, subdivision 2 requires entities to establish procedures that data requests are complied with appropriately and promptly. Minnesota State Statute §13.025, subdivision 2, specifically requires that the Data Practices Responsible Authority shall prepare a written data access policy and review and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data. The attached policies for the City of Shorewood: Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public reflect the most current and relevant information. The 2026-2027 Policy is attached. Just a reminder of recent changes that went into effect in the last two updates:

- 1) The change in personnel at South Lake Minnetonka Police Department required an update to one of the department's Data Practice's Designee as new Police Chief Justin Ballsrud.
- 2) New legislation allows government entities to close data requests that have not been responded to within 5 business days from contacting the requester to plan to inspect or obtain copies of the data.
- 3) Data Requests that do not exceed the cost of \$5.00 will be provided at no charge unless paper copies or a flash drive is requested.

Approval of these policies will satisfy the government entity's annual review and update obligations and requirements for the year 2026 pursuant to Minnesota state law.

Strategic Alignment

Adopting data practices policies is good governance because it ensures the city complies with Minnesota law while providing clear, consistent procedures for public access to government data and protection of data subjects' rights. It also promotes transparency, accountability, and public trust by keeping policies current and aligned with changes in personnel, procedures, and legal requirements.

Budget Impact

Pursuant to MN State Statute 13.03 Subd.2(c) if a person requests copies or electronic transmittal of data, the city may require the requester to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data. If 100 or fewer pages of black & white, letter or legal-size copies are requested, actual costs may not be used, and instead, the city may charge no more than .25 per page copied. These fees have been delineated in the City's Data Practices Policy and the City's Master Fee Schedule.

Action Requested

Motion to approve the 2026-2027 data practices policy. Simple Majority is required.

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

**RESOLUTION 26-28
2026 CITY DATA PRACTICES POLICIES**

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

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

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

Approval of these policies will satisfy the government entity annual review and update obligations and requirements for the year 2026 pursuant to MN state law.

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

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 11th day of May 2026.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

Data Practices Policy for the Public

Minnesota Statutes, sections 13.205 and 13.03 require this policy.

City of Shorewood *Hennepin County, Minnesota*

Your Right to See Public Data

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

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

How to Request Public Data

You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request via email, fax, mail, or in person using the form on page 6.

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

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

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data is not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data at our offices; or

- You may choose to pick up your copies. Or we will mail them to you. We will provide electronic copies (such as email or via jump drive) upon request, if we keep that data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within 5 business days to inspect the data or pay for copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

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

We are also not required to respond to questions that are not about your data request, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from entirely private or confidential data.

We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Name: Sandie Thone, City Clerk/Human Resources Director

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

Phone number/email address:

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

As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: Sandie Thone, City Clerk/Human Resources Director

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

Phone number/email address:

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

Data Practices Designee(s)

1) Name: Justin Ballsrud, Chief of Police, South Lake Minnetonka Police Department

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

Phone number/email address:

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

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

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

Phone number/email address:

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

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

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

Phone number/email address:

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

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

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

We do not charge for copies if the cost is less than \$5.00, unless it requires us to make paper copies.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies –\$.25 per page

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

Most other types of copies – actual cost

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

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

Copy Charges are Set by MN Statute Section 13.03, subdivision 3 (c).

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

Data Request Form – Members of the Public

Request date:

I request access to data in the following way:

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

Note: Inspection is free

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

Contact information

Name:

Address/phone number/email address:

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

This is the data I am requesting:

Describe the data you are requesting as specifically as possible.

Notice of Adoption of Model Policies

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

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

Notice to Commissioner of Administration: Adoption of Model Policies

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

Sandie Thone

City Clerk and Data Practices Responsible Authority

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

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

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

Data Practices Policy

Requests for Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

City of Shorewood
Hennepin County, Minnesota

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When the City of Shorewood Has Data About You

The city of Shorewood has data on many people, such as employees, job applicants, licensees, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you that we might have:

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

Private Data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following is an example of private data about you that we might have:

Example: John Smith’s Social Security Number: 473-99-XXXX

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data is about you. We can share confidential data about you with our government

entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

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

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

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

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

Access to Data on Minor Children

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

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

When We Collect Data From You

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

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

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

Protecting Your Data

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

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

When Your Data are Inaccurate or Incomplete

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

How to Make a Request For Your Data

You can ask to look at (inspect) data at our offices or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. Make a written request to the appropriate individual listed in the Data Practices Contacts on page 6 using the Data Request Form on Page 8 for all data requests.

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

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject, or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.

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

- If we have the data, but the data is confidential or not public about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have a meaningful opportunity to inspect data within 10 business days of your request at no charge.
 - Tell you how much the copies cost and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies or have us mail or email them to you. We will provide electronic copies (such as email or flash drive) upon request, if we keep the data in electronic format and we can reasonably make a copy.

Information about copy charges is on page 7.

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

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

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

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

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

Name: Sandie Thone, City Clerk/Human Resources Director

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

Phone number/email address:

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

As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: Sandie Thone, City Clerk/Human Resources Director

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

Phone number/email address:

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

Data Practices Designee(s)

1) Name: Justin Ballsrud, Chief of Police, South Lake Minnetonka Police Department

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

Phone number/email address:

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

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

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

Phone number/email address:

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

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

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

Phone number/email address:

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

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we give them to you. We do not charge for copies if the cost is less than \$5.00, unless we are required to make paper copies.

Actual Cost of Making Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include employee-time to create and send copies, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs such as postage (if any).

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

Data Request Form – Data Subject

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

Request Date: Contact information

Data Subject Name:

Parent/Guardian Name (if applicable):

Address:

Phone number/email address:

The Data I am Requesting:

Describe the data you are requesting as specifically as possible.

I request access to data in the following way:

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

Note: Inspection is free. The City of Shorewood charges to print hard copies of data and when the cost of the request exceeds \$5.00.

We will respond to your request within 10 business days

To Be Completed by Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Standards for Verifying Identity

The following constitute proof of identity.

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

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

Notice of Adoption of Model Policies

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

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

Notice to Commissioner of Administration: Adoption of Model Policies

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

Sandie Thone

City Clerk/Human Resources Director and Data Practices Responsible Authority

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

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

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



City Council Item 2.G.

Title/Subject: SCEC Task Force
Meeting Date: May 11, 2026
Prepared By: Mitchell Czech, Park/Rec Director

Attachments

1. Task Force Purpose Statement and Members

Background

A major component of the Shorewood Community & Event Center Facility Analysis includes the formation of a community-based task force. Staff worked in collaboration with the consultant, ISG, to structure a task force designed to provide a broad range of perspectives and expertise. Prior to recruitment, specific member profiles were developed to align with identified skill areas critical to the success of the effort. These profiles help ensure the task force is intentionally composed of individuals with diverse backgrounds, enabling thoughtful discussion and the development of practical, well-informed recommendations for City Council consideration. The consultant recommended maintaining a task force of approximately 10–12 participants to promote productive discussion and effective collaboration.

Recruitment for the task force was done in a variety of ways. Staff engaged with a number of local experts and professionals throughout the process of developing a project scope for the facility analysis. During this engagement, the idea of a task force was discussed. The Excelsior-Lake Minnetonka Chamber of Commerce also put staff in contact with local experts that could provide valuable insight to the facility. Those that expressed interest in being involved with the task force were directly recruited, as long as their skill set matched one of the developed member profiles.

A survey for the SCEC was published in December 2025 and is currently live. One question on the survey asks the survey respondent if they would like to be a part of the planning process for the facility. Those that responded "yes" were contacted and provided a short questionnaire regarding their experience and skill sets for the task force.

A summary of the recommended task force purpose statement and member appointments is provided in the attachments. The task force kick-off meeting is in the process of being scheduled for mid-late May. The project team is still finalizing individuals to fill the member profiles of Finance & Cost-Recovery Analyst and Facilities & Operations. There are strong leads for each profile and are hoping to be solidified in the near future. In the event the specific criteria for the profiles are not met, another member may be added or the role may be left vacant, as long as the task force maintains 10-12 members.

In the event interested parties are not selected for the task force itself, they will be engaged throughout the process to provide feedback and recommendations to the project team. The general public will also have opportunity to provide feedback through the facility survey, public

engagement sessions, and an open house (to be scheduled).

Strategic Alignment

Fiscal Responsibility

- Implement best practices to support sound financial management
- Maintain stable and predictable finances over the long-term

The development of the SCEC Task Force will assist in the development of practical, well-informed recommendations for the City Council.

Budget Impact

The budget for the SCEC Task Force is included within the approved SCEC Facility Study project scope. No additional costs are associated with the approval of the task force purpose statement and appointed members.

Action Requested

Motion to approve the SCEC Task Force. Simple majority vote required.



Facility Analysis Task Force

Purpose Statement: The Shorewood Community & Event Center (SCEC) Task Force serves in an advisory capacity to provide community based insight and feedback that supports the evaluation of current operations and the development of practical, financially realistic recommendations to increase utilization and revenue at the SCEC.

Task Force Members & Profiles

Member Profile	Member Name	Qualifications
City Staff	Mitchell Czech	Shorewood Parks & Recreation Director
Park Commission Liasion	Janet Sylvester	Current Shorewood Park Commissioner
Local Business Connector	Tiffany King	Excelsior-Lake Minnetonka Chamber of Commerce President & CEO
Senior Programming	Tena Brandhorst	SouthShore Senior Partners President
Current Renter/Partner	Kelsey Vercruysse	Just for Kix Minnetonka Director (Dance)
Resident Expert	Barry Brown	Shorewood Resident, business background
Youth/Adult Programming	Kim Carlson	Minnetonka Community Education Executive Director
Facility Operations	Jeanna Raap	SCEC Desk Attendant & South Shore Senior Partners Board Member
Hospitality & Event Venue Operations	Laura McCauley	Events Manager for Boom Island Brewing. Non-profit experience.
Market & Business Development Strategist	Nick Ruehl	Business coach at Ruehl + Associates. Former Mayor of Excelsior.
Finance & Cost-Recovery Analyst	TBD	Recruitment in progress
Facilities & Operations	TBD	Recruitment in progress



City Council Item 2.H.

Title/Subject: 2026 Supplemental Services Proposal, SLMPD and City of Excelsior
Meeting Date: May 11, 2026
Prepared By: Marc Nevinski, City Administrator

Attachments

1. 2026 Excelsior-SLMPD Supplemental Services Proposal

Background

The South Lake Minnetonka Police Department annually enters into a supplemental agreement with the City of Excelsior to provide additional services for summer dock and park patrol and code enforcement, as well as off-season services from September to May. Services will be provided by the community service officers (CSO). The Joint Powers Agreement, Section 7, sub. 2E, requires all member cities to approve agreements for additional services:

Parties may contract with the SLMPD for Supplemental Services delivered by separately dedicated personnel outside of the approved budget by Unanimous agreement of the Parties. The amount charged for Supplemental Services shall be the actual hourly wage and overhead costs. Agreement to provide such Supplemental Services shall not be unreasonably withheld.

Attached is a fee schedule from the Police Chief summarizing the proposal for 2026. Previously, the Council asked if the agreement covered only officer wages and expenses or if overhead costs are included. When posed with this question, SLMPD and Excelsior staff noted that Excelsior pays for a computer, camera, and uniform. The arrangement also provides training and experience for CSOs who may become SLMPD officers, and makes an additional responder available for service calls elsewhere in the district.

Strategic Alignment

Safe & Secure Community

- Strong, proactive, strategic, and cost-effective public safety services — This supplemental service agreement provides for public safety services specific to and funded by the City of Excelsior.

Budget Impact

Costs associated with the proposal will be funded by the City of Excelsior. The projected total for the 2026-2027 period is \$45,354.

Action Requested

Motion to approve the attached schedule for supplemental services between the City of Excelsior and the South Lake Minnetonka Police Department.

A majority vote by the Council is required.



South Lake Minnetonka Police Department

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

FROM: Chief Justin Ballsrud

DATE: April 15, 2026

RE: 2026 Excelsior's Park, Dock Patrol, Parking & Code Enforcement

Since the early 1980's, the City of Excelsior has contracted with the South Lake Minnetonka Police Department (SLMPD) for park and dock patrol services. The Joint Powers Agreement allows member cities to contract with the SLMPD for additional services, as long as the proposed services do not use existing SLMPD staffing hours. All costs are the responsibility of the contracting city (Excelsior), and the other member cities must approve the agreement. These additional responsibilities/hours for our CSO's provide sustainability to our CSO program that has and will continue to develop future SLMPD Police Officers. In addition, we are staffed with four CSO's; also in an open process to hire an additional CSO for the summer of 2026.

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

In 2023 we further expanded the services by adding staffing hours for a Code Enforcement position. Excelsior would like to continue the Code Enforcement position in 2026.

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

Attached is a breakdown of the proposed 2026 Park, Dock Patrol, and Code Enforcement budget.

Please contact me if you have any questions or concerns.



SOUTH LAKE MINNETONKA POLICE DEPARTMENT

Excelsior Park and Dock Patrol Services

2026 Summer and Off-Season

SLMPD Proposal - Projected Budget

Part-Time Seasonal Positions (Memorial Day – Labor Day)	Projected Hours 2026	Hourly Rate* Total	Total Amount
Park Service Officer - Commons Park <i>Civilian Position - Patrol Commons Park and Adjacent Residential/Business Areas</i>	550	\$28.17	\$15,493
Park Service Officer - Municipal Docks <i>Civilian Position - Patrol Port of Excelsior and Municipal Docks</i>	350	\$28.17	\$9,860
Dedicated Parking Enforcement	400	\$28.17	\$11,268
Code Enforcement Community Service Officer (June, July, and August / 30 hrs. a month)	90	\$28.17	\$2,535
Total	1,390		\$39,156

****Decrease for projected hours from 1,715 due to increase in hourly wages for current staff****

Off-Season Position (September – May 2026)	Projected Hours 2026	Hourly Rate* Total	Total Amount
Code Enforcement Community Service Officer (September – May / 30 hrs. a month)	220	\$28.17	\$6,197

****Decrease for projected hours from 270 due to increase in hourly wages for current staff****

Projected Budget – 2026 season**	1,610	\$28.17	\$45,354
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Projected cost for 2026 decreased from \$46,052 due to trying to get as close to 2025 budget numbers with the hours

*Average Park Service Officer for 2026 is at one year of service wage rate/hourly rate is averaged

**May be expanded for increased service requirements

***Included Uniforms, Gear & Training.



City Council Item 2.I.

Title/Subject: Hennepin County CDBG Program Renewal
Meeting Date: May 11, 2026
Prepared By: Marc Nevinski, City Administrator

Attachments

1. Shorewood 2027-2029 Renewal Letter

Background

The City of Shorewood is a participant in Hennepin County's Community Development Block Grant (CDBG) program. The County must complete a "requalification" process every three years and is asking if the City wishes to continue to participate in the program. Participation allows residents to access home repair loans and services for moderate-income families, seniors and youth. CDBG funds must be accessed through the County. The City approved a Joint Cooperation Agreement with Hennepin County in 2017 (Res 17-060) for participation in the County's CDBG program. Unless the City withdraws from the program, the agreement renews automatically for a three-year term.

Strategic Alignment

Comprehensive Approach to Planning & Development

- Leverage resources (land use controls, EDA) to achieve outcomes — Participation in the County's CDBG program leverages resources for residents that the City would otherwise be unable to provide.

Budget Impact

There is no cost to participating in the program.

Action Requested

Motion to approve the City's continued participation Hennepin County's CDBG program.
Simple majority vote required.

HENNEPIN COUNTY

MINNESOTA

April 10, 2026

VIA EMAIL

Mr. Marc Nevinski
City Administrator
City of Shorewood
5755 Country Club Road
Shorewood, MN 55331

Subject: Fiscal Year 2027 – 2029 Community Development Block Grant (CDBG) Program

Dear Mr. Nevinski:

As you know, Hennepin County is the lead agency for the Hennepin County Community Development Block Grant (CDBG) Program, which serves 39 suburban communities in the county. The U.S. Department of Housing and Urban Development (HUD), which is the agency that administers CDBG funding, requires that the county complete a “requalification” process every three years in order to continue to receive CDBG funds. One requirement of this requalification process is that cities be notified of their options with regard to ongoing participation in the county CDBG program.

The City of Shorewood is currently a cooperating unit in the county CDBG program, which allows residents of your city to participate in activities supported by Hennepin County CDBG funds. Examples of these activities include the home repair loan program and public services for moderate-income families, seniors, and youth, among other activities.

If your City wishes to maintain its participation in the Hennepin County CDBG program, **no further action is needed** and the current Joint Cooperation Agreement will auto-renew for the 2027-2029 CDBG qualification period. By continuing to participate in the Hennepin County CDBG Program, your City will remain eligible to receive CDBG funds under the terms of the agreement and will automatically be included in the HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) programs administered by the County. It will also remain ineligible to apply for grants through the State CDBG program.

If your City wishes to change its election and/or terminate the current Joint Cooperation Agreement, please notify both HUD and the County in writing via email **by May 22, 2026**. If changing your election, your response must include:

- An attached letter on official letterhead signed by the authorized representative for your City;
- A signed City resolution (only if one is required by your City board).

Hennepin County Housing & Economic Development

300 South 6th Street, MC 685, Minneapolis, MN 55487

<https://www.hennepincounty.gov/services/grants-funding-opportunities/housing-grants-funding>



The Hennepin County CDBG Program has a long history of success as a direct result of our partnership and has helped thousands of seniors and lower-income families with emergency assistance, housing rehabilitation, public facilities, neighborhood improvements, youth programs, and affordable housing. Your participation in this program has helped to bring millions of tax dollars back to your community and suburban Hennepin County. Your partnership is very important to the County. If you are considering opting out, the County would appreciate the opportunity to meet before an opt-out letter is sent.

Please contact me via email at omar.martinez@hennepin.us if you have any questions regarding your election options or the CDBG Joint Cooperation Agreement. I look forward to continuing our cooperative efforts in addressing suburban Hennepin County housing and community development needs.

Sincerely,



Omar Martinez
Federal Programs Manager

If changing your election, please direct your email notification letters to the following addresses:

Hennepin County
Housing and Economic Development
Attn: Omar Martinez
300 South Sixth Street, MC 685
Minneapolis, MN 55487
Omar.martinez@hennepin.us

HUD Minneapolis Field Office
Attn: Kevin Paulsen
212 3rd Avenue South, Suite 150
Minneapolis, MN 55401
Kevin.A.Paulsen@hud.gov



City Council Item 2.J.

Title/Subject: Senior Accountant New Hire
Meeting Date: May 11, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

Background

The city recently recruited qualified candidates for the Senior Accountant position. The city received nine applications for the position, which closed on April 19, 2026. Staff interviewed three well-qualified candidates for the position. The staff interview panel included City Administrator Marc Nevinski, Finance Director Jeanne Schmuck, and City Clerk/HR Director Sandie Thone. A conditional job offer was presented to and accepted by Dalton Kraay. Dalton comes to the city with a Bachelor's degree in Corporate Finance from Minnesota State University, Mankato. Dalton has almost three years of experience working at Abdo as a Governmental Advisory Accounting Associate and in that capacity has completed tasks and work of a senior accountant for a number of government agencies, including the City of Shorewood. During the interview process, Dalton shared his interest and experience in leveraging technology to improve efficiencies and processes. If approved, his anticipated start date will be Tuesday, May 26, 2026.

Strategic Alignment

Organizational Strength & Good Governance

- Culture of continuous improvement — Hiring talented people strengthens city government by ensuring public services are delivered with competence, integrity, and accountability, which builds trust with residents. Strong employees also improve organizational performance by bringing the skills, judgment, and collaboration needed to solve problems, adapt to change, and carry out the city's mission effectively.

Budget Impact

Staff recommend Dalton's compensation rate be set at Grade 10, Step E of the city's compensation schedule of \$41.21 per hour. The position is non-exempt, PERA eligible, and receives full benefits.

Action Requested

Motion to approve the hire of Dalton Kraay. Simple Majority is required.



City Council Item 4.A.

Title/Subject: Change Order Policy
Meeting Date: May 11, 2026
Prepared By: Marc Nevinski, City Administrator

Attachments

1. Change Order Policy April 2026
2. Sample Change Order Form
3. Change Order Policy Minute Nov 24 2025

Background

The City endeavors to complete its contracted work within project budget, scope and deadlines with thorough planning and project preparation. However, for various reasons, projects sometimes change in scope, schedule, or quantity of material or work, and typically result in increased project costs. Often such changes are the result of unforeseen conditions that were not known or accounted for during the planning process. They may also result from errors, market conditions, or opportunities that emerge to cost-effectively address other issues as part of the project. The most appropriate way to deal with these changes is through a change order or work scope modification.

While project contracts contain at least some basic procedures for addressing changes, no general policy or guidance exists for how the City will address such changes. The attached policy establishes expectations for handling project changes, and provides guidance when decisions about changes need to be made relatively quickly to avoid additional costs, minimize project delays, or reduce negative impacts to the public. The attached policy proposes a process to guide the City through such project changes to ensure transparency, consistency, and accountability when implementing projects.

In November, the Council reviewed a draft policy and discussed lowering the threshold amount for administrative approval from 10% to 5%, and the cumulative maximum amount of change orders from \$75,000 to a lesser amount. Staff suggests \$50,000. Statutorily, contracts over \$175,000 require sealed bids. Therefore, for contracts below \$175,000, staff recommends leaving the 10% threshold as originally proposed for operational efficiency. (10% of \$175,000 = \$17,500 and 5% of \$175,000 = \$8500.)

The Council also discussed providing additional guidance for what constitutes "urgent and demanding conditions" where decisions must be made administratively and possibly outside the policy. In addition to the considerations of costs, alternatives, and public impacts already provided, several examples have been added to the policy to further illustrate such potential conditions.

Key components of the Change Order and Work Scope Modification Policy include:

- Requirement that all modifications and change orders to be documented.
- Allows for administrative approval of modifications and change orders up to ~~10%~~ 5% of the contract amount for contracts over \$175,000.
- Allows for administrative approval of modifications and change orders up to 10% of the contract amount for contracts under \$175,000.
- Caps administrative approval to a cumulative total of ~~\$75,000~~ \$50,000.
- Modifications and change orders over these thresholds require Council approval.
- Modifications and change orders requiring Council approval should receive approval prior to completion whenever possible.
- Allows for administrative approval of change orders if "urgent and demanding conditions" exist, even if the threshold is exceeded.
- Provides guidance for determining "urgent and demanding conditions" for administrative approval of a change order, including the cost of delay, alternatives, impacts to the public, and limiting changes only to the extent necessary.
- Subsequently, it requires expeditious review of the change order by the Council.

The policy should be reviewed from time to time to ensure the policy supports fiscal transparency, operational efficiency, and alignment with statutes.

Strategic Alignment

Functionally & Financially Sound Infrastructure

- Define standards and goals for infrastructure development — The policy defines a process to guide the city through project changes and increase transparency, consistency, and accountability of projects.

Budget Impact

N/A

Action Requested

Motion to adopt the Change Order and Work Scope Modification Policy.
Simple majority vote is required.

City of Shorewood

PROCESSING PROJECT WORK SCOPE MODIFICATIONS AND CHANGE ORDERS

Adopted ~~November 24, 2025~~ May 11, 2026

I. PURPOSE AND NEED FOR POLICY

The City utilizes contracted services on many projects across departments each year. These projects are developed, considered and processed by the City Council in consultation with and upon recommendation by city staff. As a part of this process the Council defines and authorizes the work scope for the project. In the interest of securing the least cost for these services and in compliance with the Uniform Municipal Contracting law, the City implements a process, when required, where it will request competitive, bids, quotes or proposals. The Council reviews and approves bids, quotes or proposals submitted by private contractors or consultants as a part of this process. These are based on plans and specifications reflecting conditions and circumstances to the extent they can be reasonably known at the point of the submittal. From time to time during implementation of the contracted work, conditions or circumstances present themselves that are different from those known at the point of submittal which necessitate changes in the work included in the approved plans and specifications but within the project scope approved by the Council. These changed conditions may result in the need to make field decisions in an expeditious manner to avoid unnecessary delays, negative impacts, and additional costs. (For example, a street project that encounters poor soils undetected in the exploratory drilling process used during the preparation of plans and specifications.) From time to time there are also occasions when it is in the City's best interest to formally modify the project work scope. The purpose of this policy is to outline the City of Shorewood's process to address work scope modifications and change orders in a manner that aligns with statutes and City Council expectations.

II. POLICY

1. All procurement practices at the City shall be targeted to securing the purchased product or service at the least cost to taxpayers and / or ratepayers.
2. City facilities shall be constructed with the goal to provide facilities of appropriate quality and longevity.
3. City projects shall be constructed only within Council authorized scopes.
4. Work scope is established by the City Council. For approved contracts, authorized

changes in work scope will be documented by "Supplemental Agreements," or Amendments to original Agreements, to be approved by the City Council.

5. In accordance with the approved contract documents, the ~~City Engineer or Public Works Director or his/her designee~~ project manager shall prepare clarifications and directions for modifying the work, within the work scope as defined by the Council. Any such action will be documented by "Change Orders" and approved consistent with this policy.
6. Change Order, for the purposes of this policy, is defined as a change to the quantity or type of work, materials, techniques, terms or schedule required to satisfy the scope of an approved contract.
7. Work Scope Modification, for the purposes of this policy, is defined as a change to the approved contract that modifies the scope of work included in the accepted bid, quote, or proposal. Work scope modifications include work not previously anticipated, but which may improve project outcomes, save money, or increase project efficiency when compared to ordering a separate project.
8. City contracts relating to projects proceeding under Minnesota Statutes 429 will not be increased by more than 25% of the originally approved contract.

III. PROCEDURE

1. The ~~staff or consultants~~ project manager shall process all projects in accordance with City Policies.
2. Staff or consultants shall endeavor to identify all reasonably discernable aspects of existing conditions in the preparation of plans and specifications for projects.

If non-discernable conditions are encountered during the construction or implementation phase of work that is within the project scope and budget approved by the City Council, the ~~City Engineer or Public Works Director or his/her designee~~ project manager shall address these unknown conditions in an expeditious manner and make the appropriate changes to the detailed plans and specifications and implement the modified work. These changed conditions and the action taken should be documented in a Change Order or Supplemental Agreement and incorporated in the project records.

3. Change orders which may or will result in increasing a project's total contract amount

shall be approved as follows:

For projects under \$175,000.00, on a cumulative basis:	
5% of the contract price or less	City Administrator or Designee
10% of the contract price or less	City Administrator
Over 10% of the contract price	City Council

For projects over \$175,000.00, on a cumulative basis:	
3% of the contract price or less	City Administrator or Designee
10 <u>5</u> % of the contract price or less	City Administrator
Over 10 <u>5</u> % of the contract price	City Council

- For all projects over \$175,000, a contemporaneous report shall be provided to the Finance Director.
 - All change orders over ~~\$75~~ 50,000 must be approved by the City Council, regardless of percentage of the contract.
 - If ~~cumulative-change~~cumulative change orders result in meeting the ~~\$75~~ 50,000 maximum, the City Council must approve all subsequent change orders. However, if urgent and demanding circumstances exist, the guidelines in Section 6 below should be followed.
 - A summary of all change orders and work scope changes shall be documented as part of the City Council approval of the project close-out.
 - For projects over \$175,000.00, the City Administrator has authority to require additional contractor's bond amount (payment and performance). The City Administrator must document the decision to waive the increase in writing.
4. Work scope changes shall be documented in Supplemental Agreements or Amendments and approved by the City Council, absent urgent and demanding circumstances. For projects over \$175,000.00, the City Administrator has authority to require additional contractor's bond amount (payment and performance). The City Administrator must document the decision to waive the increase in writing.
5. If the changed conditions result in additional project costs to the City, these costs should be identified and the reason for the changes documented in the Change Order or Supplemental Agreement. Such changes are expected, absent urgent and demanding circumstances, to be approved by the City Council before the work proceeds.

6. If urgent and demanding conditions require a change order or work scope change prior to the ability for consideration by the City Council, the City Administrator may authorize the changes in the work but should endeavor to limit the changes only to the extent necessary. The City Administrator must then expeditiously bring the change to the Council for its awareness and consideration. In making such an authorization, the City Administrator must consider the costs of delaying authorization; alternative approaches; and impacts to the public's health, safety, and welfare, as well as its general well-being. Examples of such impacts include: project permit violations; extended impacts to traffic flow or safety; extend disruption of utility services; threatening or severe weather conditions; mitigation or prevention of environmental damage.

IV. RESPONSIBILITY

Department Directors shall oversee the implementation of projects. In coordination with Department Directors, individuals designated by the City Administrator ("Designees") shall identify and process any and all required Change Orders or Supplemental Agreements and present them to the City Administrator, Finance Director, and/or City Council as appropriate. The Department Directors and/or their designees shall also be responsible for preparing the required documentation for project files.

V. AUTHORITY

Minnesota Statutes. §§ 412.221, subd. 2; Office of the State Auditor, Statement of Position, Contract Change-Orders and Contractor's Bond, 2007-1001 (Revised July 2024)

SAMPLE FORM DOCUMENTING CHANGE ORDER

SAMPLE
Change Order / Supplemental Agreement Form
Variable by Project Type

A. General Information

Project Name:	Project No.:	Change No.:	Type (CO / SA):
Contractor:	Date:	Original Contract Amount:	Prior Contract Amount:
Engineer / PM:	Funding Source(s):	Council Resolution No.:	Approval Authority:

B. Description of Change

Provide a clear description of what is changing, where, and why:

C. Basis for Change (check all that apply)

- ☐ Unforeseen site condition
- ☐ Plan/spec error or omission
- ☐ Owner-requested change
- ☐ Regulatory / utility requirement
- ☐ Quantity adjustment
- ☐ Other

If other, explain:

D. Cost Breakdown

Item / Description	Quantity	Unit	Unit Price	Total

Total Increase (\$): _____

Total Decrease (\$): _____

Net Change (\$): _____

E. Time Impact

Original Completion Date	Days Added / Reduced	Revised Completion Date

Critical Path Impacted? ☐ Yes ☐ No

F. Funding and Budget

Funding Source(s): _____

Contingency Used (\$): _____

Remaining Contingency (\$): _____

Budget Amendment Required? ☐ Yes ☐ No

G. Required Approvals

Role	Name	Signature	Date
Contractor			
Project Engineer			
Finance Director			
City Administrator			
City Council			

H. Summary

Original Contract Amount: _____

Change Order #	Date	Amount	Revised Contract Amount
1			
2			
3			
4			

I. Certification

I certify that this change is necessary for proper project completion and the costs shown are fair and reasonable.

Name _____

Title _____

Signature _____

Date _____

Public Works Director Morreim presented the Staff report as found in the Agenda Packet. He explained the reasons why the change order is needed.

Councilmember DiGruttolo suggested next time budgeting more. Public Works Director Morreim stated that next time, yes, budget more, but also the list of streets that are able to be crack filled has been exhausted. He added that it will help the longevity of the streets in the future. Councilmember DiGruttolo asked about the process of what is done on the roads. Public Works Director Morreim shared that, in going back to what City Engineer Budde was talking about with the three maintenance types, crack filling and sealing is even cheaper and tries to be the first option.

Councilmember Sanschagrín noted that when items like the last two come up, it would be helpful to see how the items change the reserve balance.

Maddy moved, Sanschagrín seconded, Adopting RESOLUTION 25-110, “A Resolution to Authorize Change Order #1 for the 2025 Crack Sealing Project.” Motion passed 5/0.

E. Change Order and Work Scope Modification Policy

City Administrator Nevinski explained a policy that would give some basic procedures for addressing change orders in projects, as no policy or guidance exists at this time. He presented the policy as found in the Agenda Packet. He noted the policy was taken from another city.

Mayor Labadie asked the City Engineer and the Public Works Director if anything in the document made them concerned. City Engineer Budde noted that from his perspective, there is no concern; rather, the opposite is true, it gives ease and comfort knowing how it will be handled. Public Works Director Morreim agreed.

Councilmember Sanschagrín asked which city it was taken from. City Administrator Nevinski stated it was from Burnsville.

Councilmember DiGruttolo asked that the threshold be lower than \$75,000. Mayor Labadie asked if going lower than \$75,000 for a project concerned the Staff. Public Works Director Morreim noted that it would be project-based, and for the smaller projects, it is ten percent, so that number would be lower. Councilmember Gorham explained that for a project of \$750,000, \$75,000 would be the threshold. City Administrator Nevinski noted that within the policy, there is a tabulation that sets percentages and at what point, who needs to approve what. He noted that this is a way to track the status of the project better and know when it needs to go before the Council or not. Councilmember Gorham pointed out that the two change orders prior would have been coming to the Council even with the policy change. Councilmember Gorham suggested that a change order had not been made before the work was already done. City Administrator Nevinski pointed out that there have been times it has happened, and the goal is to bring it before the Council before the work actually happens, but it is not always possible. Councilmember DiGruttolo asked about what would be an emergency that would have to be done before it is approved. Public Works Director Morreim gave an example of the Sanitary Structure. He added that the policy would probably make the Staff come to the Council more frequently with change orders because of the known numbers. City Engineer Budde stated that the Staff has come to the Council two-thirds of the time with a change order ahead of time. He noted that there are times when things have to be done to get access to the road or for permit requirements.

Councilmember Gorham asked what the typical contingency is for a street project. City Engineer Budde noted that there is no typical contingency because every project is unique and depends on contractors. He added that there are typical percentages that are added to projects. Councilmember Gorham pointed out that typically, the contingencies within projects are where the administrative approval can come, and there is not as much transparency when noting that there is money elsewhere that can fund the project, but it is not transparently allocated to the fund nor are they seeing that money in the reserves. City Engineer Budde stated that Shorewood has not done such a thing in theory, where the low bid project is picked, and then ten percent is added to go beyond the bid. He noted that it could be a practice if the Council chooses. City Attorney Shepherd clarified that currently Staff decides to spend the \$75,000 and then comes to the Council to approve it but this way they would know where the money is coming from, but they already made the decision to spend the money. Councilmember Gorham stated that currently it is unknown where the money is coming from. He reviewed that he is used to doing it the other way, where it is allocated up front and known where it is budgeted from. City Engineer Budde suggested that it could be done up front; the Staff would just have to identify where the additional contingency would come from. Mayor Labadie noted that this would complement Councilmember Sanschagrin's request to know the balance of the reserve and if the additional funding would come from the reserve.

Councilmember DiGruttolo asked that the threshold of \$75,000 be changed. Councilmember Sanschagrin noted that Burnsville is bigger than Shorewood. Councilmember Gorham stated he is comfortable with five percent. He asked if the record of the change order would come through as a consent item. City Engineer Budde explained that it has been both a consent agenda and a discussion item, depending on what is needed. Councilmember Gorham asked in the new policy how it would become visible to the Council what was spent. City Engineer Budde shared that, in thinking it would not come back to the Council just done administratively, but it may be best to come back as consent agenda items. City Administrator Nevinski noted that the paperwork side of it will need more work, but he is hearing that having a running tally of the funds is important. He added that the Staff could work on that.

Mayor Labadie asked if it is the Staff's intention that it will come back to the Council. City Administrator Nevinski stated that a motion would be great, and then the Staff can, on the backend, figure out the paperwork that includes the accounting of how things are working out. Councilmember Gorham noted that it would not be a consent agenda item, but rather the flexibility to act quickly with visibility. City Administrator Nevinski pointed out that there will be times when it is needed to act quickly, but the Council would also like transparency with the projects. He added that the Staff wants to have comfort that they are following what the Council would like to have done.

Councilmember DiGruttolo asked that some language be added that shows it would be in exigent circumstances. She added that otherwise it should come to the Council so that transparency is seen in the change orders. City Administrator Nevinski asked if the Council would like the policy to be thought out a little more and then be brought back with some of the items discussed. Councilmember DiGruttolo stated that a number lower than \$75,000 would be good to see. City Administrator Nevinski noted that some of the policy is tied to statutes.

Mayor Labadie asked if the \$75,000 was the amount used in Burnsville. City Attorney Shepherd noted that it was the amount from Burnsville's documents. He explained that the \$175,000 relates to the projects that need to be bid. He added that the policy is designed to give the Council more oversight but does include some delegation.

Mayor Labadie explained that the Council is asking the Staff to bring something back that is modified pursuant to the Council's direction.

F. Seasonal Ice Rink/Warming House Attendants (formerly Consent Agenda Item 2.G.)

Councilmember DiGruttolo asked how many ice rink attendants are being hired, how many hours, how long, what the total cost is, and what happens if there is no ice. Park/Recreation Director Czech noted that two rink locations are open from 4:00 P.M. to 9:00 P.M. Monday through Friday, Saturdays 11:00 A.M. to 9:00 P.M., and Sundays 12:00 P.M. to 9:00 P.M. He added that two attendants are working at each location. He shared that multiple days in a row with temperatures below freezing are needed to be able to flood. He added that there are rough guidelines for not having rinks during the season. Councilmember DiGruttolo asked what was budgeted and the general dates that go along with that. Park/Recreation Director Czech stated that the opening is usually in December through the end of February.

DiGruttolo moved, Sanschagrín seconded, Approving the Seasonal Hires for Ice Rink Attendants to Staff the City's Warming Houses for the 2025-2026 Winter Skating Season. Motion passed 4/0.

Mayor Labadie noted that Councilmember Maddy had stepped out of the room.

G. Walnut Grove Villas – Final Acceptance (formerly Consent Agenda Item 2.H.)

Councilmember DiGruttolo asked if the paved trail segment from the end of Park Lane cul-de-sac to Seamans Drive is complete. City Engineer Budde explained that it is not complete, as it is part of the private improvements, and will be paved as the driveways are paved. He noted that it is tied to the certificate of occupancy for the permits, and it is in the contract as well.

Councilmember DiGruttolo asked about the badly overgrown weeds and whether they comply with the Noxious Weed policy. Park/Recreation Director Czech noted that it does comply.

Sanschagrín moved, Gorham seconded, Adopting RESOLUTION 25-111, "A Resolution Accepting Improvements for Walnut Grove Villas." Motion passed 5/0.

5. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

1. Communications Update

Other

Public Works Director Morreim stated nothing new, but with winter weather approaching, the city is ready for it.

City Engineer Budde explained that the Engineering Staff is wrapping up the final designs for the Galpin Lake Trail project and the Mill Street Trail and Watermain improvements, which they hope to present before the Council at the next meeting.



City Council Item 4.B.

Title/Subject: GIS Equipment
Meeting Date: May 11, 2026
Prepared By: Matt Morreim, Public Works Director

Attachments

1. Quote-TreeBiz LLC

Background

City utility and public works staff routinely collect field data to locate underground water, sanitary sewer and storm water facilities. The data collection helps staff maintain accurate utility information that is used to help maintain the utility systems. The city's existing Trimble R2 unit is ten years old has reached the end of its practical service life and no longer meets current operational needs.

A significant limitation of the existing unit is its poor performance under dense tree canopy. Shorewood has extensive tree cover throughout developed and residential areas, and staff have experienced frequent signal loss and reduced accuracy when attempting to collect data in these conditions. This limitation increases field time and prevents staff from collecting usable data.

Staff researched and evaluated multiple Global Positioning System(GPS)/Global Navigation Satellite System (GNSS) manufacturers and models currently available on the market. The evaluation included consideration of Trimble's newer R980 model, which represents an updated version of the City's existing R2 unit. Through this review process, staff compared performance in wooded environments, ease of use for day-to-day utility locating, accuracy, field efficiency, cost and overall suitability for GIS data collection. Based on this evaluation, staff determined that the EOS Skadi Gold unit with the smart handle and tilt compensation features, best meets the city's operational needs and offers the greatest improvement in usability and performance under our operational and site conditions.

The EOS Skadi unit is specifically designed for ArcGIS Field Maps, which the city utilizes for its GIS system. It utilizes advanced GNSS technology that maintains reliable accuracy (centimeter level accuracy) in challenging environments, including areas with tree cover and nearby structures. Improved performance under tree canopy will reduce the need for manual locating and improve staff efficiency during routine utility work, maintenance, and emergency response. The integration with Field Maps allows for easier use by multiple staff members that will be using this to map utilities and locate utilities.

The EOS Skadi unit is designed for handheld operation and integrates seamlessly with tablets and mobile devices already used by staff. Its simplified setup and intuitive operation reduce field time and training requirements, allowing a broader range of utility staff to easily located

utilities and collect accurate data. These features allow for faster to deployment, easier operation and alignment with the city's current and future asset management needs.

Lastly, a key and unique feature of the proposed equipment is the smart handle with tilt compensation. This technology allows staff to collect accurate location data when utilizing the handheld option with laser location or when the GPS pole is not perfectly vertical. The handheld laser option will be especially beneficial when locating utility services that are in trenches, utilities near structures, in tight corridors or on uneven terrain. The handheld option with laser will improve productivity, reduce physical strain on staff, and increase safety while maintaining high positional accuracy.

Strategic Alignment

Organizational Strength & Good Governance - Provide staff with tools that enable improved operational efficiency and support consistent, reliable management of public infrastructure assets.

Budget Impact

The costs of GPS/GNSS units vary widely based on features and accuracy. The EOS Skadi Gold unit with the smart handle is the only GIS model that has an accurate handheld option for mapping utilities. The updated Trimble unit that was evaluated is 30% more expensive than the EOS Skadi unit.

The cost of the EOS Skadi unit with the detailed options (attached) is \$13,615.00.

Staff proposed funding for the purchase is as follows:

- \$7,615 – Capital fund utilizing excess funds generated from sale of 2025 surplus items
- \$2,000 – Water utility fund
- \$2,000 – Sanitary utility fund
- \$2,000 – Storm utility fund

Action Requested

Motion to approve the purchase of the EOS Skadi Gold unit with the detailed options.

Simple Majority is required.

Authorized Reseller - Eos Positioning Systems®

2275 Highland Pkwy.
 Saint Paul, MN 55116
 Phone (651) 336-8095

DATE 4/23/2026**Quotation #** 821**Customer ID****Quotation For:**

City of Shorewood

Quotation valid until: 5/23/2026

Prepared by: SJN

Comments or Special Instructions: None

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
S. Nicholson			ground		Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	SKADIGOLD-KIT - each package includes phone & tablet mounts, handle charger, antenna, cable, hard case, pole mnt	\$9,695.00		\$9,695.00
1	Ultra Light Carbon pole	\$340.00		\$340.00
1	RAM_RANGEPOLE_KIT	\$70.00		\$70.00
1	RAM_TOUGHTRAY	\$45.00		\$45.00
1	Spare battery	\$325.00		\$325.00
1	12V vehicle charger	\$35.00		\$35.00
1	ROD_REST_BIPOD	\$315.00		\$315.00
1	Smart Handle	\$1,495.00		\$1,495.00
1	Tilt option	\$1,295.00		\$1,295.00
SUBTOTAL				\$13,615.00
TAX RATE				0.000%
SALES TAX				\$0.00
Shipping				\$0.00
TOTAL				\$13,615.00

Questions concerning this quotation? Contact Stephen Nicholson, 651-336-8095, steve@tree-biz.com



City Council Item 4.C.

Title/Subject: Water Connection Program
Meeting Date: May 11, 2026
Prepared By: Andrew Budde, City Engineer
Matt Morreim, Public Works Director

Attachments

1. Shorewood Water Services Map
2. Online Interest Form
3. Water Connection Program-Brochure
4. Sample Email to Residents
5. Water Connection Program-Door Hanger
6. Water Connection Program-One-Pager
7. Right of Entry Easement Agreement
8. Water Connection Overview Figure of Property
9. Water Assessment Agreement

Background

At the [June 9, 2025 council meeting](#), [July 28, 2025 work session](#), and the [December 8, 2025 work session](#), there was in-depth discussion related to water infrastructure and implementing an organized water service connection program which is intended to maximize the existing system's use & revenue, and help streamline the process for residents to connect the water service from the right of way line/curb stop and into the house. It is estimated that there are 390 properties that have watermain available adjacent to their properties but have not yet been connected (see attached map). This program would allow residents to assess these costs, therefore making it more financially feasible.

Resident Connection Challenges:

For a resident to connect to city water on their own can be a frustrating and drawn-out process. The city has posted information on its website to try and simplify the process and answer basic questions, but staff still get frequent calls from residents, or their potential contractors related to the process. Every property is unique, so there are many variables that can impact cost and process, and the staff does not have answers to some of the questions without additional research. Most of the questions that residents and contractors inquire about are:

- What contractors complete this type of work?
- Is open cut construction or directionally drilled construction better?
- Where is the water stub/shut off valve?
- What size water service is available?
- Are internal plumbing changes required?
- I have heard the city water is not good, is that true?
- Are there permits required, and what are the costs?

- What is the overall cost to connect?

To assist residents, staff proposes the city-led water service connection program that would streamline the process for residents and allow for competitive pricing. Details of the proposed program are as detailed in the remainder of the memo.

Communications Plan:

A clear, proactive communications approach will be used to help eligible residents understand the proposed city-led water service connection program, what to expect, and how to take the next step. Draft materials have been prepared by the City's Communications Manager with technical content provided by the Public Works Director and City Engineer. Outreach is designed to be simple and repeatable—using a sequence of targeted touchpoints (mailing, email, door hanger, and utility insert) that direct residents to the website and online interest form, while allowing staff to manage inquiries in manageable neighborhood-based batches.

The online interest form (attached) is the primary entry point for the program and the consistent next step across all communication methods (brochure, email, door hanger, utility insert, newsletter/social media, and the website). Residents who are interested in connecting will provide basic property and contact information. Once submitted, the form is routed to public works staff to initiate the process shown below.

- a. Brochure (attached): The brochure would inform residents of the program and is formatted to be a targeted direct mailing. It can also be available as a handout at city hall, city events such as Recycling Day, Music in the Park, Movie in the Park, etc. The brochure has basic information along with a QR code and links to the city website where residents can fill out an online form. The brochure would be sent out in mailings to 30+/- eligible residents generally in one or two neighborhoods at a time to manage the workflow of city staff, gauge the interest of residents, and attempt to provide economical pricing by minimizing contractor mobilization
- b. Email (attached): A targeted email to eligible properties that reinforces the brochure mailing and provides a simple way to navigate to and complete the online interest form (with a link) or contact staff with questions. It is intended to be sent approximately 7–10 days after the brochure mailing
- c. Door Hanger (attached): The door hanger would be delivered to eligible property's doors to reinforce the brochure/email message with a brief, easy-to-scan reminder and to complete the online interest form or contact staff with questions. The door hanger will be delivered approximately one to two weeks after the email is sent
- d. Utility Billing Insert (attached): The billing insert would again inform residents of the program and similar information as the prior communication attempts. It would be included for only the eligible residents that have been mailed a brochure and would be included with the sanitary sewer utility bills
- e. Newsletter and Social Media: The newsletter and social media posts would provide broader, non-targeted outreach to build general awareness citywide and direct interested residents to the program webpage/online interest form, if additional participation is needed
- f. Website: The website will be updated with relevant program information, online interest form and a source for documents. The website will include an overview of the project, draft right of entry and assessment agreements, and a link to a video of the proposed installation process

Prioritization:

Staff propose sequencing mailings and notifications to groups of approximately 30 homes at a time, as shown in the attached Shorewood Water Services Map. The prioritization is based on several factors, including:

- Neighborhoods with residents that have expressed interest in the program
- Areas where curb stops exist and have already been located or can be easily located to minimize staff's upfront efforts
- Older condition of existing street so that if a service needs to be added to the watermain under the street, it will be completed several years ahead of a mill & overlay or other significant pavement maintenance practice.

Process:

The steps below details the approach from start to finish:

1. Resident fills out the online form will initiate the process
2. Once staff receives an online interest form, city staff will prepare the following information for an in-person meeting with the resident
 - a. Verify if a previous water connection charge payment has been made (Finance)
 - b. Locate curb stops in the field and verify service size (Public Works)
 - c. Prepare a site-specific overview graphic (Engineering)
 - d. Prepare a right-of-entry agreement (attached). A right-of-entry agreement allows staff and contractors to further inspect the site and mechanical room prior to quoting if needed and allow for the construction to occur, if resident chooses to proceed. (Engineering/Public Works)
 - e. Prepare scoping estimate (Engineering/Public Works)
3. City staff will schedule a meeting with the property owner to perform the following:
 - a. Discuss items prepared in Item 2. Right-of-entry form needs to be signed at or after the meeting to move forward in the process
 - b. Discuss construction methods that would be used. Directional drill or open cut installation expectations and identify any potential risks associated with either option. It is anticipated that most residents would prefer a directionally drilled installation process so that it minimizes site disturbance. (Public Works/Property Owner)
 - c. Confirm if wells are to remain or be sealed. Wells may only remain if utilized for irrigation. (Public Works/Property Owner)
 - d. View mechanical rooms and acquire pictures/video of where water service would likely enter the floor and the configuration of existing plumbing. This will help determine the level of effort and costs associated with disconnecting existing wells or adjustments to plumbing to isolate the well from the municipal water service. (Public Works/Property Owner)
4. Following the onsite meeting and obtaining a right-of-entry agreement, public works and engineering staff will:
 - a. Update the site-specific overview graphic (attached) based on construction methods and identified site-specific details
 - b. Provide an updated preliminary engineer's cost estimate
5. Staff will consolidate all interested residents information into one quote package that will provide an individual price per property address. This will ensure that all pricing for

residents is transparent. Staff anticipate combining 5–10 parcels with the intent of staying under the \$175,000 quote amount and allowing the city to solicit quotes from reputable contractors

6. Public works staff will share quoted pricing information from contractors with residents for the consideration. For the residents that would like to proceed with construction, the city would collect payment in full or residents would sign an assessment agreement (attached)
7. Public works staff to present information to council for award of the low-quote contractor
8. City staff to complete building permits.
9. Contractor to complete construction. Contractor/staff to coordinate inspections.
10. City staff to provide a final invoice to residents. If there are any additional costs that may have been encountered after quoting, provide clarification and documentation. Require payment in full for additional work or amend assessment agreement prior to water being turned on.
11. Provide a follow-up survey for residents on the city and contractors' performance.

Strategic Alignment

Functionally & Financially Sound Infrastructure

- Define standards and goals for infrastructure development
- Plans to finance infrastructure improvements, maintenance, and replacement

Budget Impact

Currently, the city allows the \$10,000 Water Connection Fee to be paid upfront, or it can be assessed over a 5–10 year period with an applicable interest rate. The costs associated with installing the private service from the curb stop and into the house cannot be assessed, so the residents must pay the contractor directly for completing that work. To maximize the incentive for residents, it would be beneficial to allow all costs associated with the water service installation to be assessed. Costs may range from \$16,000 - \$67,000 per connection and be financed over a 5 to 10-year period with an annual interest rate. This option requires the city to front a larger portion of money but ensures it will recoup portions on an annual basis, with the full assessment being paid off at the end of the financing period. Residents have the option to pay off outstanding assessments at any time and the assessment will be paid in full if a property is sold. A standard Water Assessment Agreement is included as an attachment.

Staff have not been able to identify any outside funding sources for a project of this nature. Therefore, it is anticipated to be financed via the Water Fund. The 2026 CIP includes \$200,000 in total project costs, of which \$175,000 or less would be for construction. If there is a large interest from residents initially, that would put the construction costs over \$175,000, the city would need to delay some services until the following years.

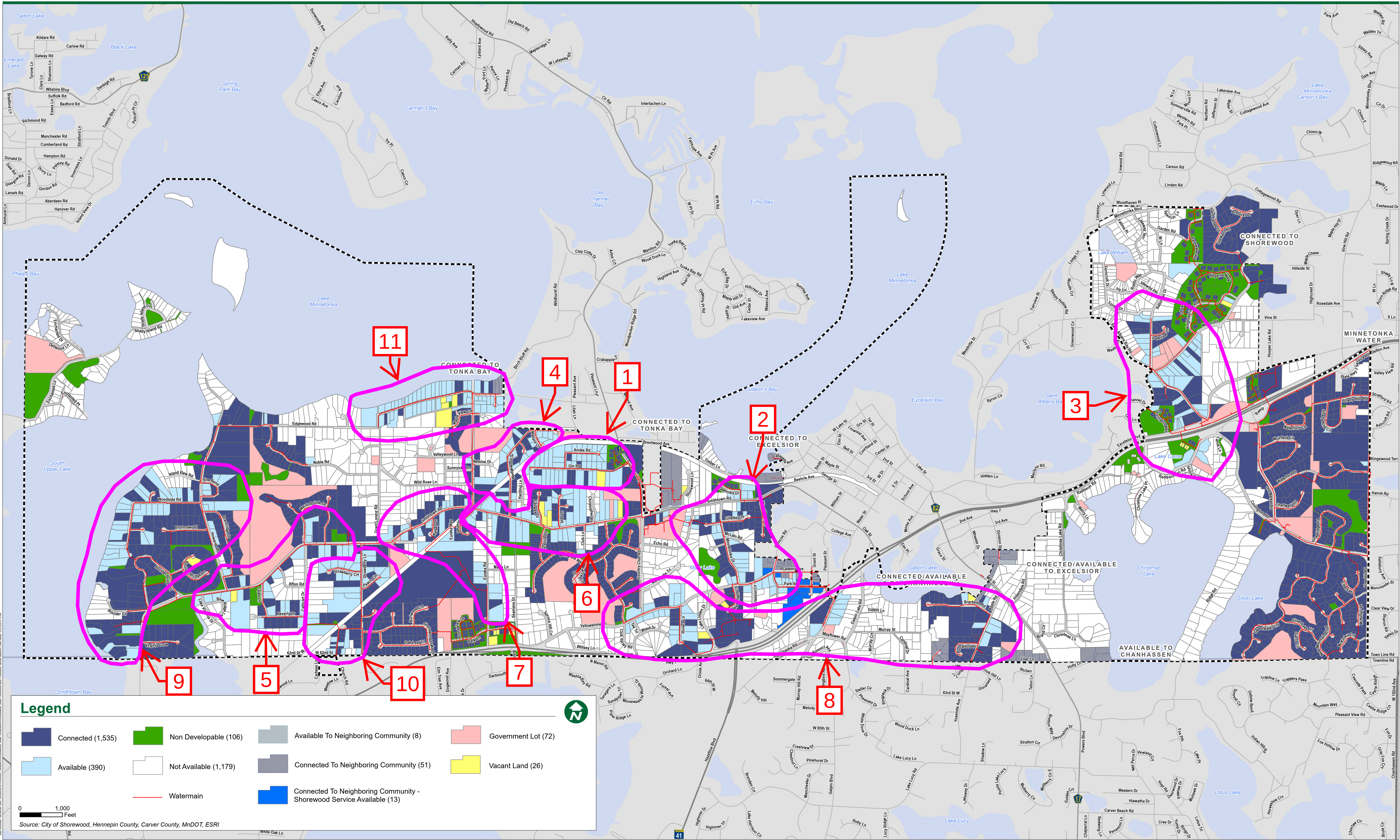
The estimated start-up cost of the connection program is \$3,000 and relies as much as possible on existing city staff for communications, research, and overall process. Engineering efforts include assisting with communication content and preparing overview figures. Once residents show interest in connecting, the estimated engineering cost of the program is approximately \$1000 (6 hours) per resident. This cost would include:

- Onsite meeting with residents: 1 hour
- Preparing a parcel-specific overview graphic to share with the property owner and contractor: 1 hour
- Preparing an estimate: 0.5 hours
- Preparing the overall quoting package: 1 hour
- Resident and contractor coordination post quoting: 1 hour
- Construction administration: 1.5 hours

Construction inspection of water services at the curb stops and into the house will be completed by Public Works and the Building Official will complete the final water meter and plumbing inspections. All the above costs are anticipated to be included in the installation costs paid by the property owner. However, council can provide alternative directions.

Action Requested

Motion directing staff to initiate the program by distributing communications, coordinating with residents, and soliciting quotes. Simple majority vote is required.



Form Center

By [signing in or creating an account](#), some fields will auto-populate with your information.

Water Connection Survey

[Sign in to Save Progress](#)

Name

Name

Email Address

Email Address

Phone Number

Phone Number

Address

Address

City

City

State

State

Zip Code

Zip Code

1. Do you have an irrigation system?

☐ Yes

☐ No

2. Do you want to keep your well for irrigation purposes?

☐ Yes

☐ No

3. Do you know where your well enters the house?

☐ Yes

☐ No

4. Do you have pet containment fencing?

☐ Yes

☐ No

5. Do you have a water softener or other water treatment device that you would like to continue using?

☐ Yes

☐ No

6. Which side or corner of your house is would you like the service to enter or where is your mechanical room located?

-- Select One --



7. Do you want to pay the \$10,000 Connection Charge and the service installation costs upfront or assess the costs over 10 years?

-- Select One --



8. Are you willing to sign a Right of Entry Agreement to allow city staff and contactors access your property and house?

☐ Yes

☐ No

9. Do you give permission to city staff to take digital photos and videos of your mechanical room to document the current plumping configuration to aid in acquiring accurate contractor pricing?

- ☐ Yes
- ☐ No

10. What days of the week generally work best for city staff to meet with you and discuss potential connection options?

Check all that apply

- ☐ Monday
- ☐ Wednesday
- ☐ Friday
- ☐ Tuesday
- ☐ Thursday

11. What times of day generally work best for city staff to meet with you and discuss potential connection options?

Check all that apply

- ☐ 7:00 a.m.-9:00 a.m.
- ☐ 11:00 a.m.-1:00 p.m.
- ☐ 9:00 a.m.-11:00 a.m.
- ☐ 1:00 p.m.-3:00 p.m.

12. Additional questions or comments?

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

Frequently Asked Questions

What happens to my well?

You can connect to the municipal system and use your well for irrigation or other non-potable purposes. If your well does not remain in use, it must be sealed per Minnesota Department of Health requirements.

How long does the process take?

The timeline varies, but most connections are completed within 8 weeks from agreement submittal. Installation of the water service and internal plumbing is typically completed within 2-3 days.

What happens to my old plumbing?

Adjustments will be made based on the use of the well and to meeting current building codes.

What are the different water related fees?

Base Fee: This is a flat fee (\$32.51) charged to pay for the fixed costs of maintenance and operation of the water system. Currently, only properties connected to city water pay this charge. Properties not connected to city water, but with water available to them, will be charged this Base Fee.

User Fee: User fees are charges based on the amount of water consumed. Customers using higher amounts of water pay a higher rate, which promotes conservation.

Water Availability Charge (WAC): This one-time charge funds the initial investment to install the water system. The WAC may be paid by developers or by a homeowner connecting to the water system. The WAC is \$10,000 and may be paid upfront or assessed to property taxes to be paid over time.

Infrastructure Fee: A fee of \$10/quarter is proposed in the master fee schedule for properties that do not have water available. The rationale for the fee is that municipal water supports all residents with public safety and fire protection, reduction in homeowner's insurance, and access to water at public facilities for use, operations and maintenance work. This fee is scheduled to be implemented in 2027.

Learn more
shorewoodmn.gov/CityWater



Make the switch to cleaner, safer,
and more reliable water today!



City of
Shorewood
5755 Country Club Road
Shorewood, MN 55331



City Water
Connection Program
Cleaner. Safer. More Reliable.

Bringing Clean, Safe & Reliable Water to Your Home

The City of Shorewood is committed to providing its residents with safe, clean, and reliable water. Our Water Connection Program’s goal is to extend services to homes, ensuring access to high-quality municipal water.

Shorewood has provided municipal water to portions of the community since the 1970’s. The system has expanded over the decades, but only about one half of residential properties are served by municipal water, and of those, about twenty-five percent are not connected to the system. Many residents prefer to rely on private wells for their water, while other residents would choose to connect to municipal water if it was available.

The City’s new water connection program is designed to provide a clear, coordinated, and homeowner-friendly path for residents who want to connect to municipal water where water is available. Through the program, the City will guide property owners step by step—from eligibility review and site inspection through construction, permitting, and final connection—while coordinating with licensed contractors to ensure work is completed safely and in compliance with state and local codes. This program helps simplify the process, clarify costs, and make it easier for residents to transition from private wells to clean, safe and reliable city water.

Complete details can be found at
shorewoodmn.gov/CityWater



Why Connect to the City’s Water System?

City water is softer than private well water.

City water hardness has been measured at about 19 grains per gallon. So, while some iron and minerals are present, tests have shown that Shorewood city water is softer than private well water. Most residents who switch report saving money on treatment, using half the salt they used with private well water.

City water is routinely tested to ensure safety.

Following guidelines from the Minnesota Department of Health under the Safe Water Drinking Act, the City tests its water every month for coliform bacteria, and annually for nitrates, arsenic, VOCs, lead, and more. Private well owners are responsible for testing their own well.

City water works – even when the power goes out!

Residents who are connected to city water can still run their taps, take showers, and flush their toilets when the power goes out.

City water may add resale value.

A growing number of people prefer the security, reliability, and convenience of city water. This can be especially important for new home buyers.

Private well repairs can add up.

Private wells are vulnerable to flooding, collapse, equipment failure, power loss, contamination, and failure due to age. Repair can be expensive while adding virtually nothing to the resale value of your home.

How to Get Started

- 1

Check eligibility and complete a survey. Visit City Hall or fill out the survey online to see if your property has access to water at shorewoodmn.gov/CityWater.
- 2

Schedule an inspection. A City representative will visit your property to confirm the construction process and details. This will include viewing and taking pictures of the location where the water service will enter your home.
- 3

Staff will provide you with an estimate of overall connection costs (based on your specific property).
- 4

Sign an agreement form & pay \$10,000 Water Availability Charge (WAC). The agreement form and WAC commits the City to install and connect the service and the property owner to pay the costs.
- 5

Sign a Right of Entry Agreement. Complete and return the Right of Entry Agreement to allow city staff and their contractors access to your property and home to evaluate the service installation.
- 6

Pricing. The City will coordinate with licensed contractors to provide a detailed quote to install the service and connect it within the house.
- 7

Get connected. The City will coordinate with the contractors to complete permits and make the connection per state and local building codes.



SAMPLE EMAIL TO RESIDENTS

Subject: Shorewood Water Connection Program

Dear Resident,

The City of Shorewood is offering a simple way to connect cleaner, safer, more reliable city water to your home.

The City will guide you through the water connection process—from checking eligibility to completing the connection. Most projects are finished in about 8 weeks, with only a few days of work at your home.

See the attached information regarding the Water Connection Program or learn more at www.shorewoodmn.gov/CityWater.

If you have questions, reach out to us at 952-960-7916.

Sincerely,
City of Shorewood



City Water Connection Program

Cleaner. Safer. More Reliable.

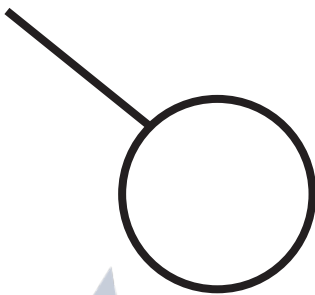
The City of Shorewood's Water Connection Program helps residents connect to safe, reliable municipal water where service is available.

The new program provides a clear, homeowner-friendly process that guides residents through eligibility, construction, and final connection while simplifying costs and coordination.



City of
Shorewood

shorewoodmn.gov/CityWater



Why connect?

- Routinely tested for safety.
- Softer than most private well water.
- Works during power outages—keep water running for daily needs.

How to Get Started

1. Check eligibility + complete a survey online or in-person (*link below*).
2. Schedule an inspection.
3. Receive an overall cost estimate based on your property.
4. Sign agreement + pay the \$10,000 Water Availability Charge (WAC).
5. Sign a Right of Entry Agreement to allow access for evaluation/ installation.
6. City coordinates licensed contractors to provide a detailed quote for service + in home connection.
7. Get connected.



Scan the QR code to get started with the online survey or visit the link below.

City Water Connection Program

Cleaner. Safer. More Reliable.

The City of Shorewood's Water Connection Program helps residents connect to safe, reliable municipal water where service is available.

While municipal water has existed since the 1970s, many homes are still unconnected or rely on private wells.

The new program provides a clear, homeowner-friendly process that guides residents through eligibility, construction, and final connection while simplifying costs and coordination.



Learn more
shorewoodmn.gov/CityWater

Why connect?

- Routinely tested for safety (monthly for coliform; annual testing includes nitrates, arsenic, VOCs, lead, and more).
- Softer than most private well water (measured around 19 grains/gal; many residents report using about half the salt after switching).
- Works during power outages—keep water running for daily needs.

How to Get Started

1. Check eligibility + complete a survey (online or at City Hall).
2. Schedule an inspection (City staff confirms approach and gathers site details/photos).
3. Receive an overall cost estimate based on your property.
4. Sign agreement + pay the \$10,000 Water Availability Charge (WAC) (may be paid upfront or assessed to property taxes over time).
5. Sign a Right of Entry Agreement to allow access for evaluation/installation.
6. City coordinates licensed contractors to provide a detailed quote for service + in home connection.
7. Get connected (City coordinates permits and connection to meet state/local codes).

Quick FAQs

- **What happens to my well?** You may keep it for irrigation/non potable use; if unused, it must be sealed per MN Dept. of Health requirements.
- **How long does it take?** Most connections are completed within 8 weeks of agreement submittal; installation is typically 2–3 days.
- **Old plumbing?** Adjustments may be needed to meet current building codes.

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY EASEMENT (the "Easement") made as of _____, 2026, by and between FIRST LAST & FIRST LAST addressed at HOUSE NUMBER AND STREET, Shorewood, Minnesota 55331 ("Grantor") and the CITY OF SHOREWOOD, Minnesota, a Minnesota municipal corporation (the "City").

RECITALS

Grantor is the owner in fee simple of land located within the City of Shorewood, Minnesota, which land is legally described as LEGAL DESCRIPTION, Hennepin County, Minnesota (the "Property") and the City desires to use a portion of the Property for a temporary right of entry easement for the construction and connection of a lateral water service line between the house and the City's water main ("water service improvements.")

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. Grant of Easement; Uses and Purposes. Grantor hereby grants and conveys to the City a temporary right of entry easement over, under and across that portion of the Property depicted on **Exhibit A** attached hereto and incorporated herein (the "Easement Area") for a period of XX months from the date above for the purpose of allowing the City, its employees and contractors, to remove, grade, install, and restore areas as necessary for the construction water service improvements on the Property and within the home.

2. Conditions of Easement Grant. The Easement Area granted hereby shall be subject to the following:

(a) The City shall have access to the property during all reasonable working hours to inspect and prepare quotes for installing a water service.

(b) The City shall be granted reasonable access to necessary portions of the house and mechanical room if provided 24-hour notice. The city shall be allowed to take digital pictures and video of the mechanical room and allow such pictures to be available to city staff and contractors to aid in preparing quotes for installing a water service.

(c) Upon final approval of the property owner, the City shall install one watermain service from the existing curb stop into the mechanical room in the home via directionally drilling. This will entail cutting and patching a hole on the existing mechanical room floor.

(d) The City shall install a water meter, horn, and connect the new water service to the existing plumbing in the home.

(e) The City shall pay all permits and apply for all applicable building inspections and public works inspections.

(f) The City shall protect existing turf areas from spoil piles and other misc. debris with plywood.

(g) The City shall restore all impacted turf areas with the salvaged topsoil topsoil and shall be seeded with residential turf seed mix.

(h) The City shall repair and restore any damage to the Easement Area caused by any act or neglect of the City, its agents, employees or contractors in conformity with the attached **Exhibit A** prepared by COMPANY NAME dated MONTH YEAR.

(i) It is understood that this right of entry constitutes a waiver on behalf of the Grantor to any claim for damages or compensation for the acquisition of temporary easements over the above described property for the purposes of the water service improvements herein described by the City, employees, contractors, agents and assigns.

(j) The Undersigned agree, that as consideration for the City undertaking the water service improvements on the Property, that the Grantor shall defend, indemnify and hold the City, its officers, employees, agents and contractors harmless from any and all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, resulting from the City' s activities described herein, except those which arise solely from the negligence, or willful misconduct of the City or its employees, agents or contractors.

3. Miscellaneous. This Easement shall be governed by the laws of Minnesota.

[The remainder of this page has been left blank intentionally.]

ACCEPTED BY:

FIRST MIDDLE LAST Date

FIRST MIDDLE LAST Date

CITY OF SHOREWOOD:

Mayor Jennifer Labadie Date

THIS INSTRUMENT DRAFTED BY:

City of Shorewood (ALB)
5755 Country Club Road
Shorewood, MN 55331

EXHIBIT A

LEGEND:

 PROPOSED WATER SERVICE

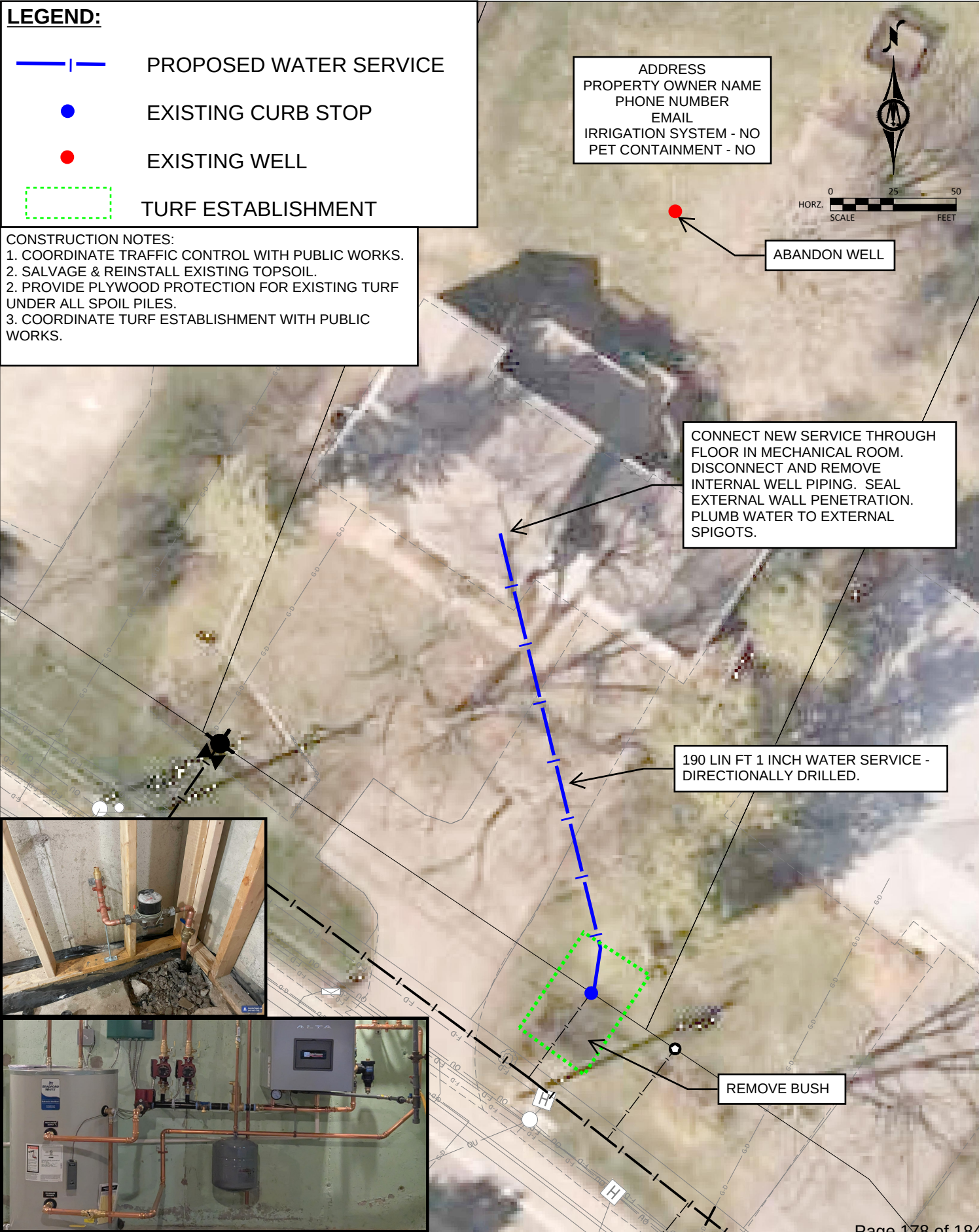
 EXISTING CURB STOP

 EXISTING WELL

 TURF ESTABLISHMENT

CONSTRUCTION NOTES:

1. COORDINATE TRAFFIC CONTROL WITH PUBLIC WORKS.
2. SALVAGE & REINSTALL EXISTING TOPSOIL.
2. PROVIDE PLYWOOD PROTECTION FOR EXISTING TURF UNDER ALL SPOIL PILES.
3. COORDINATE TURF ESTABLISHMENT WITH PUBLIC WORKS.



ASSESSMENT AGREEMENT

THIS AGREEMENT is made this ____ day of _____, by and between the City of Shorewood (SHOREWOOD), a municipal corporation organized under the laws of the State of Minnesota, located at 5755 Country Club Road, Shorewood, MN 55331 and Property Owners, Address, Shorewood MN 55331 (OWNER).

RECITALS

WHEREAS, the OWNER is the owner of the real property located at: Address, Shorewood, MN, 55331; PID: XX-XXX-XX-XXX, legally described as follows: Legal Description.

(“SUBJECT PROPERTY”)

WHEREAS, the OWNER desires to connect to the municipal water supply; and,

WHEREAS, the present Water Access Charge is \$10,000; and

WHEREAS, City Code 903.04, Subd. 3.d. states the property owner shall pay for the improvement or the water connection charge, whichever is greater; and

WHEREAS, the OWNER requests that the full amount of the Water Access charge be assessed against the SUBJECT PROPERTY pursuant to Minn. Stat. Ch. 429.

AGREEMENT

NOW THEREFORE, pursuant to the mutual agreements provided herein, it is agreed by and between the CITY and the OWNER as follows:

1. The OWNER represents and warrants that he is the OWNER of the SUBJECT PROPERTY and that he has full legal authority to encumber the SUBJECT PROPERTY and that as of the date of the execution of this agreement, the OWNER has fee title to the SUBJECT PROPERTY subject only to the liens, interests or encumbrances of record.

2. The OWNER understands and requests that the City levy the Water Access Charge assessed against the PROPERTY in the amount of **\$10,000.00** ("Assessment").
3. The OWNER understands and agrees that SHOREWOOD will provide that the Assessment is payable in **five (5)** annual installments without deferment and will bear an interest rate of **five (5.0)** percent per annum. The Assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The installments shall begin with taxes paid in **2024** and collected with the ad valorem taxes at the times due as determined by Hennepin County.
4. The OWNER agrees that the covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the OWNER and shall encumber the PROPERTY in accordance with the agreements described herein.
5. The OWNER its successors and assigns, waives any and all procedural and substantive objections to the Assessment including but not limited to public hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owner waives any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.
6. The OWNER, its successors and assigns, hereby unconditionally releases and forever discharges the City, its elected officials, employees, agents and insurers from any and all claims and causes of action of whatever kind or nature that is in any way connected with the Assessment.

This Agreement shall be binding upon Property Owner and its successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

[Remainder of page is intentionally left blank.]

Signature pages follow.]

OWNER

By: _____

Date: _____

By: _____

Date: _____

CITY OF SHOREWOOD

By: _____

Date: _____

Its _____

By: _____

Date: _____

Its _____

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated _____ was sworn and
subscribed before me in person this ____ day of _____, 20__ by _____
_____ and _____.

Notary Public

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated _____ was sworn and
subscribed before me in person this ____ day of _____, 20__ by Jennifer Labadie, Mayor,
and by Sandie Thone, City Clerk of the City of Shorewood (a Minnesota Municipal Corporation), who are
personally known to me, on behalf of the Corporation and pursuant to the authority of the City Council.

Notary Public



City Council Item 5.A.i.

Title/Subject: Tentative Upcoming Agenda Topics
Meeting Date: May 11, 2026
Prepared By: Marc Nevinski, City Administrator

Attachments

1. May 11 2026 Tentative Upcoming Meeting Topics

Background

Attached is a list of anticipated topics for future City Council work sessions and regular meetings. The list is not exhaustive and topics and their meeting dates are subject to change.

Strategic Alignment

NA

Budget Impact

NA

Action Requested

NA

May 11, 2026

Tentative Meeting	Tentative Meeting Topic	Meeting Type
5/26/2026	Tornado Response Presentation at SLMPD 5:00 PM	Work Session
5/26/2026	Presentation by LMCD	Regular Meeting
5/26/2026	Hwy 7 TMO Study Presentation	Regular Meeting
5/26/2026	25485 State Highway 7 PUD Concept Plan	Regular Meeting
6/8/2026	Engineering Staffing	Work Session
6/8/2026	Award Contract - Galpin Lake Trail	Regular Meeting
6/8/2026	Flock Audit Report	Regular Meeting
6/22/2026	City Council Budget Work Session #2: Personnel	Work Session
6/22/2026	6145 Club Valley Rd Variance	Regular Meeting
6/22/2026	23120 Summit Ave Variance	Regular Meeting
6/22/2026	5850 Boulder Bridge LN Conditional Use Permit	Regular Meeting
6/22/2026	Adopt by Ordinance Annual City Code Codification	Regular Meeting
6/22/2026	Engineering Staffing/Contract	Regular Meeting
6/22/2026	Presentation by Commissioner Edelson	Regular Meeting
6/22/2026	Annual Financial Report-on or before June 30th	Regular Meeting
6/22/2026	Fire and Police Chief Updates (Budgets)	Regular Meeting
7/13/2026		Work Session
7/13/2026	2nd Quarter Communications Report	Regular Meeting
7/27/2026	City Council Budget Work Session #3: 2027-2036 Capital Improvement Plan.	Work Session

7/27/2026

8/10/2026	City Council Budget Work Session #4: Presentation of the Long-Term Financial Management Plan.	Work Session
8/10/2026	Annual Approval of Retention Schedule	Regular Meeting
8/24/2026		Work Session
8/24/2026		
9/14/2026		Work Session
9/14/2026	Adopt 2027 Master Fee Schedule (Res) (Ord-Zoning)	Regular Meeting
9/14/2026	City Council Meeting - 7:00 p.m. City Council approves preliminary 2027 Budget, sets proposed 2027 Tax Levy, and establishes Budget Hearing Date. Adopt 2027 fee ordinances and fee schedule.	Regular Meeting
9/21/2026	Discuss Strategic Planning Session	Work Session
9/21/2026		Regular Meeting