



For those wishing to listen live to the meeting, please go to shorewoodMN.gov/CityCouncil for the meeting link. Pursuant to MN Statute 2024, Section 13D.02, subdivision 4, members may participate in the meeting by interactive technology.

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. Planning Commission Meeting Minutes

D. Park Commission Meeting Minutes

E. Claims List

F. Adopt Resolution Approving a Special Assessment for Dale & Karan Newberg, 26960 Beverly Dr

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. Presentation by Lake Minnetonka Conservation District
- B. Minnetonka Baseball Bigsy Tournament Request
- C. Appeal Hearing on a Massage Therapist License Denial
- D. 25485 State Highway 7 Planned Unit Development (PUD) Concept Plan
- E. Legislative Changes to AB Voting
- F. 2026 Deer Management Program Agreement
- G. Vine Ridge Neighborhood Petition Against Deer Management Program on Adjacent City-Owned Properties

5. STAFF AND COUNCIL REPORTS

- A. Staff
 - i. Response: Duane Laurila, Matter from the Floor
- B. Mayor and City Council

6. ADJOURN



City Council Item 2.A.

Title/Subject: City Council Work Session Minutes
Meeting Date: May 26, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. 05.11.2026 CC WS Meeting Minutes

Background

05-11-26 City Council Work Session

Strategic Alignment

Organizational Strength & Good Governance

- Sound and strategic record keeping of government activities lead 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

Acting Mayor Sanschagrín called the meeting to order at 5:47 P.M.

A. Roll Call

Present. Acting Mayor Sanschagrín; Councilmembers Maddy, Gorham, and DiGruttolo; City Administrator Nevinski; Planning Director Griffiths

Absent: Mayor Labadie

B. Review Agenda

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

Motion passed 4/0.

2. DISCUSSION

A. Zoning Code Update

Planning Director Griffiths started the meeting by reviewing the project and introducing Beth Richmond of HKGi, the consultant assisting with the project.

Ms. Richmond stated that the purpose of the meeting was to review all work completed on the Zoning Code update in Phase One. Explain what has been done and highlight the next steps. She shared that last year, a Zoning Code audit was completed to identify areas of the Code that needed updating, were confusing, or were not up to date or in compliance with State Statute. She noted that the audit was presented to the Council, focused heavily on the districts and the Code's rezoning, and identified many line items that needed fixing. The idea behind the audit was to have a roadmap for updating the Code. She added that the Code update would be done in two Phases, and there were a few reasons for this. Primarily, some areas of the Code need to be fixed quickly to make it more usable, specifically its organization and compliance with the State Statute. She explained that the second Phase of the Code update, after the 2050 Comprehensive Plan update, will address any elements in the Comprehensive Plan that Zoning needs to address. That is why the update is structured this way: the City is in the middle of the Comprehensive Plan cycle. Right now, the goal for Phase One is to complete the Code cleanup, make the technical changes, and organize everything so everyone can understand it.

Councilmember DiGruttolo asked if Ms. Richmond would share what was not compliant in the Code. Ms. Richmond shared that the line items could be sent out. She noted that, mostly, certain uses are protected by State Statute, such as daycares, manufactured home parks, and sacred communities, which had not been updated in a while. The way the City was not allowing those uses was not in line with what the State Statute now requires. Acting Mayor Sanschagrín clarified that when those items were put in place, they were legal, but over time, the State developed new rules. Ms. Richmond assumed that would be the case, and it is not uncommon for those uses to still need updating. Councilmember Gorham asked whether there was a major

update last year regarding the sacred communities. Planning Director Griffiths shared that the sacred communities were updated last year and taken into consideration as part of the process to ensure compliance. He added that daycares, manufactured home parks, and religious places are protected under State law, and that new legal precedents continue to emerge, changing how cities regulate them. He shared that the city went through a long period with few updates to the City Code, and when updates don't happen, it is easy for things to get lost in the shuffle. Ms. Richmond stated that Phase Two will include standards for Telecommunication Towers, and that this is another area known not to be quite up to where it needs to be with State and Federal requirements. Acting Mayor Sanschagrín asked if, in the meantime, the city would defer to the State Statute. Ms. Richmond shared that in the areas where the city knows it may not be compliant; it would refer to the State Law or the Federal Act. Planning Director Griffiths noted that the rules around telecommunications are constantly changing, so if the Code is updated, those rules may change again. He added that there has been a big push at the Federal level to reduce barriers to broadband access and to sell tower data availability. He stated that the section of the Code is not so bad as to be unusable; it just needs a few procedural tweaks from time to time to comply with Federal law. He reminded the Council that about a year ago, there was a cell tower conditional use permit application, in which the Planning Commission review was bypassed to go directly to the Council because the application had to be reviewed under a Federal law-imposed shot clock. That would be the kinds of things that would need to be adjusted.

Ms. Richmond shared that for Phase One, things kicked off in December; updates were worked on with the Staff throughout the spring; a full draft is ready for review by everyone; and the final adoption process will follow.

Ms. Richmond explained that she will highlight the changes made in the first update. She noted that, in trying to make the Code more usable, there will be reorganization, updates to the formatting and numbering, addressing inconsistencies in language, grammar, and references, and incorporating graphics and tables to reduce text and clarify standards.

Councilmember Gorham asked whether HKGi creates its own graphics. Ms. Richmond shared that the graphics are made in-house, but HKGi can draw on a comprehensive library thanks to previous code updates for other cities. She noted that if those graphics are used, they are adapted to each city's style.

Ms. Richmond explained that, as the Code is structured today, there are 26 individual sections, now consolidated into nine divisions, with sections in each division. The divisions are intended to place the language most used by the public at the top of the Code, with the more technical terms the Staff would use at the bottom. She noted that within the groupings, they tried to put similar topics together, hopefully making it clearer to people as they read through. She added that the number had been updated, and each division now starts with 1201. Planning Director Griffiths shared that one reason for adopting the new numbering system is that it makes future updates to the Code much easier. This is the same numbering format used in the Subdivision Code update, and it has been very effective. Acting Mayor Sanschagrín asked if the structure was standard across other cities. Planning Director Griffiths stated that, for cities with updated codes, it is fairly standard and follows a structure recommended by the codifier several years ago. Right now, it takes a lot to shift things around, which is why the Code ended up the way it is. He added that 1201.03 is currently the largest section of the Code and covers many topics, serving as the catch-all chapter.

Ms. Richmond shared some larger changes relative to the reorganization. In 1201.50 Overlay and Special Districts, shoreland and the planned unit development are grouped in the section, and now the floodplain language that was in Chapter 1101. Similarly, in 1201.70 Development Standards, many different items are grouped, and Chapters 1102 Wetland Development and 1103 Tree Preservation are included in the section as well. She added that once the update is adopted, the 1100 chapter will cease to exist.

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Acting Mayor Sanschagrin asked whether any of the reorganization would create issues with nonconforming uses. Ms. Richmond stated that the reorganization should not cause issues. She stated that the language with nonconformities was just updated, so the new language is in the Code, and nothing has changed except for how the Code is organized.

Councilmember Gorham pointed out that more review sessions are coming up. He asked when the final draft would be rolled out and how the public would know what to do. Ms. Richmond shared that this could be discussed with the Staff regarding which informational or educational components would be provided. She noted that, typically, when the Code is adopted, the consultant's work would end there, but explanatory blurbs or additional information could be provided upon request. City Administrator Nevinski shared that the newsletter would be a source, and possibly something on the website, and something that the Staff could talk about. Planning Director Griffiths stated that there is a lot of informational and educational material available online, and that the Code will be available online after it is finalized. He added that, typically, people who use the Code reach out to the Staff, and education can come through that channel as well.

Ms. Richmond explained the changes related to the Zoning Districts, noting that they were proposed as part of the Zoning Code Audit, which was discussed at that time, and that a consensus was reached. In speaking with the Staff, there are many districts, and some are not even being used. She shared that the number of districts would be reduced from 13 to 8. She pointed out that a new naming system is also being proposed because of how the districts were named previously and the lack of clarity in the Code for readers of the names. She showed a slide with the existing districts, the updated zoning districts, and what happened to the eliminated districts. She also shared a picture of the City's earliest zoning map to show similarities and differences. She explained that the R-1 districts are changing from R-1A to R-EL (Estate Lot Residential), which allows the largest lots in the city today. R-1B and R-1C have been combined to make R-LL, Large Lot Detached Residential. Then R-1D is now R-SL (Small Lot Detached Residential). She added that the names are showing that the lot sizes are different.

Acting Mayor Sanschagrin asked what the dimensions of the device used to measure and classify the districts were. Ms. Richmond shared that the R-EL is 40,000 square feet, R-LL is 20,000 square feet, and R-SL is 10,000 square feet. The R-EL and R-SL stayed the same, so the purpose is to clarify and make the logic clearer.

Ms. Richmond shared that in the R-2 district, there are three existing today, and in the end, there would be one district, R-LD (Low Density Residential). She stated that R-3A and R-3B were updated recently, so not much change was made, and the districts do not apply to many areas of the city. Mainly, the names were changed: R-3A is now R-MD (Medium Density Residential), and R-3B is now R-HD (High Density Residential). She noted that in the previous three, the focus was on the density rather than the lot size to draw the distinction. She explained that the rest of the districts have some changes. The Residential Commercial (R-C) district is being proposed for elimination because, as written today, it appears to allow mixed use. Still, the district states that properties within it must be designated as either residential or commercial. All of the parcels have already been developed. She added that discussion of mixed use may come up as the city works through the Comprehensive Plan, and, if the City is interested, it could be added during Phase Two. She stated that the General Commercial district will change from C-1 to G-CM to match the letters used in the other abbreviations. Commercial Service, C-2, is not a district in the city, so the proposal is to eliminate it. Finally, Lakeshore Recreational (L-R) stays the same but has a new abbreviation, LS-R. Planning Director Griffiths shared that many of the changes are name changes or improvements that make things more practical. He noted that the way the current Code works is a big pressure point for the Staff, and is really complicated for the residents. He added that, in communicating with residents, the new Code will make it that much easier. From Staff's perspective, the city is going back to the way things used

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to be done in Shorewood. He shared that it was very common for zoning to become more complicated as things changed. This Zoning Code update matches what Shorewood is today.

Acting Mayor Sanschagrin asked if any of the changes cause issues for existing uses. Planning Director Griffiths shared that it is not happening. As part of the update, the City is not changing anyone from residential to commercial; it is just combining things.

Councilmember Gorham asked about the R-C district. Planning Director Griffiths stated that the R-C district is designed to determine which direction to take. Once chosen, the standards are almost identical to those for residential or commercial. Most of the parcels are commercial, and there would be no changes to the property owners. Councilmember Gorham asked if someone who owned a residential property in R-C could rezone it to be commercial. Planning Director Griffiths noted that, in theory, that would be an option. Most of the properties are commercial, and the Comprehensive Plan did not contemplate converting them to residential use. He added that, as they go through the Comprehensive Plan update, it may make sense to consider a mixed-use district.

Councilmember DiGruttolo pointed out that when the decisions were made, someone was thinking about why they were made the way they were. She asked how much consideration was given to that and whether there is room for the city to be more forward-looking. She loves the idea of maintaining the character of the city, but not at the expense of what is needed in the future. Planning Director Griffiths shared that it has been considered, and at some point, someone thought certain things were a really good idea. He added that in the case of the R-C districts, no flexibility is being lost because the decision has already been made. A rezoning could also take place if a resident wants to change from residential to commercial, just as would be required under the current Code. If there were still vacant land, then this would be a bigger consideration, but all the parcels are developed. Councilmember Gorham clarified that the owner has chosen one, and if the owner wants to choose the other, the owner would have to go before the Council anyway. Planning Director Griffiths noted that it was true.

Councilmember Gorham stated that for the R-1 district, R-1B and R-1C would be combined, with a maximum lot size of 20,000 square feet instead of the 30,000 square feet for R-1C. He asked about the unintended consequences as they relate to subdivisions. Ms. Richmond explained that the R-1B is 10 lots today and is the one that will be reduced to meet the dimensional standards. She noted that the lots cannot even be subdivided at that point because they are on the lake and subject to lakeshore standards. Planning Director Griffiths shared that those lots could not be subdivided, and there are just 10 lots to deal with, compared with over 1,000 in the R-1C district. He added that as part of the audit, the discussion was not to change the R-1A district because it would open up potentially developable land.

Ms. Richmond showed a preview of the use tables, indicating that the intention is to show what is and is not allowed in each district. The reason for the table is to eliminate repetitive text. She added that some of the uses are slightly different and now comply with the State Statute. Planning Director Griffiths shared that the City Code is currently structured with embedded uses and is very repetitive and difficult to understand. This is all in a table now, and it makes it a lot easier. Ms. Richmond showed a preview of the tables related to the Dimensional requirements, one for lot dimensions and one for site dimensions. She noted that the Staff had removed the lot depth and adjusted some lot area standards to bring them into conformance with the 2040 Comprehensive Plan. The Comprehensive Plan comes before the Zoning Code. The standards are now listed by districts and use type.

Ms. Richmond continued to discuss fencing. She noted that specifically for boundary line fences, which are fences within eight feet of the property line, those fences need to be at least 25 percent open. She added that one of the most common requests that the staff get is for a privacy fence, but they have to tell them no

because of the 25 percent open requirement. Historically, this has been enforced along all of the boundary lines. She asked whether the Council would like to stick to the standard in place today or if there is room to discuss potential changes. She stated that, in speaking with the Planning Commission, their consensus was that, particularly closer to the property line, it was reasonable to have the 25 percent requirement, but suggested that, instead of the eight-foot distance, it be narrowed to three feet. That would make the policy apply to fences on or close to the property line, rather than those farther back. Councilmember DiGruttolo asked what the purpose of the 25 percent open is. Planning Director Griffiths explained that, based largely on what was seen, the 25 percent is about aesthetics, and there would be some openness rather than just a wall. This requirement dates back to the original Zoning Code in the 1950s. It has come up before, and previous City Councils have decided to keep the requirement as it is. He added that the privacy fence is probably the number one request. Acting Mayor Sanschagrin asked whether there are situations where a resident installs a privacy fence, someone complains, and the City has to enforce it. Planning Director Griffiths stated that the 25 percent rule has happened. He noted that most of the proposals that come in are for white vinyl privacy fences, so if the rule is changed, that is probably what would go in. Ms. Richmond clarified that there is a different standard in the Code specific to fences along streets. That also requires 25 percent open right now, but that is not what is being proposed to change unless that is what the Council wants.

Councilmember DiGruttolo stated that the 25 percent should be discussed as a Council. Since it is the most requested item, the Council should listen to the residents unless the Staff has a different perspective. Planning Director Griffiths shared that this is the time to discuss the fences. He noted that most communities allow privacy fences. The city has allowed privacy fences as part of PUDs or townhome developments. Acting Mayor Sanschagrin noted that the City was being inconsistent at the time, which would be another reason to get rid of the restriction. Councilmember DiGruttolo shared that she is in favor of changing it, but feels it should be voted on. Planning Director Griffiths shared that the Council will vote on the Zoning Code and hold a public hearing. He added that for the fences that have been allowed, no complaint has come in about not liking them. In many cases, fences solve many issues. Councilmember Gorham asked if the thought is for interior only. Planning Director Griffiths stated that it is up for discussion. Councilmember Gorham stated he does not want to see privacy fences lining Smithtown. He added that the city has been tough on many residents in enforcing the requirements, and that a sudden change could be hard. The 25 percent does make a big difference in the aesthetic appeal. Planning Director Griffiths shared that the wall of fences would probably happen if allowed. Councilmember Gorham stated that the Council talks a lot about the character of the City, and that allowing privacy fencing would change how the city looks. Acting Mayor Sanschagrin asked which portion of the requests are from people on the streets, like those in Smithtown. Planning Director Griffiths stated that most come from those types of streets. He added that people typically build privacy fences on a street because there is an appeal to reduced noise or greater safety.

Councilmember DiGruttolo stated that, in a quick search on ChatGPT, she found that some of the cons include water flow issues and animals not being able to roam freely. Then, the fences also become a fortress of walls. She noted that restrictions could be instituted, such as where the fences could go. She shared that she would like to know, prior to making a decision, how many requests the city has received in the past year. She noted being inclined to allow the privacy fences. Planning Director Griffiths stated that he probably cannot get an exact number, as that is not something that is tracked. He estimated that it is probably about 30 to 40 people a year. Councilmember DiGruttolo noted that the privacy fence does not bother her. Councilmember Gorham stated that if the Council were voting, he would vote against changing it, but it feels like a big decision. Planning Director Griffiths offered that the topic could be revisited in the future, and there could be engagement on the topic with the Comprehensive Plan. Otherwise, the Planning Commission thought to keep the 25 percent requirement but to reduce the distance from eight feet to three feet from the property line. Acting Mayor Sanschagrin asked if the fence would be farther from the road.

Councilmember Maddy shared that the discussion is to build walls next to the neighbor's property. He agreed with Councilmember Gorham that there is no right to build a wall on the property line. He noted that the city is blessed to have open design, and it is a beautiful thing. Building property walls would change things in the community. Councilmember DiGruttolo agreed that building walls should not be done, but fences, yes. Councilmember Maddy pointed out that building fences stops humanity. He added that fences do not make a better community. Shorewood has a great open community, and he does not want to ruin that. Planning Director Griffiths stated that the Staff has direction that there is no clear path forward, so he proposed to move forward with the status quo and be looked at again in the future. Councilmember DiGruttolo asked if the Staff could look into what all the other beautiful neighborhoods around Shorewood do. She pointed out that maybe there could be a middle ground as well, and all the options should be explored if residents are genuinely asking for the fences. Planning Director Griffiths shared that the topic would be removed from the Zoning Code update and can be handled on its own because it deserves more attention.

Ms. Richmond went over the updates to procedures. She stated that all of the procedures have been grouped in the last section. She added that the section begins with language that applies to everything, and each subsequent section covers a different topic. The proposal is to add a procedure for site plan review for the larger buildings within the city. She suggested that the proposal is merely administrative; if there is confusion, it can be brought before the Council. She noted that right now, it is not formally explained, so having it in writing is important for site plan review. She shared that the other changes are related to PUDs; it is common to establish PUDs through a zoning amendment rather than a CUP. Language was added on how to process minor and major PUD amendments. She added that the proposal is to eliminate approval for the general concept plan; it is not very common to see approval, but only to gather information. The last change is removing the public hearing requirement for the general concept plan. She asked how the Council felt about the formal public hearing for a general concept plan. She noted that the Planning Commission favored keeping things as they are.

Councilmember DiGruttolo asked what specific problem is being solved by removing a public hearing at the concept stage and how the city ensures that residents can still have meaningful input before the project momentum becomes irreversible. Ms. Richmond stated that holding the public hearing at the beginning of the process, where everyone can attend, ensures that everyone is aware of it. She noted that the hard part about that is that it is a concept plan, and it might not go any further, and the entire neighborhood may be really upset about something that may not go anywhere. Councilmember DiGruttolo stated that no problem is solved by getting rid of that. Planning Director Griffiths stated that it is fine, and the Planning Commission concurred. The public hearing is not typical, which is why it was brought to the Council's attention. Councilmember Maddy stated that he thought the Planning Commission did not want the redundancy. Planning Director Griffiths pointed out that the Planning Commission wanted the public hearing. Ms. Richmond added that, especially because the Planning Commission had just held a public hearing for a concept plan. Planning Director Griffiths stated that the bigger issue with PUDs is eliminating the approval step, as it puts the City in a difficult position.

Ms. Richmond shared the next steps in the process, with the draft Code put up for everyone to review and provide feedback. Then the feedback will be incorporated and used to prepare a final draft.

Councilmember DiGruttolo stated that the new site plan process allows the administrator to approve the plan unless the matter is voluntarily shifted upward. That is a significant governance shift. She asked whether there should be objective thresholds for automatic review by the Planning Commission or Council, rather than relying on administrative discretion. She noted she could send it via email due to time constraints. Planning Director Griffiths shared that this is why certain standards are in the Code. Right

now, that is how things are set up because there is no procedure, and whatever the administration says is the process. He noted that he would follow up after and beef up the standards.

Gorham moved, DiGruttolo seconded, Adjourning the City Council Work Session Meeting of May 11, 2026, at 6:58 P.M.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

DRAFT



City Council Item 2.B.

Title/Subject: City Council Regular Meeting Minutes
Meeting Date: May 26, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. 05.11.2026 CC Reg Meeting Minutes

Background

Strategic Alignment

Organizational Strength & Good Governance

- Sound and strategic record keeping of government activities lead 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

Acting Mayor Sanschagrin called the meeting to order at 7:03 P.M.

A. Pledge of Allegiance

B. Roll Call

Present: Acting Mayor Sanschagrin; Councilmembers Gorham and DiGruttolo; City Administrator Nevinski; City Clerk/HR Director Thone; Director of Public Works Morreim (Via Zoom); Park and Recreation Director Czech; City Engineer Budde; Communications/Recycling Coordinator Wilson; and Acting City Attorney Amy Schmidt

Absent: Mayor Labadie and Councilmember Maddy

C. Review Agenda

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

Motion passed 3/0.

2. CONSENT AGENDA

Acting Mayor Sanschagrin reviewed the items on the Consent Agenda.

Councilmember DiGruttolo asked to remove Consent Agenda Items 2.E., 2.G., 2.H., and 2.J.

Acting Mayor Sanschagrin asked if she would like to discuss the Items now or remove them for later. Councilmember DiGruttolo noted that either would work. She noted a mistake in the Work Session minutes and asked whether it should be removed or explained. City Administrator Nevinski noted that Councilmember DiGruttolo could point out the mistake to be fixed now. Councilmember DiGruttolo stated that the first paragraph on page two of the Work Session minutes states "Operation Levy" and should state "Operating Levy."

Acting Mayor Sanschagrin asked if the other items would be discussed now. City Administrator Nevinski stated that if the Items in question did not require debate, then they could be discussed now.

Councilmember DiGruttolo stated that Item 2E, Strategic Communications Plan, focuses heavily on engagement but offers few accountability metrics. She asked how the Council and residents know that communications are improving trust and understanding rather than just increasing the number of impressions. She asked if the Communications metrics would be reported publicly and regularly. She asked what safeguards are in place to ensure that communications remain informational rather than promotional. Communications/Recycling Coordinator Wilson pointed out that the tool to use for the engagement piece, to turn from qualitative and put metrics around it, and would be the way to have a safeguard and present to the Council and the public, would be the Quarterly Communications report that is

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given at the Council. Councilmember DiGruttolo shared that the city is very aspirational and cannot be measured, so she wants to ensure there are mechanisms in place to collect feedback and engage with it. Mr. Wilson shared that the hope was that the Quarterly Communications report was being used as a tool to capture those things, and that any misinformation or how the engagements are being used would be reported back on what is being done with those things. Councilmember DiGruttolo stated that good information is being collected, and just looking at how that is used is important.

Councilmember Gorham noted that he loves the Communications Plan checklist of things to implement. He asked how the Council checks to see that things are being implemented. Mr. Wilson shared that he could include that in the Quarterly report as well, but would be happy to include it more frequently if desired. Councilmember Gorham stated that it could be done just once a year to see how things are going.

Acting Mayor Sanschagrin asked if there was a place to receive raw feedback from residents. Mr. Wilson shared that the city could use that as a mechanism for sharing feedback. He noted that he has been looking at other cities and liked that some have an always-on forum. Councilmember DiGruttolo stated that it was a good idea. She added that in the military, there was a suggestion box, and every month, a suggestion from it was featured in the newsletter. Mr. Wilson noted that any ideas would be welcomed.

Acting Mayor Sanschagrin asked about Item 2.G. Councilmember DiGruttolo shared that the item should be taken off and discussed later.

Acting Mayor Sanschagrin moved on to Item 2.H. Councilmember DiGruttolo asked how supplemental service hours are tracked operationally to ensure that Shorewood's service levels are not degraded or diminished. She asked what analysis had been done for the actual fully loaded cost of the services, including benefits and overhead. She also asked the Staff to clarify the distinction between supplemental services and normal baseline policing responsibilities. City Administrator Nevinski shared that the supplemental services are in addition to what is already being provided through the membership costs. These are costs for additional services paid for by Excelsior; the money is not coming from funds budgeted for normal operations. Excelsior will reduce the number of hours listed compared to those shown in the Agenda Packet, based on needs. Councilmember DiGruttolo asked whether an additional person was being hired or whether the staff already there would be doing the work. City Administrator Nevinski shared that CSOs will be used. He shared that if the CSO is doing this additional work in Excelsior and an accident occurs, the CSO would also respond, resulting in additional responders as an added benefit. Councilmember DiGruttolo stated that it seems there is a cost to Shorewood. She asked whether, if Shorewood states that an additional officer is needed, the Excelsior officer would not go because they are working in Excelsior. City Administrator Nevinski stated that they are CSOs and cannot respond to everything, but if a responder is needed for medical emergencies or traffic control, they would be available. The CSO's main task is to be in downtown Excelsior, addressing issues during the peak months of activity. Councilmember DiGruttolo asked if the CSOs are full-time staff. City Administrator Nevinski shared that they are part-time staff who may be in law enforcement school or exploring the field as a career. Some could eventually become a CSO in a permanent role. Several officers at SLMPD have started as CSOs and worked their way up, including the Chief.

Councilmember Gorham asked if the schools use a CSO, and this is what they might be doing during the summer. City Administrator Nevinski shared that the Police Chief could discuss that the next time he is at the meeting. He added that CSOs are usually at the college level or higher.

Acting Mayor Sanschagrin shared that last year, he stated that, for this program, Excelsior needed to cover all the costs, and the memo indicated that some additional costs were covered. City Administrator Nevinski shared that Excelsior is covering the uniform, equipment, and computer. It was also contemplated in the

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Joint Powers Agreement. Councilmember DiGruttolo asked if the salary was not paid for then. City Administrator Nevinski stated that the hourly wage is also being paid. Councilmember DiGruttolo asked whether the officers were needed for the rest of the year and whether there would be a degradation in service for Shorewood. City Administrator Nevinski stated that, in this case, as this is an ongoing program that Excelsior has, the position would be funded if Excelsior funds it. A position is not being taken away; it is an additional position. Councilmember DiGruttolo asked if this position is just in the summer. City Administrator Nevinski shared that the position also occurs a little bit in the fall.

Councilmember Gorham asked what the CSOs are doing when it is not summer time. He pointed out that if the CSO can work only in Excelsior during the summer, then the need for CSOs during the rest of the year is in question. City Administrator Nevinski pointed out that these are part-time positions, so when activity increases, the CSO is scheduled accordingly. He added that the Police Chief could speak more to the program. Councilmember Gorham asked for a follow-up to the conversation to see what happens after the summer. He added that it may be an area for cost cuts. Councilmember DiGruttolo shared that several major costs are coming up for the SLMPD, so any ways to cut costs would be helpful.

Acting Mayor Sanschagrin moved on to Item 2.J. Councilmember DiGruttolo asked why the city is always hiring at the top of the band. She noted that in six months, she does not want to promote the new hire. She added that he has only three years of experience out of college and that, generally, seven years are required for a Senior hire. She asked for the framework for the position classification and the step placement so that the Council can understand how consistency and internal equity are maintained. City Clerk/HR Director Thone shared that the new hire is not at the top; he is at mid-range and is quite a few steps lower than the last couple of hires. Councilmember DiGruttolo noted that she is happy with that, but the packet seemed to state that after he is off probation, he would be promoted. Ms. Thone shared that after the six-month probationary period, there would be a review, and if the new hire passed, they would move to a permanent position. However, there is no increase at the six-month mark; he will have to wait a year to get a step increase on the compensation schedule. She noted that, as far as the Senior Accountant position, there is a quite a variance in whether someone's title is an Accountant I, Accountant II, or Senior Accountant, and what that means in every city is somewhat different, and what the job description entails. She explained that the position used to be an Accounting Tech role, and the last person was promoted to Senior Accountant, which changed the job description. She noted that the job duties and description aligns with the state pay equity program, which the city is required to perform every 3 years. It also aligns with the city's compensation schedule that the Council approved in 2024. Councilmember DiGruttolo shared that there still needs to be discussion about the hiring and the bands. A lot of money has been spent on Financial Management, so that the top dollar would not have to be spent on hiring a Senior Accountant. She added that the city has so much redundancy and continues to spend money on a problem that may no longer exist. Ms. Thone noted that there have been many discussions regarding the city's compensation study and schedule and it would be good to review it during the budgeting cycle.

Councilmember Gorham shared that some discussion took place during the Planning Position. He asked why the city needs a Senior Accountant. Ms. Thone stated that this person handles all payroll, all utility billing, all accounts receivable, all accounts payable, all year-end reporting to the State and Federal entities, and a portion of the back-end of employee benefits. She added that the role is fairly technical.

Councilmember Gorham asked how the Council knows that this role is needed. Acting Mayor Sanschagrin shared that Councilmember Gorham is asking why the Council is getting this information at the tail end of the process. Councilmember Gorham shared that the salary is high and that it is during budget season. There is nothing that shows why this position is needed, but this is what it is. Ms. Thone shared that when Staff comes to them with a recruitment request at the beginning of the process, all these items are laid out in that memo for approval. Staff asks for approval to recruit for the position and for any changes. She

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added that when the city went through the compensation study with the DDA, every position and job description was reviewed and aligned. Then, once every job description was aligned to the roles, each role was classified to the compensation schedule. She added that seven positions were reclassified as a result of the 2023 study. Councilmember Gorham stated that he thought he heard her say that the Council is more engaged for bigger positions, but for backfilled positions, the Council would not normally hear about them until the end. He asked where the information on the study would be, because some were not on the Council in 2023. Ms. Thone noted that it is a valid question because the work was done before many of the existing council members were here. Councilmember Gorham shared that it is not so much about him seeing it as about the public and the story of this position and all the work that was done to get there. He added that the explanation is valid, but that does not come through. Ms. Thone asked whether the questions being asked serve to validate to the public that the Staff has done its due diligence. Councilmember Gorham stated, " Yes, that is what is being asked. He shared that the information on the position needed and how the staff determines the salary. Ms. Thone stated that the point is valid and that the information may not be out there. She added that she goes through many processes that support the process: salary, surveys aligned with other cities, a review of the compensation schedule, and the State's pay equity process every three years. She added that all the information is out there, but not necessarily in one place that the public can see and some of it, like the salary information, can be sensitive. Councilmember DiGruttolo shared that the Council is working to increase transparency, and some members are seeking to cut costs wherever possible. Knowing that some of the Council would like more justification than that information should just be available with each new hire. She added that the Council has to answer the questions, and to do so, the information must come from the Staff. She added that it is not that the Council does not trust the Staff to do their job, but that the Council needs to be able to give the answers. Ms. Thone stated that the information is helpful and will encourage her to add more detail to both sides of the recruitment request when coming to them for approval. Councilmember Gorham stated that it would be great and that, before someone is hired, it would be helpful to discuss more transparency. Ms. Thone shared that the Council does get more involved in hiring for a management or department head position, and there is a slight difference in Council involvement depending on the level being hired. Councilmember Gorham shared that the Council does not need to be involved in interviews for all positions, but if Council approval is needed, more buy-in should come at the beginning of the process.

Councilmember DiGruttolo stated that for many of the Consent Agenda Items, there seem to be recurring issues when significant operational and policy direction is being set incrementally through Consent Agenda Items rather than through clearly bounded strategic decisions. She added that she did not think that was the way it was supposed to work. She noted that several Items are just asking the Council to rubber-stamp decisions after major operational choices have already been made. She shared that at what point does the Council meaningfully shape policy direction versus ratifying what the Staff has already operationalized. Councilmember Gorham stated that there is a fine line between micromanaging some decisions made by the Staff and those the Council weighs in on. Whenever the City is hiring, the Council should be more involved. He added that the Staff needs a certain amount of liberty, not every decision needs to be brought to the Council. He agreed that too many items are going to the Consent Agenda. Acting Mayor Sanschagrin agreed.

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

- A. City Council Work Session Minutes of April 27, 2026**
- B. City Council Regular Meeting Minutes of April 27, 2026**
- C. Claims List**

- D. **Expiration of Approvals for Shorewood Carriage Homes, Adopting RESOLUTION NO. 26-27, “A Resolution Acknowledging the Expiration of Development Approvals for Shorewood Carriage Homes Located at 24560 Smithtown Road.”**
- E. **Strategic Communications Plan**
- F. **Annual Data Practices Policy Review, Adopting RESOLUTION NO. 26-28, “2026 City Data Practice Policies.”**
- G. ~~SCEC Task Force (moved to 4.D.)~~
- H. **2026 Supplemental Services Proposal, SLMPD and City of Excelsior**
- I. **Hennepin County CDBG Program Renewal**
- J. **Senior Accountant New Hire**

Motion passed 3/0.

3. **MATTERS FROM THE FLOOR**

Dwayne Lorelei, 5595 Eureka Road, stated that he was shocked and taken aback by the quarterly utility bill. He noted that he had come to City Hall to ask why the Watershed District and the storm sewer were so high. He shared that he was told it was because of the Watershed District. He explained that he did some research on the Minnehaha Creek Watershed District and found that the fee is paid annually with property taxes at \$40.31. On the bill he received, the amount rose from \$56.61 to \$90.45, a 62 percent increase. He shared that he called another city, spoke with the stormwater engineer, and asked why the prices went up so high. The engineer stated that typically, they only go up two or three percent a year for the city’s portion of the storm sewer. He stated that, upon further review, he found that Northland Securities, with whom the City does business, suggested that the City bring it to that price. He suggested talking to the Public Works Director to have him speak with the Watershed District and see what they want and what will be required for maintenance. He noted that little maintenance is required for a storm sewer, especially in Shorewood. He stated that he does not understand what the 62 percent increase is for. He moved on to the water, with a \$32.51 maintenance fee assessed to people even if they are not hooked up to the water. He asked what maintenance is being done. He added that the sanitary sewer was \$142.85 and is now \$184, and that would not be disputed with the city, as that is the Met Council. He added that his bill went up over \$100 a quarter. He added that, for the water maintenance fund, the City must believe there is plenty of money in it, because no one on Birch Bluff or Peach was assessed. He noted that he asked who made the decision, and no one knows. He shared that on Mill Street, where a water main is being installed, nine homes may or may not hook up to the water, and the city will not assess them. He stated that since the city is not going to assess anyone anymore, then the city should reimburse everyone who had water put on their streets and was assessed. He shared that he did not want water going down Eureka Road, that very few homes wanted it, and that the only reason it was put in was for the development of Watten Ponds. It was cheaper for the developer not to install wells.

Acting Mayor Sanschagrin asked if there is information on the website for utility increases. City Administrator Nevinski stated that information about the increases has been disseminated. He added that it could be discussed as soon as the budget process starts, but if the issues need to come back sooner, it

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could be discussed. Acting Mayor Sanschagrin stated that there should be clear communication explaining it all to the public.

Barry Brown, 6050 Burlwood Court, stated that when the last speaker mentioned Northland Securities, there were many puzzled looks, and he wanted to clarify something that may have been missed. Northland Securities prepared the Long-term Financial Management Plan, which suggested a 60 percent increase in the storm sewers and a 30 percent increase in the sanitary sewers. He noted that they also suggested an increase in water, but the Council stated that it would not be implemented this year and would be implemented next year. He noted being fully behind the last speaker, when he says that if he had to pay \$10,000 and many others had to pay that as well, but that is not being done in the city anymore, then something should happen for the people who had to pay.

4. GENERAL/NEW BUSINESS

A. Change Order Policy

City Administrator Nevinski presented the change order policy as found in the Agenda Packet.

Councilmember Sanschagrin asked whether the Policy would prevent the Staff from fixing a situation in which there is no water. City Administrator Nevinski stated that if there is a water main break, the City would be out there dealing with it. He noted that the estimate was that two-thirds of change orders go back to the Council before the work proceeds. There are times when decisions need to be made, and there is not a Council meeting soon enough, but the policy is the Staff's charge to get the matter before the Council quickly.

Acting Mayor Sanschagrin asked whether the policy applies only when things are under budget. Councilmember Gorham noted that the budget and the contract are two different things; this would be a change to the contract.

Councilmember DiGruttolo stated that, under the policy, the Public Works Director or City Engineer was removed and replaced with the Project Manager. She asked if the Project Manager works for the city. City Administrator Nevinski stated that the Project Manager works for the city. It could be the City Engineer or the Public Works Director, but someone else could also be the project leader, making them the Project Manager.

Councilmember DiGruttolo asked whether the Council would receive periodic aggregate reports on all administratively approved change orders to identify patterns or lessons learned over time. City Administrator Nevinski shared that the intention is for all change orders to be tracked, and if they fall below a certain threshold, they will come to the Council at the end. However, if a threshold is hit, the Staff will come to the Council. He stated that a sample change order track is included in the Packet. Councilmember DiGruttolo pointed out that she is just seeing whether data will be available to identify a pattern, especially in contractor behavior.

Councilmember DiGruttolo asked how the city ensures that cost savings on projects are treated with the same level of transparency as cost increases. She noted, highlighting the savings more, and it is a good news story to tell. City Administrator Nevinski stated that when a Public Works-type project is finished, the Staff returns the project to the Council, which is ready to accept the improvements. At that point, the opportunity would come to talk about where the city is at, budget-wise. Councilmember DiGruttolo pointed out that seeing the good change orders would also be worth highlighting.

Councilmember Gorham noted that the policy's thresholds are solid and make sense. He shared that the exceptions are oddly specific. City Administrator Nevinski stated that those are just examples. Councilmember Gorham pointed out that the Statute speaks to health and safety and gives the administration flexibility. He added that a change order related to permits or traffic flow seems interesting, unless there is a safety issue. City Administrator Nevinski explained that the thought was that, if something needed to be addressed in terms of buttoning up a road so traffic could get through, it would be addressed until something more formal could get back to the Council. He noted that the Council requested some examples and that it is difficult to provide them when speaking in the abstract. Councilmember Gorham noted that the policy gives the administration leeway, and if there is a question, the City Attorney could be called. City Administrator Nevinski asked whether the Council would like the examples removed. Councilmember Gorham stated that the examples are fine, given the small percentage that those occur, and that there is enough leeway to interrupt what might need to be done. City Administrator Nevinski added that the Policy should be reviewed periodically, particularly as it is implemented.

Action Mayor Sanschagrín stated that he is on board as well and that the Policy is a significant process improvement.

Gorham moved, DiGruttolo seconded, Adopting the Change Order and Work Scope Modification Policy.

Motion passed 3/0.

B. GIS Equipment

Public Works Director Morreim presented the GIS Equipment information as found in the Agenda Packet.

Acting Mayor Sanschagrín stated that he can easily see how this can enhance the City's operations. He noted that one helpful thing for this and any future purchases would be to provide the payback. He asked Public Works Director Morreim to articulate the payback time. Mr. Morreim shared that the biggest payback on the unit will be from the utility locating. There is generally one person doing utility locating during the construction season, and their time with the new unit would be much less, with all the utilities 100 percent mapped out. He added that the mapping could be done in-house and would save on consulting costs. Utility locating would become about 25 to 50 percent more efficient, allowing points to be located or relocated during difficult periods of the year. He noted that the unit would pay for itself sooner rather than later, especially with the utility locating. Councilmember Sanschagrín asked if it would be six months or a year. Mr. Morreim stated that he would be guessing, but within two to three years. He added that one of the other features is the laser operations. So when the City goes out to do sewer and water inspections, the staff go out, inspect, and then put together a drawing to locate the utilities. With the unit, the Staff would be able to point the laser at the water to find a location, and then, in the future, all the Staff would have to do is walk to that point. He noted that the equipment allows the Staff to be more accurate and safer in the inspections.

Councilmember DiGruttolo shared that when Mr. Morreim stated the equipment is being bought with money saved from last year, that is how things should be done. She thought it was a good purchase.

DiGruttolo moved, Gorham seconded, Approving the Purchase of the EOS Skadi Gold Unit with the Detailed Options.

Motion passed 3/0.

C. Water Connection Program

City Engineer Budde presented on the Water Connection Program as found in the Agenda Packet.

Acting Mayor Sanschagrín stated that Councilmember Gorham had left at 8:33 P.M. He asked whether the meeting could continue. City Administrator Nevinski shared that the meeting could proceed, but if a vote were needed, Councilmember Gorham would need to be present.

City Engineer Budde continued with the presentation.

Councilmember Gorham returned to the meeting.

Councilmember DiGruttolo stated that the Program looks pretty good, the Staff did what they were asked to do, and that it is clear and easy to follow. She asked when the residents pay the \$1,000. City Engineer Budde noted that, in previous conversations, there would be more work for the Engineering Staff. Still, the Staff has been able to scale that back to about an hour-long meeting, so there is no expectation that the residents will pay anything up front. He added that there are about two to two and a half hours of work where the resident has the engineer's estimate. Then everything would be packaged together, with more of the cost coming in. Councilmember DiGruttolo pointed out that the initial \$167-per-hour cost to determine the cost was high. She added that the City is asking residents to pay the \$10,000 water access charge, plus a consultant to tell the resident how much it will cost, and then however much it will cost for the internal plumbing changes, and the amount of money to abandon the well, plus the cost of the actual water connection. She asked how many houses can be built with only \$175,000 being fronted by the City. That would be only about ten houses. City Engineer Budde stated that only 10 houses are being considered for the first round. Public Works Director Morreim noted that the \$10,000 water access charge, and in many of the places mentioned, the city has already borne that cost. He added that, in addition to the resident's \$17,000 cost, the only additional cost would be the curb stop, which is already at the house and may be less than \$20,000. The \$10,000 already there is for infrastructure to bring water to their property line.

Councilmember DiGruttolo stated that she likes what the Staff has done; most of it is clear. She added that some of the claims might put people off, saying the water is cleaner than the well water. Many people do not believe that. She asked if that spot could be word-smithed a little to make it sound better. The objective is to get the residents to think this is a great idea and that it should be done. She noted that the quick FAQs are good, except for the "old plumbing, and that adjustments may need to be made to meet current building codes. She suggested adding additional costs so that the information is not hidden. She noted that this will be a huge ask for people and is glad that only ten people will be doing this at first. Acting Mayor Sanschagrín asked whether mitigating language, such as "it can do certain things," would be helpful. Councilmember DiGruttolo agreed that stating it can do this would be better than saying it will do this. Declarative language can be argumentative. Acting Mayor Sanschagrín noted that the city does not want to overpromise and then underdeliver. There are also perception issues, such as the fact that some people might like the iron in their water. Councilmember DiGruttolo stated that her goal is to make the language as honest and transparent as possible while also making it attractive to people.

Councilmember Gorham shared that things look great and that he is really pleased with how far the program has come. He added that the sample email to residents could use some more detail and is missing a thought or two. He suggested adding a sentence to help with the sales pitch. Acting Mayor Sanschagrín stated that something that might be helpful, and one of the reasons the water quality might be better, is that the aquifers are deeper, which would help to give further explanation. City Engineer Budde stated that it goes into a lot of detail and would be good information for the website, but the Staff would once again go over all of the communication. Councilmember DiGruttolo shared that Communications/Recycling Coordinator

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Wilson might have some good ideas about resident language and what resonates with residents. If asking residents to spend money, it may be helpful to discuss the overall savings they achieve. She added that the language need not be the same for everyone. City Engineer Budde stated that Councilmember DiGruttolo is right and that not everyone feels the same way about their water. He noted that the hope is that the meeting will be very informative for both parties, because oftentimes the City hears about people's treatment systems. Councilmember DiGruttolo shared that the city wants to attract people who are water curious. She added that she has a well, has paid her \$10,000, and is curious how much this would cost her to hook up. If the cost is reasonable, then she would be willing to hook up.

Acting Mayor Sanschagrín asked how the priorities for the houses came about. City Engineer Budde stated that there are certain areas where people have shown interest. The second spot is an area that has been underutilized, with its street in poor condition. The third spot has attracted significant interest from residents and remains underutilized. That is how the top three started, and a similar methodology was used for the other areas. Acting Mayor Sanschagrín pointed out that Glenn Road has a new road, but the stubs are right out to the road. City Engineer Budded shared that the stubs are GPS-located and can be found easily.

Gorham moved, Sanschagrín seconded, Directing Staff to Initiate the Program by Distributing Communications, Coordinating with Residents, and Soliciting Quotes.

Motion passed 3/0.

D. SCEC Task Force (formerly Consent Agenda 2.G.)

Park and Recreation Director Czech presented the memo as found in the Agenda Packet.

Councilmember DiGruttolo asked how many on the Task Force are Shorewood residents. Mr. Czech stated that four people were: Tena, Janet, Barry, and Gina.

Councilmember DiGruttolo asked for clarification on whether the Task Force is intended to explore the full range of strategic operations or to operate under a narrower financial recovery. Mr. Czech stated that the project's scope is to achieve 70 percent, so that will be the Task Force's focus as it develops recommendations. He added that, as noted in prior meetings, potential partnerships or collaborations could be part of that. Still, the Council's overall intent was to maintain current operations as much as possible while improving utilization and narrowing the gap between revenues and expenses. Councilmember DiGruttolo asked if that includes repurposing or doing what is being done now, but better, so more money is made. Mr. Czech explained that it is following the current operational structure. Councilmember DiGruttolo asked what would happen if the Task Force could not reach 75 percent. Mr. Czech stated that this had been discussed at prior Council meetings. If that number is not achievable, it will be brought back to the Council, and alternative options will need to be explored. Still, the goal is to maintain current operations while increasing utilization and closing the gap.

Councilmember Gorham asked that a Chair be elected for the Task Force. Mr. Czech explained that a Chair will not be elected; the consultant will lead and facilitate. Councilmember Gorham asked whether, ahead of time, the consultant prepares an agenda and leads roundtable discussions. Mr. Czech stated that it is correct and that more information is available, but did not want to push it out until the Task Force approved it. Councilmember Gorham asked what the end product would be. Mr. Czech shared that the consultant will provide a summary of the minutes and a memo from the meetings, and that the outcome will be recommendations to the Council on options for proceeding with the building. Councilmember Gorham asked if the consultant would prepare the document. Mr. Czech noted that the consultant would prepare with assistance from City Staff. He added that those not designated for the Task Force, as well as the

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general public, will be able to provide input through various channels. Councilmember Gorham pointed out that there is a Task Force, and that is a great accomplishment. Councilmember DiGruttolo asked how many meetings were held. Mr. Czech shared that there are three with the option of one more if needed. The Staff is super excited about the Task Force.

Acting Mayor Sanschagrin asked for a reminder of the timeline. Mr. Czech shared that at the end of August, there should be final recommendations to the Council. As the process takes place and things develop, there will be updates on the status.

Gorham moved, DiGruttolo seconded, Approving the SCEC Task Force.

Motion 3/0.

5. STAFF AND COUNCIL REPORTS

A. Staff

Park and Recreation Director Czech shared that the Task Force Kick-off Meeting would take place on May 20. He stated that for Movie in the Park, there were a few changes: moving from the end of August to September 19, with hopes of increasing engagement, and voting on the movie to be shown via the City website.

City Engineer Budde stated that the contractor for the 2025 Mill and Overlay should be out within the next two weeks to finish punch list items. He shared that the Southeast area, where the City replaced the well's filter media, is complete and up and running. He noted that the Mill Street trail project, which the County is leading, has a preconstruction meeting scheduled for two weeks. Then he will have a better idea of the schedule.

Acting Mayor Sanschagrin asked about the new filtration for the well and whether there is a way to measure how much the filtration improved the water quality. Public Works Director Morreim shared that the well, without any treatment, has about 2.0 to 3.0 milligrams per liter of iron, and with the filter, before being taken offline, 0.2 to 0.5 milligrams per liter of iron. With the initial filtration test, the reading was 0.02 milligrams per liter of iron, which is within the expected range. He added that water consumption has not increased much. Acting Mayor Sanschagrin asked whether those measures are at a point where people would no longer need an iron filter in their homes. Mr. Morreim stated that minimal, if any, would be needed.

City Clerk/HR Director Thone shared that spring cleanup at the Public Works facility would be on Saturday, along with the Shred Event at City Hall. She stated that in preparation for elections, staff will be trained on Thursday. Sixty election judges have been recruited, three seasonal Public Works employees will be starting soon, and the Senior Accountant.

Councilmember Gorham asked those considering running for office what the filing period is. Ms. Thone stated that candidate filing runs from July 14 to July 28, and has been moved up this year. She noted that two Council seats are available and will be on the general election ballot.

Attorney Schmidt noted that she was filling in and does not have a report.

City Administrator Nevinski gave an update on the Highway 7 Transit Management organizational study that has been working on over the last year. The study had its last meeting. There will be a report out with

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all the recommendations, documenting the conversations and the directions that the organization wishes to take. He added that one highlight is that, rather than creating a new organization, individual cities can decide whether to join the Southwest Corridor Transportation Coalition and work through that existing structure. He noted that the Highway 7 communities want to continue to have discussions so that Highway 7 does not get lost in the bigger picture. There was a commitment by the group to keep it going. He shared that the communities are all on board with completing an application for a regional solicitation grant. That part of the process will involve reviewing the various intersections and projects likely to receive the highest funding. He added that hopefully there will be some bonding dollars coming out of the Legislative session.

i. Tentative Upcoming Agenda Topics

Councilmember DiGruttolo shared that if the Staff is looking for future topics of work sessions or regular meetings, then she would like to get the engineering discussion back on the schedule. City Administrator Nevinski stated that it is on there for June 8.

Councilmember DiGruttolo stated that, for police and fire reporting, given the number of issues over the last year, she asked whether there could be regular reporting rather than just the annual report. City Administrator Nevinski stated that the intent was to have Public Safety before the Council, beyond the budget process, because that is not enough. He added that a lot is going on with Public Safety, and that is the intent to see them more and get more information. He noted that he also added minutes from the SLMPD board meetings, and that this will be seen more in the future for information. Councilmember DiGruttolo stated that it is part of transparency, even if the information is for informational purposes. She appreciated that thought was being put into making more information available and into providing opportunities for input and questions. City Administrator Nevinski shared that there is a conversation about improving communication and information flow.

Councilmember DiGruttolo asked that the compensation schedule be put on the agenda. She added that it has come up several times, and not all of the Council is familiar with it. If the schedule comes every three years, then she would like to be prepared. City Administrator Nevinski stated that it could definitely be put on an Agenda. He added that one of the reasons it came up in 2023 was that the staff was running into issues and did not have a current system to review. The process was put in place to establish a system for hiring and compensation. He noted that it could be part of the budget discussion.

B. Mayor and City Council

Councilmember Gorham stated that he had read the Shore Report and was struck by how much content it contained. He gave credit to Mr. Wilson for his work and acknowledged that a lot of big things were happening, and it was fun to see it all in one report. He saw the election information in the report and wanted to point out that it was happening in July. He noted that, with the elections coming up, the signs would be going up. He asked if there was any information in the Shore Report about where signs can go. Ms. Thone noted that she did not recall whether that was in the Shore Report, but all candidates receive the sign procedures, and most of the sign ordinances go away. Councilmember Gorham stated that it might be with it to put the information in the Shore Report. Ms. Thone thanked the Council for recognizing Mr. Wilson. She noted that by finding a new printer, a lot of money was saved, and the City was able to make the Shore Report longer. Acting Mayor Sanschagrin asked if there would be a place to document all the areas where the Council is saving the residents money. He added that he would be at the Recycling event.

6. ADJOURN

DiGruttolo moved, Gorham seconded, Adjourning the City Council Regular Meeting of May 11, 2026, at 9:18 P.M.

Motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

DRAFT



City Council Item 2.C.

Title/Subject: Planning Commission Meeting Minutes
Meeting Date: May 26, 2026
Prepared By: Jake Griffiths, Planning Director

Attachments

1. 04.07.26 Planning Commission Meeting Minutes

Background

Approved minutes from the April 7, 2026 Planning Commission Meeting are attached. Minutes were approved by the Planning Commission during the May 5, 2026 Planning Commission Meeting.

Strategic Alignment

Organizational Strength & Good Governance

- Sound and strategic record keeping of government activities lead 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

Accept the minutes from the April 7, 2026 Planning Commission Meeting.

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Chair Huskins; Commissioners Holker, Longo, and Braithwaite; Planning Director Griffiths; City Planner Osowski; and Council Liaison Maddy

Absent: Commissioner Magistad

1. APPROVAL OF AGENDA

Chair Huskins noted that Item 5.A. will be removed due to Commissioner Magistad's absence.

Commissioner Holker moved, Commissioner Braithwaite seconded, approving the agenda for April 7, 2026, as amended. Motion passed 4/0.

2. APPROVAL OF MINUTES

- **March 3, 2026 Planning Commission Meeting Minutes**

Chair Huskins stated that before the meeting, he found a single edit and shared it with the Staff, and the item will be corrected.

Commissioner Longo moved, Commissioner Holker seconded, approving the Planning Commission Meeting Minutes of March 3, 2026, as presented. Motion passed 4/0.

3. MATTERS FROM THE FLOOR

There were no comments.

4. PUBLIC HEARINGS - NONE

5. OTHER BUSINESS

~~A. Planning Commission Photo~~

B. 2026 Planning Commission Work Plan

Planning Director Griffiths stated that the Work Plan was discussed in detail at the last meeting. The plan was put together, and there were no significant changes from the Staff between the two meetings. He added that the Staff is seeking approval of a recommendation to the City Council on the 2026 Work Plan.

Chair Huskins shared that he was not present at the last meeting, so he is relying on the Commissioners who were present to ensure the plan reflects what was discussed.

Commissioner Holker moved, Commissioner Longo seconded, recommending approval of the 2026 Work Plan. Motion passed 4/0.

C. Planning Commission Bylaws

Planner Osowski summarized the Commission's bylaws as found in the Agenda Packet. He noted the new information about the Commissioner Liaison at the Council meetings, Matters From The Floor, and alternated Commissioners. He stated that the Youth Commissioner was not included in this draft of the bylaws. Planning Director Griffiths noted that the language used for the Alternate Commissioner was taken from that used by most other cities in the Metro area. He added that the Alternate would fill in in the case that a Commissioner was gone from a meeting and then step back down. If someone left the Commission, then the Alternate could step into their place. He stated that Staff is looking for a recommendation to the Council. The Park Commission is also close to finalizing its bylaws, and both could go to the City Council at the same time.

Chair Huskins stated that the Commissioner Liaison to the City Council would be in attendance and then provide any information if asked. He asked whether a Commissioner in attendance who wanted to speak could do so. Planning Director Griffiths explained that, on page 22 of the Agenda Packet, language was added to allow a Commissioner to speak if they wish. He added that Staff will finish their presentation and then ask the Liaison if he/she wishes to speak.

Chair Huskins stated that many matters come before Commissioners that are not decided at meetings, and that discussions can take place before those meetings. He noted that leaving it to the Alternate Commissioner to decide whether to attend the meeting could be problematic, as the Commissioner would not have all the information from previous discussions. Planning Director Griffiths shared that, in conversations with other cities, they strongly recommended allowing the Alternate Commissioner to choose whether to attend the meeting, as it was logistically challenging to have the Alternate there. He added that the Alternate Commissioner will receive all the same information the Commissioners receive, such as the Staff Reports and meeting minutes. He noted that the Staff is open to whatever direction the Commission takes. Commissioner Holker stated that it is the Alternate's commitment to read all the material, as it is now, when someone misses a meeting. Planning Director Griffiths explained that the language in the draft states that the Alternate Commissioner's presence may not be needed at every meeting, but that the Alternate Commissioner is expected to stay up to date on the business of the meetings. Chair Huskins added that the language in the draft is sufficient, but the information may need to be reviewed if revisiting a topic discussed at a previous meeting. Planning Director Griffiths pointed out that the Staff is always willing to step in and meet with the Alternate at the end of a longer project, if asked, to make a decision. He explained that, as the bylaws are reviewed annually, if something is not working with the Alternate, it can always be changed. An Alternate Commissioner would not be brought in until next year, but if approved this year, some of the City Code would be rewritten and submitted as an amendment at the end of the year for approval.

Commissioner Longo moved, Commissioner Braithwaite seconded, recommending approval of the Planning Commission bylaws as presented. Motion passed 4/0.

Chair Huskins asked when the matter would go before the Council. Planning Director Griffiths stated it would be either April 27 or May 11, depending on the Park Commission.

D. 2050 Comprehensive Plan Update Project Overview

Planning Director Griffiths noted that this item was for discussion purposes only. He gave an overview of the 2050 Comprehensive Plan Update Project as found in the Agenda Packet.

Chair Huskins asked the question: What is the state of Shorewood today, and if there was any looking back at where the City was in the past. Planning Director Griffiths added that looking back is a big part of the Plan, and the consulting firm is currently doing that work to establish where the community has been and where it is now.

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

Chair Huskins noted that the plan would include an opportunity for community engagement. He asked if, in the past, the residents had taken up their responsibility or opportunity to participate. He noted that it is the community's only opportunity to share its input. Planning Director Griffiths stated that because he was not in Shorewood at the time, he may defer to others who were. He added that, in the past, engagement and open houses were poorly attended. For this cycle of the Comprehensive Plan, the Staff proposes a robust community engagement plan. He shared that the first year of the project will focus on community engagement before deciding what the plan will look like. Chair Huskins noted that, with the Watten Ponds decision, many community members felt the decisions made were not aligned with the current Comprehensive Plan. To avoid the same problem in the future, the more community input on the 2050 Comprehensive Plan, the better, fostering ownership of the plan. Planning Director Griffiths stated that with more community buy-in, there is greater success. Council Liaison Maddy shared that he was on the Planning Commission when the last Comprehensive Plan was completed, and the input received came from people already involved with the City. As a City of 8,000, the Staff needs to find a way to get more than 10-15 people to share their thoughts. He noted that he does not know the solution to increase involvement, but that it needs to be done, as involvement was lackluster 10 years ago. Chair Huskins stated that it does not seem right not to get the community input, then put out a plan and communicate that plan to the community. Planning Director Griffiths stated that the next time this is on the agenda, the Staff will really hit on the plans that they have to get community engagement.

Planning Director Griffiths shared the Regional Planning Cycle issued by the Met Council. He added that there is a city or the Met Council that is always talking about the topics of a comprehensive plan. Any decision that the City makes will fit into the Comprehensive Plan. He explained that there are two new sections with Climate and Natural Systems. The Met Council has requirements for the City: within residential districts where single-family homes are allowed, the City must allow one additional housing type. An example is the R1-A housing district, which consists only of single-family homes; the City is required to allow an additional housing type. He added that how the Met Council calculates the requirements will change, and he will have to go through to put the new plan together.

Planning Director Griffiths stated that engagement efforts will be made to reach everyone. He continued to review the memo in the Agenda Packet. He noted that Staff hopes to have the plan ready by 2027 and reviewed the plan's phases. He explained the approval process of the Comprehensive Plan.

Chair Huskins asked whether residents would have the opportunity to provide input after the other entities have had their input. Planning Director Griffiths stated that it would depend on the suggested changes. He added that if the Met Council changes anything, another public hearing must be held, and the whole process starts over. Commissioner Holker noted that the Met Council can tell the City exactly what needs to be in the plan, and then the public hearings would be telling the community that it has to be done this way because the Met Council is requiring it. Planning Director Griffiths shared that this is why the last Comprehensive Plan, which was supposed to be completed in 2018, was not completed until 2023, which is somewhat typical.

Chair Huskins stated that the State Legislature could also change things. Planning Director Griffiths shared that indicators suggest there will likely be no major changes this session, but there could certainly be something that comes up in State law.

Planning Director Griffiths explained where things would go from that meeting with the Comprehensive Plan. There is a website that will launch before May 1, as well as an article in the City Newsletter. He added that the Commission is the steering committee for the plan and will have many opportunities to get involved. He asked that the Commission be an advocate for the project.

Chair Huskins stated that the overview was very clear and helpful to know where things are going before the project gets started.

Planning Director Griffiths shared that the project website will be a great resource for all the questions. He encouraged Commissioners and residents to reach out with any questions as well.

E. 2050 Comprehensive Plan Update Community Engagement Plan

Planning Director Griffiths shared the Draft Plan for Public Engagement as found in the Agenda Packet. He noted that the document was high-level and intended as a resource for the Staff.

Planning Director Griffiths asked whether any audience portions of the document were missing. Chair Huskins shared that within the Interest Groups, there are also citizen websites that share many opinions on decisions. Planning Director Griffiths noted that, in the Draft Plan, Interest Groups are defined and should be heard from, regardless of the platform. Chair Huskins added that it seems as though neighbors are taking advantage of a website where others agree with them, and that it could be a way to gauge what residents are saying without having to ask for input. Commissioner Braithwaite explained that an inventory of the Interest Groups would reflect what the groups are interested in, and those websites are for the audience. He noted that those who fall into the Interest Groups may also fall into other categories, and that the information may be repeated. Even have a voluntary registration. Chair Huskins shared that being invited to those parts of the community who do not regularly attend meetings and letting residents know they can provide information however they prefer. He added that asking those residents how they feel would be a good way to convey the information they want to share. Planning Director Griffiths stated that the Staff plans to be very intentional in inviting residents to share information, as it works best for them. Chair Huskins shared that meeting residents where they are, rather than requiring them to come to the City, would be very helpful. Commissioner Longo stated that looking at the City beyond its geographic boundaries is important, and he has seen this in various things in the past.

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

Chair Huskins shared that when there is a project, the City will go to the community with a blank slate before any plan is started. Some people like that, but others do not, noting that some may not participate in the early phase. He added that more information about where things are will cause those people to interact and provide feedback. At different stages of the project, people will feel more engaged, and the City needs to recognize that there will be different types of respondents.

Planning Director Griffiths shared engagement strategies as found in the document in the Agenda Packet. He noted that there are interactive maps that residents can engage with.

Chair Huskins asked whether the contributor could be identified to ensure they are a member of the community. Planning Director Griffiths shared that the person would have to verify they are a Shorewood resident and that, typically, there has been no outside involvement. He added that responses to the interactive map would likely come from a specific geographic region.

Planning Director Griffiths continued to discuss upcoming events that would include information on the Comprehensive Plan, as outlined in the Agenda Packet.

Commissioner Holker asked whether a table could be set up during voting, as much of the traffic is in the Community Center that day. Planning Director Griffiths stated that it has not been looked into, but will be. If it is allowed by law, then that would be a great place to have a table.

Commissioner Longo noted thinking about community champions who could be on a list to email when the Staff is headed to an event. Those champions could also host things within their own neighborhoods, where someone from the City could come to talk about the plan. Chair Huskins offered that, as the conversation is decentralized, there should be a booklet as to what is being said about the plan so that everyone is saying the same things. Planning Director Griffiths shared that the consultant will provide a "Meeting in a Box," an opportunity for those doing engagement work or for staff who need to meet with a group; a preset meeting will be available to use.

Planning Director Griffiths shared information about the scheduled City Meetings, as outlined in the Agenda Packet. He added that the Staff will attend any meeting, are willing to go places, and that office hours will also be available. He noted that not everything will work, but with as many ideas as possible, it will lead to what is working. He explained how the communications will take place. Word of mouth is the greatest way to inform people of what is going on.

Chair Huskins shared that, after an event, when there is a summary of what was discussed, it will also be helpful to note how many people participated. It also builds momentum; when others see that people are participating, it may lead other residents to participate as well. Planning Director Griffiths shared that this is not the level of engagement the City has undertaken for other projects and may be the most engagement ever for a single project. He is confident there will be many more touchpoints with people in the community.

Planning Director Griffiths continued with the presentation of the engagement plan as found in the Agenda Packet. He pointed out the schedule for the community engagement.

Chair Huskins asked whether the outreaches would cover all areas included in the Comprehensive Plan. Planning Director Griffiths stated that they would be. He noted that with a big plan like this, it is really important to keep the focus on what is tangible for residents, and much of that is the vision work. The goals that emerge from the vision discussion will be turned into

policies. Chair Huskins stated that as the project continues, some topics may be highlighted more than others, so certain events may need to be tailored to those topics. Planning Director Griffiths stated that the Staff will try to be adaptable, so if they find that one topic needs more feedback, they will focus on it. He added that if there is a lot of feedback on one thing, it needs to be focused on.

Planning Director Griffiths stated that the Staff is looking for a recommendation on the Community Engagement Plan. Commissioner Holker asked whether it would be possible to include the motion, subject to revision, as more information is learned. Planning Director Griffiths explained that at the end of each phase, the Staff will bring back an engagement summary. So, the motion does not need to include that as the Staff already plans to be open to revision based on the summaries at a minimum.

Commissioner Holker moved, Commissioner Longo seconded, recommending adoption of the 2050 Comprehensive Plan Update Community Engagement Plan, incorporating feedback from the meeting. Motion passed 4/0.

6. REPORTS

A. City Council

Council Liaison Maddy gave a brief overview of recent Council discussions and decisions.

B. Staff

Planning Director Griffiths stated that, for the May meeting, there will be a PUD concept plan with a public hearing, and the consultant will be there to review the draft Zoning Code update. Commissioner Holker noted that she would not be at the May meeting. Planning Director Griffiths asked for a Liaison for the April 27 Council meeting. Commissioner Longo volunteered.

C. Commission

Chair Huskins shared that attending the webinar on Land Use was excellent and very helpful. He shared that he has a copy of the webinar if anyone would like it. Planning Director Griffiths shared that the League of Minnesota offers many great resources.

7. ADJOURNMENT

Commissioner Longo moved, Commissioner Holker seconded, adjourning the Planning Commission Meeting of April 7, 2026, at 8:30 P.M. Motion passed 4/0.



City Council Item 2.D.

Title/Subject: Park Commission Meeting Minutes
Meeting Date: May 26, 2026
Prepared By: Mitchell Czech, Park/Rec Director

Attachments

1. 04.28.2026 Park Commission Meeting Minutes

Background

Approved minutes from the April 28, 2026 Park Commission Meeting. Minutes were approved by the Park Commission during the May 19, 2026 Park Commission Meeting.

Strategic Alignment

Organizational Strength & Good Governance

- Sound and strategic record keeping of government activities lead 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

Accept the minutes from the April 28, 2026 Park Commission Meeting.

MINUTES

1. CONVENE PARK COMMISSION MEETING

Chair Hirner convened the meeting at 7:00 p.m.

A. Roll Call

Present: Chair Hirner, Commissioners Garske, Stern, and Sylvester; Park and Recreation Director Czech

Absent: Commissioner Bahneman

B. Review Agenda

Garske moved to approve the agenda as written. Sylvester seconded the motion. Motion carried 4-0.

2. APPROVAL OF MINUTES

A. March 24, 2026 Park Commission Meeting Minutes

Garske moved to approve the minutes of the March 24, 2026, meeting as written. Sylvester seconded the motion. Motion carried 4-0.

3. MATTERS FROM THE FLOOR

There were none.

Park and Recreation Director Czech welcomed Commissioner Kim Stern to the Commission. He noted that Commissioner Stern is a long-time Shorewood resident and asked him to share why he joined the Parks Commission. Commissioner Stern shared that he grew up in Shorewood and used to ride a dirt bike at Freeman Park until a park was built there. He noted that his children and grandchildren have played baseball and soccer at Freeman Park. He added that he has been with the Excelsior Fire Department for 51 years and is looking to retire soon, finding something to fill his time and give back to the community.

4. GENERAL BUSINESS

A. Park Commissioner Handbook Review

Park and Recreation Director Czech noted that there would be an annual review of the Handbook and asked if there were any suggestions or questions for this year.

Commissioner Sylvester stated that this year she skimmed the document and did not find anything that jumped out at her. Mr. Czech shared that there was some rearranging based on last year's feedback.

Chair Hirner pointed out on page nine of the Handbook, which discusses the trails, that the referenced Trail Plan Implementation Report is from 2011, and the Commission should look into getting it updated. He noted that page 13 of the Handbook discusses meeting agendas, minutes, and documents, which are mostly available on the website. The website reference should be included in the Handbook. He added that it goes for anything in the Handbook, such as the Park Master Plan; there should be a link or a website reference. He mentioned that there is a lot of reference to the City Code, which was not there when he started, so it is good to have all of that in one place.

Commissioner Sylvester asked whether the shared space created for the Commission was also included in the Handbook. Mr. Czech noted that it was not yet included, but a reference or link should be added to the Handbook as well.

Commissioner Garske noted that the Handbook was a lot. He shared that he was looking for ways to cut it down a little without compromising quality. There is nothing that adds no value, so that is a positive thing. He suggested removing the community feedback from the Parks Master Plan or the sample minutes from the Handbook, because with all the pages, people may be less likely to read. Mr. Czech pointed out that veteran Commissioners should not have to read the whole Handbook, but the document is there for the onboarding process.

Chair Hirner asked how a document of this size would compare to other cities. Mr. Czech shared that some cities have nothing, something very brief, or similar to this document. He added that, from a Staff perspective, more is better for orientation. If someone who has never been involved before gets involved, many of the items in the Handbook are great references. He stated that as things evolve, more technology can be put into it. Chair Hirner noted that it is possible to download the document, put it into ChatGPT, and ask it to summarize it, which will then give a good running start. He pointed out that the Handbook is long because it includes two large documents. He added that Commissioner Stern's perspective will also be helpful. Chair Hirner asked if the Handbook would be approved at a future meeting. Mr. Czech shared that no approvals are needed, as it was approved last year; the Commission is just updating as things go along. The Handbook and Commission Bylaws will be updated annually.

Commissioner Garske asked whether the Handbook included anything on the meeting process or how votes are taken. Mr. Czech noted that the Appendix contains a rules-of-order sheet outlining the meeting.

Commissioner Sylvester asked about filling in the Council Liaison on page six. Chair Hirner shared that it can be done at the end of the meeting. He added that if there are standard topics discussed in a specific month each year, they should be included in the Handbook. Commissioner Garske agreed and noted that the work plan is also in the Handbook.

B. Spring Parks Unplugged Review

Park and Recreation Director Czech reviewed the Spring Parks Unplugged as found in the Agenda Packet.

Commissioner Stern noted that the flyer for the Parks Unplugged On the Road states May 28. Mr. Czech shared that the date was changed yesterday, so the flyer will need to be updated to May 27.

Chair Hirner asked whether there might be an opportunity to learn about any available sports through the sports groups in the parks. The event would be directed at the little kids. Mr. Czech called it a sports demo day, with each association having a station. He added that it is a great idea. Chair Hirner suggested a "learn to ride a bike" or "how to fix your bike" day; Erik's Bike Shop might be willing to host it. Commissioner Garske noted liking both the upcoming events. He asked about the Freeman Park tree-planting and whether saplings could be handed out to take home and plant. Mr. Czech noted that the saplings would have to be donated; the purchasing policy does not allow for buying and handing out. He shared that it would be a great idea. Chair Hirner shared that the Arboretum may have things to donate. Commissioner Garske asked if the Camp Fire Minnesota event has a capacity. Mr. Czech shared that this is why the dates were switched: staffing will be more adequate on May 27, and Camp Fire Minnesota is ready to go with any number of attendees. He invited the Commissioners to attend. Commissioner Garske asked if help was needed for the setup. Mr. Czech stated that it was not needed; the Commission could attend.

C. 2026 Movie in the Park

Park and Recreation Director Czech gave an update on the 2026 Movie in the Park as found in the Agenda Packet.

Chair Hirner pointed out that the list included many great movies. How to Train Your Dragon was good, but maybe not for the younger kids. Commissioner Sylvester shared that the movie was a remake of the original. Chair Hirner noted that he had seen it and that Hoppers was a good movie for all ages. The Minecraft movie is for the older kids. Commissioner Garske shared that both his five-year-old son and eight-year-old daughter love The Minecraft Movie. All of the movies are good picks. Chair Hirner stated that the movies are fairly new, which is fabulous. Commissioner Garske noted that the Super Mario movie has not yet been released. Mr. Czech stated that a few of the movies are not available until August, so that they will be fresh. He added that there is usually a theme to the activities as well, so if any of the movies align with that nicely, that would be helpful. Commissioner Sylvester shared that she had not seen any of the movies but picked four from a variety of genres and explained how the movies could have fun activities or a them incorporated. She picked Super Mario, Zootopia 2, Smurfs, and How to Train Your Dragon to have a variety. Commissioner Stern mentioned that he picked the same four because they sounded likely to appeal to many people. Commissioner Garske stated putting Minecraft on the list because it is super popular. He suggested swapping it out of the list Commissioner Sylvester suggested for How to Train Your Dragon.

Garske moved to select Super Mario Galaxy, Zootopia 2, Smurfs, and A Minecraft Movie as the selected movies for community voting for the 2026 Movie in the Park. Sylvester seconded the motion. Motion carried 4-0.

D. SCEC Facility Analysis Update

Park and Recreation Director Czech presented on the SCEC Facility Analysis Update as found in the Agenda Packet.

Chair Hirner stated that he is surprised that it is only a four-month effort, given the many years of discussion that remain unresolved. Commissioner Garske shared that he is happy action is being taken, as it has been a pain point for years. Mr. Czech explained that, looking back at the

history of conversations, they seem very similar to now, with the goal of the SCEC getting more use and breaking even. So, getting expert insight will be really valuable to finding solutions.

5. REPORTS / UPDATES

A. City Council

Park and Recreation Director Czech gave a brief overview of recent Council discussion and actions.

Commissioner Garske asked whether the Youth Commissioner's age, 16 to 18, was at the time of appointment. Mr. Czech noted that being correct. Commissioner Garske shared that he knows someone on the Waconia planning commission who has alternates, so that may be a good contact point. Mr. Czech shared that many planning commissions have alternates, but few park commissions do. He added that it makes sense because the impact of the parks commission may not be as great in the grand scheme of things as that of the planning commission.

Chair Hirner shared that, after talking with the high school, this will need to be done soon because many students need to get volunteer hours in. There could be students who would want to get in hours over the summer. Mr. Czech stated that a flyer was being prepared and sent to the volunteer coordinator at the high school and to the Vantage Program. The intent is to get the information out in the next week. Commissioner Sylvester mentioned that the Handbook stated the Youth Commissioner would be 14 to 18, so that will need to be updated to 16 to 18. Mr. Czech shared that he would get all of that adjusted.

Mr. Czech continued to give an overview of the recent Council discussion and actions.

B. Staff

Mr. Czech shared that the Adopt a Garden Program, which maintains certain areas in the City, is seeking a few more volunteers to help weed and keep the plants looking nice. There are still plots available at the community gardens at South Shore Park. Chair Hirner asked if doubles were done for those wanting two plots. Mr. Czech noted that it had been done, and the Staff is tracking plans at South Shore to ensure the plots are maintained. If the plots are not being filled, that can create a burden for both the Staff and the other gardeners. Commissioner Sylvester asked how much it cost to have a spot in the garden. Commissioner Stern shared that the charge is \$30, and a \$35 deposit, and if the plot is not cleaned at the end of the season, then the deposit is not returned. Chair Hirner assumed that the remaining spots are the really shady ones. Commissioner Stern shared that his garden is at Freeman in a shady spot, and he had a great garden last year. Chair Hirner shared that, in considering a potential move of the plots at South Shore, some people have put a lot of work into their plots, and if moved, those people would have to start over.

Commissioner Stern asked whether anyone was interested in getting involved in the Adopt a Garden Program and where they should go. Mr. Czech shared that they can call or email the Parks and Rec Department.

Mr. Czech shared that there would be a controlled burn at Gideon Glen sometime soon, when conditions are favorable, and that the Watershed Department would conduct it. The burn helps

to manage invasive species. He added that the Staff has been securing quotes for the Cathcart tennis court resurfacing project. While companies were out there, they were asked to provide a basketball court as well, if the two were to be packaged. The basketball court is on the list to be completely redone in two years, but the question is whether resurfacing it would extend its lifespan. He added that it would be on the Agenda for next month to review the quotes and develop a plan.

Chair Hirner asked whether the inclusion of the Freeman North playground on the list of projects for next year meant the work would be completed then. Mr. Czech shared that the intent is for much of the work to be completed this year so that the playground will be complete next year. Chair Hirner stated that there needs to be enough time on the agenda to discuss what is being installed in the playground, especially with the thought of saving money.

i. Vegetative Management Plan Update

Mr. Czech shared that the Council did approve a Vegetative Management Plan. He shared that the Public Works Director put a lot of time and effort into the Plan. He noted that a request for proposals was issued to develop a plan for the City, but the proposals were extensive and did not align with the goals or budget. The project was then taken on internally. He explained that the Plan addresses all parks, natural areas, the right-of-way, stormwater facilities, and any land that the City maintains. The Plan outlines what the City does and how it is done, and provides a tracking mechanism throughout. He stated that since the Plan relates to the City Parks, there is no change in park management. He added that the Council was eager to see the Plan, so the draft could not go before the Commission first.

C. Commission

Commissioner Sylvester asked about the Cathcart hockey rink boards getting painted and the dog park. Mr. Czech stated that he reached out to a painting company that has supplied paint in the past to see whether that could be done again, and the company is checking on it. He added that he connected with the church by the park, and they are interested in volunteering, which could be a potential partnership. Now that it is nice, he is going to visit other cities that use hockey rinks as dog parks to gather ideas to bring back to the Commission. Chair Hirner stated that if enough help is available, some other things at Cathcart could be fixed at the same time.

7. ADJOURN

Garske moved to adjourn the Park Commission Meeting of April 28, 2026, at 8:05 p.m. Sylvester seconded the motion. Motion carried 4-0.



City Council Item 2.E.

Title/Subject: Claims List
Meeting Date: May 26, 2026
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. Payroll 05-18-2026 AP
2. Payroll 05-18-2026
3. Council 05-26-2026

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 05-18-2026	\$65,376.64
Payroll 05-18-2026 AP	\$52,713.63
Council 05-26-2026	<u>\$489,860.84</u>
Total Claims: Checks & ACH	\$607,951.11

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: 05/18/2026 - 12:40PM
Batch: 00004.05.2026



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	52,713.63	CASH AND INVESTMENTS
700-00-2010-0000	52,713.63	0.00	ACCOUNTS PAYABLE
	52,713.63	52,713.63	
Report Totals:	52,713.63	52,713.63	

Clearing House
Distribution Report

User: jschmuck@ci.shorewood.mn.us
Printed: 05/18/2026 - 11:57AM
Batch: 00018.05.2026



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	65,376.64	CASH AND INVESTMENTS
700-00-2170-0000	65,376.64	0.00	GROSS PAYROLL CLEARING
	65,376.64	65,376.64	
Report Totals:	65,376.64	65,376.64	

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
 Printed: 05/20/2026 - 4:21PM
 Batch: 00006.05.2026 - Council 05-26-2026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 887	ADVANCED ENGINEERING & ENVIRONMENTAL SERVICES, LLC			Check Sequence: 1	ACH Enabled: True
110221	Boulder Bridge Well Troubleshooting	1,078.00	05/26/2026	601-00-4400-0000	
111070	Amesbury Controls Troubleshooting	913.50	05/26/2026	601-00-4400-0000	
	Check Total:	1,991.50			
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 2	ACH Enabled: True
INV379101	Konica Minolta/C658 Copier-Monthly Base Rate	52.00	05/26/2026	101-19-4221-0000	
	Check Total:	52.00			
Vendor: 1639	Nathaniel Albrecht			Check Sequence: 3	ACH Enabled: False
Tree Refund	Tree Sale Refund	193.60	05/26/2026	101-00-3472-0000	
	Check Total:	193.60			
Vendor: 817	ARCPPOINT LABS OF EDINA			Check Sequence: 4	ACH Enabled: False
19137	Drug Testing	220.65	05/26/2026	101-32-4305-0000	
	Check Total:	220.65			
Vendor: 868	BANK OF MONTREAL			Check Sequence: 5	ACH Enabled: True
Apr2026Brenda	IIMC Annual Fee	135.00	05/26/2026	101-13-4331-0000	
Apr2026ChrisH	Paper	17.14	05/26/2026	101-32-4245-0000	
Apr2026ChrisH	Grass seed for parks	765.00	05/26/2026	101-52-4245-0000	
Apr2026ChrisH	Grass seed for parks	1,020.00	05/26/2026	101-52-4245-0000	
Apr2026ChrisH	Misc. Parts	29.00	05/26/2026	101-52-4245-0000	
Apr2026ChrisP	Concrete for Mailbox	8.59	05/26/2026	101-33-4245-0000	
Apr2026ChrisP	Bottled Water	33.52	05/26/2026	101-32-4245-0000	
Apr2026ChrisP	Mailbox Parts	229.29	05/26/2026	101-33-4245-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Apr2026ChrisP	Brush Disposal	260.82	05/26/2026	101-32-4400-0000	
Apr2026ChrisP	Dock Wheen	79.99	05/26/2026	101-52-4245-0000	
Apr2026ChrisP	Chest Waders	329.95	05/26/2026	101-32-4245-0000	
Apr2026CtyCard	Public Works	492.79	05/26/2026	101-32-4400-0000	
Apr2026CtyCard	Organic Recycling Svcs	361.92	05/26/2026	621-00-4400-0026	
Apr2026CtyCard	Chanhassen-18505-000 water	753.41	05/26/2026	601-00-4263-0000	
Apr2026CtyCard	Chanhassen-18505-000 water	7.69	05/26/2026	601-00-4263-0000	
Apr2026CtyCard	SCEC Garbage	156.85	05/26/2026	201-00-4400-0000	
Apr2026Eric	Matt Morreim Business Cards	43.91	05/26/2026	101-33-4245-0000	
Apr2026Eric	Compost Bags for Office	62.99	05/26/2026	621-00-4400-0026	
Apr2026Eric	Paper for Spring Cleanup Flyers	138.62	05/26/2026	101-13-4200-0000	
Apr2026Eric	Truck Decals	206.00	05/26/2026	101-32-4351-0000	
Apr2026Eric	Matt Morreim Business Cards	27.99	05/26/2026	101-33-4245-0000	
Apr2026Eric	Calculators for Spring Cleanup	8.42	05/26/2026	621-00-4347-0000	
Apr2026Eric	Sign Holder Brouchure Holder Planner	35.63	05/26/2026	101-13-4245-0000	
Apr2026Eric	Safety Lost Control Workshop	20.00	05/26/2026	101-13-4331-0000	
Apr2026Jake	Office Supplies	28.36	05/26/2026	101-18-4200-0000	
Apr2026Jake	Continuing Education	58.00	05/26/2026	101-18-4331-0000	
Apr2026Jeremy	Generator Battery	398.90	05/26/2026	101-32-4221-0000	
Apr2026Jeremy	Oil & Tools	80.21	05/26/2026	101-32-4221-0000	
Apr2026Jeremy	Oil	86.45	05/26/2026	101-32-4212-0000	
Apr2026Jeremy	Hydro Fittings	173.96	05/26/2026	101-32-4221-0000	
Apr2026Jeremy	Filters/Lights	202.92	05/26/2026	101-32-4221-0000	
Apr2026Jeremy	Blade & Oil	255.39	05/26/2026	101-32-4221-0000	
Apr2026Jeremy	Hydro Fittings	179.26	05/26/2026	101-32-4221-0000	
Apr2026Marc	Annual Conference Labadie	425.00	05/26/2026	101-11-4331-0000	
Apr2026Matt	Pest control services	90.00	05/26/2026	101-32-4400-0000	
Apr2026Matt	Duplicate-Credit to be issued	1,125.00	05/26/2026	101-32-4400-0000	
Apr2026Matt	Urinal Screens-PW	171.87	05/26/2026	101-32-4245-0000	
Apr2026Matt	Travel-Conference	140.00	05/26/2026	101-32-4331-0000	
Apr2026Matt	Communications	17.00	05/26/2026	101-32-4321-0000	
Apr2026Matt	Weather monitoring service	1,125.00	05/26/2026	101-32-4400-0000	
Apr2026Matt	Laptop docking station	109.99	05/26/2026	101-32-4200-0000	
Apr2026Matt	Control communication service	760.14	05/26/2026	601-00-4433-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Apr2026Matt	Trash bags & Food for Training	38.51	05/26/2026	101-52-4245-0000	
Apr2026Matt	Wireless mouse	9.97	05/26/2026	101-32-4200-0000	
Apr2026Matt	Trash bags & Food for Training	38.50	05/26/2026	101-32-4245-0000	
Apr2026Matt	Paper towels	111.92	05/26/2026	101-52-4245-0000	
Apr2026Mitch	Staff Scheduling	15.00	05/26/2026	101-53-4245-0000	
Apr2026Mitch	Tablecloth Cleaning	102.77	05/26/2026	201-00-4400-0000	
Apr2026Nelia	MMCI Registration	640.00	05/26/2026	101-13-4331-0000	
Apr2026Nelia	Admin Supplies	6.51	05/26/2026	101-13-4245-0000	
Apr2026Nelia	General Supplies	-18.99	05/26/2026	101-19-4245-0000	
Apr2026Nelia	Admin Supplies	48.01	05/26/2026	101-19-4245-0000	
Apr2026Nelia	General Supplies	228.81	05/26/2026	101-19-4245-0000	
Apr2026Nelia	Office Supplies	175.28	05/26/2026	101-19-4200-0000	
Apr2026Nelia	General Supplies	283.46	05/26/2026	101-19-4245-0000	
Apr2026Nelia	Admin Supplies	33.50	05/26/2026	101-13-4245-0000	
Apr2026Nelia	General Supplies	8.54	05/26/2026	101-19-4245-0000	
Apr2026Nelia	General Supplies	-18.99	05/26/2026	101-19-4245-0000	
Apr2026RobertH	West Water Tower	8.79	05/26/2026	601-00-4245-0000	
Apr2026RobertH	West Water Tower	44.99	05/26/2026	601-00-4245-0000	
Apr2026RobertH	Fuel	36.20	05/26/2026	101-32-4212-0000	
Apr2026RobertHo	City hall air filters	3.99	05/26/2026	101-19-4223-0000	
Apr2026Ryan	Misc. supplies	2.59	05/26/2026	101-32-4245-0000	
Apr2026Ryan	Garden Tiller Rental	126.88	05/26/2026	101-52-4410-0000	
Apr2026Tim	Parts for West Water Tower	322.23	05/26/2026	601-00-4223-0000	
Apr2026Tim	Tools	45.98	05/26/2026	101-32-4240-0000	
Apr2026Todd	Scraper-Patching	29.97	05/26/2026	101-32-4250-0000	
Apr2026Todd	City Hall Tools	31.99	05/26/2026	101-19-4245-0000	
Apr2026Todd	Fuel	53.42	05/26/2026	101-32-4212-0000	
Apr2026Wade	Car Wash	18.90	05/26/2026	101-24-4212-0000	
Apr2026Wade	Continuing Education	68.91	05/26/2026	101-24-4331-0000	
	Check Total:	13,149.61			
Vendor: 999	BOLLIG & SONS, INC.			Check Sequence: 6	ACH Enabled: False
41037	5815 Club LN Demolition	64,991.00	05/26/2026	101-24-4400-5815	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		64,991.00			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 7	ACH Enabled: True
0394184	Proj.# 0C1.123603-General Engineering	2,894.00	05/26/2026	101-31-4303-0000	
0394185	Proj.# 26X.143287.000 Sanitary Televising	1,269.00	05/26/2026	611-00-4303-0000	
0394186	Proj.# 26X.142587.000 Escrow 25485 Hwy 7 PL	180.00	05/26/2026	880-00-2210-0000	
0394187	Proj.# 24X.135611-6180 Cardinal Drive	205.50	05/26/2026	880-00-2210-0000	
0394188	Proj.# 25X.141779.000 Engineering Building Pe	422.00	05/26/2026	101-31-4303-0000	
0394189	Proj.# 0C1.127485-Excelsior Woods	205.50	05/26/2026	880-00-2210-0000	
0394190	Proj.# 0C1.125586-Galpin Lake Road/TH7 Trail	958.50	05/26/2026	422-00-4303-0000	
0394191	Proj.# C16.120898-4-GIS-Utilities-Water	720.00	05/26/2026	601-00-4303-0000	
0394191	Proj.# C16.120898-4-GIS-Utilities-Street	720.00	05/26/2026	101-31-4303-0000	
0394192	Proj.# 0C1.130016-Lake Park Villas	205.50	05/26/2026	880-00-2210-0000	
0394193	Proj.# 0C1.127484-Maple Shores Developmen	68.50	05/26/2026	880-00-2210-0000	
0394194	Proj.# 0C1.129164-Mill Street Trail	1,659.50	05/26/2026	417-00-4303-0000	
0394195	Proj.# 24X.136257-SE Area Water Improvement	10,795.00	05/26/2026	601-00-4303-0000	
0394196	Proj.# C16.120341-Shorewood Ln Ravine Restor	7,524.50	05/26/2026	631-00-4303-0000	
0394197	Proj.# 26X.143042.000-Woodside Lane Drainage	3,985.50	05/26/2026	631-00-4303-0000	
Check Total:		31,813.00			
Vendor: 1640	Brandon Braithwaite			Check Sequence: 8	ACH Enabled: False
Tree Refund	Tree Sale Refund	95.20	05/26/2026	101-00-3472-0000	
Check Total:		95.20			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 9	ACH Enabled: True
3526-0000G 52	3526-0000G 52 General Matters/Administration	3,136.00	05/26/2026	101-16-4304-0000	
3526-0001G 52	3526-0001G 52 Planning & Zoning Services Apr	196.00	05/26/2026	101-16-4304-0000	
3526-0009G 40	3526-0009G 40 Code Enforcement-5815 Club L	757.80	05/26/2026	101-16-4304-0000	
3526-0997G 32	3526-0997G 32 Additional Prosecution Svc Apr	336.00	05/26/2026	101-16-4304-0000	
3526-0999G 55	3526-0999G 55 Prosecution Apr 2026	2,869.72	05/26/2026	101-16-4304-0000	
Check Total:		7,295.52			
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 10	ACH Enabled: True
April 2026	5755 Country Club Rd Apr 2026	177.67	05/26/2026	101-19-4380-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
April 2026	6000 Eureka Road Apr 2026	141.00	05/26/2026	101-52-4380-0000	
April 2026	28125 Boulder Bridge Apr 2026	113.72	05/26/2026	601-00-4396-0000	
April 2026	20405 Knightsbridge Rd Apr 2026	57.05	05/26/2026	601-00-4394-0000	
April 2026	24200 Smithtown Rd Apr 2026	258.00	05/26/2026	101-32-4380-0000	
	Check Total:	747.44			
Vendor: 137	CENTURY LINK			Check Sequence: 11	ACH Enabled: True
April 2026	Acct#333778780-PWs-952-470-2294 Apr 2026	71.80	05/26/2026	101-32-4321-0000	952-470-2294-642-PWs
April 2026	Acct#334037388-C.H.-952-470-6340 Apr 2026	110.72	05/26/2026	101-19-4321-0000	952-474-6340-989-C.H.
	Check Total:	182.52			
Vendor: 915	CINTAS CORPORATION (Formerly HUEBSCH)			Check Sequence: 12	ACH Enabled: False
4268440708	SCEC - Mat Maintenance	70.67	05/26/2026	201-00-4223-0000	
4268440735	City Hall - Mat Maintenance	189.14	05/26/2026	101-19-4400-0000	
	Check Total:	259.81			
Vendor: 1394	CSG FORTE PAYMENTS, INC			Check Sequence: 13	ACH Enabled: True
0015563761	Credit Card Processing Apr 2026	227.57	05/26/2026	201-00-4450-0000	
0015563918	Credit Card Processing Apr 2026	81.36	05/26/2026	201-00-4450-0000	
	Check Total:	308.93			
Vendor: 1096	DAVEY RESOURCE GROUP, INC.			Check Sequence: 14	ACH Enabled: True
9000230670	Forestry Consulting Services	383.75	05/26/2026	101-32-4400-0000	
	Check Total:	383.75			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 15	ACH Enabled: False
0565376	Meter Gaskets	85.40	05/26/2026	601-00-4265-0000	
	Check Total:	85.40			
Vendor: 1636	Four Ace Productions			Check Sequence: 16	ACH Enabled: False
May 2026	Safety Camp Presentation	425.00	05/26/2026	101-53-4443-0000	
	Check Total:	425.00			
Vendor: 1199	GREENER BLADE FERTILIZATION CO. LLC			Check Sequence: 17	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
118277	Turf Maintenance-Freeman Park-Soccer Fields	1,140.61	05/26/2026	101-52-4400-0000	
118278	Turf Maintenance-Freeman Park	918.13	05/26/2026	101-52-4400-0000	
118280	Turf Maintenance-Manor Park	290.00	05/26/2026	101-52-4400-0000	
	Check Total:	2,348.74			
Vendor: 211	HAWKINS, INC.			Check Sequence: 18	ACH Enabled: True
7423292	Chemical Tank Rental	130.00	05/26/2026	601-00-4410-0000	
	Check Total:	130.00			
Vendor: 689	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 19	ACH Enabled: False
1000267458	800 Mhz Radio Fee Apr 2026	239.84	05/26/2026	101-32-4321-0000	
	Check Total:	239.84			
Vendor: 628	HIGHVIEW PLUMBING, INC.			Check Sequence: 20	ACH Enabled: False
18011	Camera Sewer Service	295.00	05/26/2026	611-00-4400-0000	
	Check Total:	295.00			
Vendor: 1456	HKGi			Check Sequence: 21	ACH Enabled: True
025-059 - 5	Zoning Code Update Apr 2026	7,425.00	05/26/2026	101-18-4400-0000	
	Check Total:	7,425.00			
Vendor: 1637	ISG			Check Sequence: 22	ACH Enabled: False
131362	SCEC Facility Analysis	3,919.00	05/26/2026	201-00-4302-0000	
	Check Total:	3,919.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 23	ACH Enabled: False
Apr 2026	SCEC Event Setup/Teardown Apr 2026	592.00	05/26/2026	201-00-4248-0000	
	Check Total:	592.00			
Vendor: 1619	LB Carlson, LLP			Check Sequence: 24	ACH Enabled: False
255177	2025 Audit Field Work	1,721.25	05/26/2026	611-00-4301-0000	
255177	2025 Audit Field Work	1,721.25	05/26/2026	631-00-4301-0000	
255177	2025 Audit Field Work	1,721.25	05/26/2026	101-16-4301-0000	
255177	2025 Audit Field Work	1,721.25	05/26/2026	601-00-4301-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
256832	2025 Audit Field Work	417.50	05/26/2026	101-16-4301-0000	
256832	2025 Audit Field Work	417.50	05/26/2026	601-00-4301-0000	
256832	2025 Audit Field Work	417.50	05/26/2026	611-00-4301-0000	
256832	2025 Audit Field Work	417.50	05/26/2026	631-00-4301-0000	
	Check Total:	8,555.00			
Vendor: 1163	LOFFLER			Check Sequence: 25	ACH Enabled: True
535215	Folding Machine Service May 2026	165.00	05/26/2026	101-19-4400-0000	
	Check Total:	165.00			
Vendor: 1607	MAGNEY CONSTRUCTION INC			Check Sequence: 26	ACH Enabled: False
March 2026	24x.136257 #4	-7,910.91	05/26/2026	601-00-2060-0000	
March 2026	24x.136257 #4 Mar 2026	158,218.25	05/26/2026	601-00-4640-0000	
	Check Total:	150,307.34			
Vendor: 1378	MAYA MAINTENANCE LLC			Check Sequence: 27	ACH Enabled: True
1827	Janitorial Services-PWs Facility Apr 2026	520.00	05/26/2026	101-32-4400-0000	
1841	Janitorial Services-SCEC-Event Setup/Teardown	140.00	05/26/2026	201-00-4248-0000	
1841	Janitorial Services-SCEC	460.00	05/26/2026	201-00-4400-0000	
	Check Total:	1,120.00			
Vendor: 279	METROPOLITAN COUNCIL (WASTEWATER)			Check Sequence: 28	ACH Enabled: True
0001205765	Monthly Waste Water Svc Jun 2026	100,018.09	05/26/2026	611-00-4385-0000	
	Check Total:	100,018.09			
Vendor: 302	MINNESOTA POLLUTION CONTROL AGENCY			Check Sequence: 29	ACH Enabled: False
10000233264	Hazardous Waste Fee-MPCA	410.85	05/26/2026	101-32-4400-0000	
	Check Total:	410.85			
Vendor: 1320	MINNESOTA RURAL WATER ASSOCIATION			Check Sequence: 30	ACH Enabled: False
10566	MRWA Annual Membership	1,481.05	05/26/2026	601-00-4433-0000	
	Check Total:	1,481.05			
Vendor: 1612	NYSTROM PUBLISHING COMPANY INC			Check Sequence: 31	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
50016	ShoreReport Printing	224.77	05/26/2026	101-53-4351-0000	
50016	ShoreReport Postage	605.82	05/26/2026	101-13-4208-0000	
50016	ShoreReport Postage	109.29	05/26/2026	621-00-4208-0000	
50016	ShoreReport Printing	112.38	05/26/2026	201-00-4351-0000	
50016	ShoreReport Postage	109.29	05/26/2026	101-53-4208-0000	
50016	ShoreReport Printing	1,236.25	05/26/2026	101-13-4351-0000	
50016	ShoreReport Printing	224.77	05/26/2026	621-00-4351-0000	
50016	ShoreReport Postage	54.96	05/26/2026	201-00-4208-0000	
	Check Total:	2,677.53			
Vendor: 903	PERRILL			Check Sequence: 32	ACH Enabled: True
266105	ROWay Web App-Monthly May 2026	50.00	05/26/2026	611-00-4400-0000	
266105	ROWay Web App-Monthly May 2026	50.00	05/26/2026	101-32-4400-0000	
266105	ROWay Web App-Monthly May 2026	50.00	05/26/2026	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 1324	SAFE-FAST INC.			Check Sequence: 33	ACH Enabled: True
INV324433	PPE Gloves	231.72	05/26/2026	101-32-4245-0000	
INV325093	Utility Marking Flags	213.98	05/26/2026	611-00-4245-0000	
INV325093	Utility Marking Flags	213.98	05/26/2026	601-00-4245-0000	
	Check Total:	659.68			
Vendor: 1638	Trevor Scherber			Check Sequence: 34	ACH Enabled: False
Permit 6797	Refund Duplicate Payment Permit 6797	100.00	05/26/2026	601-00-3712-0000	
Permit 6797	Refund Duplicate Payment Permit 6797	150.00	05/26/2026	611-00-3727-0000	
	Check Total:	250.00			
Vendor: 842	SORENSEN CONSULTING			Check Sequence: 35	ACH Enabled: False
S:2.26	Employment Assessment - Kraay	500.00	05/26/2026	101-13-4400-0000	
	Check Total:	500.00			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 36	ACH Enabled: True
INV-023934	Springbrook-CivicPay Fees Apr 2026	412.75	05/26/2026	621-00-4450-0000	
INV-023934	Springbrook-CivicPay Fees Apr 2026	412.75	05/26/2026	631-00-4450-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
INV-023934	Springbrook-CivicPay Fees Apr 2026	412.75	05/26/2026	601-00-4450-0000	
INV-023934	Springbrook-CivicPay Fees Apr 2026	412.75	05/26/2026	611-00-4450-0000	
	Check Total:	1,651.00			
Vendor: 1570	SRF Consulting Group, Inc.			Check Sequence: 37	ACH Enabled: True
18960.00 - 10	Hwy 7 TMO Study Apr 2026	28,508.42	05/26/2026	404-31-4400-0012	
19866.00 - 3	Comp Plan Update Apr 2026	9,288.22	05/26/2026	101-18-4400-0000	
	Check Total:	37,796.64			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 38	ACH Enabled: True
32373	Council Meeting 4/27/2026	500.01	05/26/2026	101-13-4400-0000	
32376	Planning Meeting 5/5/2026	330.63	05/26/2026	101-18-4400-0000	
	Check Total:	830.64			
Vendor: 1255	DAVID TRETTEL			Check Sequence: 39	ACH Enabled: False
Tree Refund	Tree Sale Refund	193.60	05/26/2026	101-00-3472-0000	
	Check Total:	193.60			
Vendor: 386	TWIN CITY WATER CLINIC			Check Sequence: 40	ACH Enabled: True
24938	Monthly Water Testing Apr 2026	120.00	05/26/2026	601-00-4400-0000	
	Check Total:	120.00			
Vendor: 392	VALLEY-RICH CO. INC.			Check Sequence: 41	ACH Enabled: False
35590	Watermain Break	10,955.33	05/26/2026	601-00-4400-0000	
35598	Watermain Break	8,894.33	05/26/2026	601-00-4400-0000	
	Check Total:	19,849.66			
Vendor: 401	AS PAYMENT AGENT WM CORPORATE SERVICES INC			Check Sequence: 42	ACH Enabled: False
8248473-1593-7	Recycling Services Apr 2026	15,757.29	05/26/2026	621-00-4400-0000	
	Check Total:	15,757.29			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 43	ACH Enabled: True
322569	Asphalt Patch Material	356.72	05/26/2026	101-32-4250-0000	
322657	Asphalt Patch Material	300.96	05/26/2026	101-32-4250-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
322737	Asphalt Patch Material	753.92	05/26/2026	101-32-4250-0000	
322879	Asphalt Patch Material	322.14	05/26/2026	101-32-4250-0000	
322971	Asphalt Patch Material	314.86	05/26/2026	101-32-4250-0000	
323043	Asphalt Patch Material	316.68	05/26/2026	101-32-4250-0000	
	Check Total:	2,365.28			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 44	ACH Enabled: True
1272954643	4915 Shady Island Rd /MOUND CITY	22.24	05/26/2026	611-00-4380-0000	
1272955397	5600 Woodside Ln	36.63	05/26/2026	611-00-4380-0000	
1272956923	25800 State Highway 7	24.90	05/26/2026	101-52-4380-0000	
1272957095	25800 State Highway 7	2.95	05/26/2026	101-52-4380-0000	
1272957135	20630 Manor Road	1.54	05/26/2026	101-52-4380-0000	
1272957170	20630 Manor Road	2.59	05/26/2026	101-52-4380-0000	
1272957204	5590 Covington Road	0.58	05/26/2026	101-19-4380-0000	
1272957210	5755 Country Club Road	0.21	05/26/2026	101-32-4399-0000	
1272957245	5755 Country Club Road	2.92	05/26/2026	101-32-4399-0000	
1272957279	5755 Country Club Road	19.09	05/26/2026	101-32-4399-0000	
1272957291	5755 Country Club Road	2.55	05/26/2026	101-32-4399-0000	
1272957316	5755 Country Club Road	8.14	05/26/2026	101-32-4399-0000	
1272957324	5755 Country Club Road	1.12	05/26/2026	101-32-4399-0000	
1272957331	5755 Country Club Road	341.47	05/26/2026	101-32-4399-0000	
1272957341	5755 Country Club Road	1.70	05/26/2026	101-32-4399-0000	
1272957346	5755 Country Club Road	1.49	05/26/2026	101-32-4399-0000	
1272957353	4390 Enchanted Ln /MOUND CITY	79.94	05/26/2026	611-00-4380-0000	
1272957390	5755 Country Club Road	49.62	05/26/2026	101-32-4399-0000	
1272957407	5755 Country Club Road	372.32	05/26/2026	101-32-4399-0000	
1272957419	26055 Birch Bluff Rd	21.54	05/26/2026	611-00-4380-0000	
1272959234	25800 Highway 7	18.35	05/26/2026	101-52-4380-0000	
1272959577	4996 Shady Island Pt /MOUND CITY	23.51	05/26/2026	611-00-4380-0000	
1272959601	27922 Smithtown Rd	44.04	05/26/2026	611-00-4380-0000	
1272960760	26352 Smithtown Rd	20.56	05/26/2026	601-00-4396-0000	
1272961833	3801 W 62nd St	60.90	05/26/2026	101-52-4380-0000	
1272962898	26550 Noble Rd	28.38	05/26/2026	611-00-4380-0000	
1272963160	27145 Edgewood Rd	88.61	05/26/2026	611-00-4380-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1272963406	5295 Shady Island Rd /MOUND CITY	25.73	05/26/2026	611-00-4380-0000	
1275113097	5755 Country Club Rd	587.41	05/26/2026	101-19-4380-0000	
1275113454	24200 Smithtown Rd	241.52	05/26/2026	101-32-4380-0000	
1275113614	25800 Highway 7	140.26	05/26/2026	101-52-4380-0000	
1275114727	5505 Radisson Ent	19.33	05/26/2026	611-00-4380-0000	
1275115257	21382 Highway 7	43.30	05/26/2026	101-32-4399-0000	
1275115816	20995 Minnetonka Blvd	45.00	05/26/2026	611-00-4380-0000	
1275116235	5500 Old Market Rd	22.52	05/26/2026	601-00-4398-0000	
1275117216	5705 Christmas Lake	33.68	05/26/2026	611-00-4380-0000	
1275117333	5755 Country Club Road	184.46	05/26/2026	101-19-4380-0000	
1275117949	25800 State Highway 7	17.90	05/26/2026	101-52-4380-0000	
1275117989	25800 State Highway 7	18.59	05/26/2026	101-52-4380-0000	
1275118032	20630 Manor Road	9.74	05/26/2026	101-52-4380-0000	
1275118061	20630 Manor Road	16.54	05/26/2026	101-52-4380-0000	
1275118108	5590 Covington Road	3.68	05/26/2026	101-19-4380-0000	
1275118114	5755 Country Club Road	1.33	05/26/2026	101-32-4399-0000	
1275118152	5755 Country Club Road	18.57	05/26/2026	101-32-4399-0000	
1275118179	5755 Country Club Road	122.28	05/26/2026	101-32-4399-0000	
1275118192	5755 Country Club Road	16.06	05/26/2026	101-32-4399-0000	
1275118226	5755 Country Club Road	51.27	05/26/2026	101-32-4399-0000	
1275118235	5755 Country Club Road	7.06	05/26/2026	101-32-4399-0000	
1275118251	5755 Country Club Road	2,137.23	05/26/2026	101-32-4399-0000	
1275118263	5755 Country Club Road	10.62	05/26/2026	101-32-4399-0000	
1275118270	5755 Country Club Road	9.31	05/26/2026	101-32-4399-0000	
1275118315	5755 Country Club Road	45.10	05/26/2026	101-32-4399-0000	
1275118327	5755 Country Club Road	338.46	05/26/2026	101-32-4399-0000	
1275118339	20630 Manor Rd	40.99	05/26/2026	101-52-4380-0000	
1275119350	19832 State Highway 7	76.03	05/26/2026	101-32-4399-0000	
1275119720	5755 Covington Rd	1,503.27	05/26/2026	601-00-4398-0000	
1275120092	4773 Lakeway Terr	34.82	05/26/2026	611-00-4380-0000	
1275120242	24253 Smithtown Rd	118.89	05/26/2026	601-00-4395-0000	
1275121398	5735 Country Club Rd	655.93	05/26/2026	201-00-4380-0000	
1275121443	5655 Merry Lane	17.64	05/26/2026	101-52-4380-0000	
1275122013	20465 Radisson Rd	107.93	05/26/2026	611-00-4380-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1275122896	20615 Radisson Rd	8.69	05/26/2026	611-00-4380-0000	
1275123101	20405 Knightsbridge	1,548.34	05/26/2026	601-00-4394-0000	
1275125580	5500 Old Market Rd	30.11	05/26/2026	601-00-4398-0000	
1275739953	25800 State Highway 7	17.90	05/26/2026	101-52-4380-0000	
1275739954	25800 State Highway 7	2.97	05/26/2026	101-52-4380-0000	
1275739955	20630 Manor Road	1.56	05/26/2026	101-52-4380-0000	
1275739957	20630 Manor Road	2.65	05/26/2026	101-52-4380-0000	
1275739958	5590 Covington Road	0.59	05/26/2026	101-19-4380-0000	
1275739959	5755 Country Club Road	0.21	05/26/2026	101-32-4399-0000	
1275739960	5755 Country Club Road	2.98	05/26/2026	101-32-4399-0000	
1275739961	5755 Country Club Road	19.62	05/26/2026	101-32-4399-0000	
1275739962	5755 Country Club Road	2.56	05/26/2026	101-32-4399-0000	
1275739965	5755 Country Club Road	8.21	05/26/2026	101-32-4399-0000	
1275739966	5755 Country Club Road	1.14	05/26/2026	101-32-4399-0000	
1275739967	5755 Country Club Road	342.01	05/26/2026	101-32-4399-0000	
1275739968	5755 Country Club Road	1.70	05/26/2026	101-32-4399-0000	
1275739969	5755 Country Club Road	1.50	05/26/2026	101-32-4399-0000	
1275739970	5755 Country Club Road	9.04	05/26/2026	101-32-4399-0000	
1275739971	5755 Country Club Road	67.70	05/26/2026	101-32-4399-0000	
1275739972	26055 Birch Bluff Rd	15.40	05/26/2026	611-00-4380-0000	
1275739973	27922 Smithtown Rd	44.76	05/26/2026	611-00-4380-0000	
1275739975	25800 Highway 7	46.45	05/26/2026	101-52-4380-0000	
1275739977	4996 Shady Island Pt /MOUND CITY	20.03	05/26/2026	611-00-4380-0000	
1275739980	26550 Noble Rd	26.57	05/26/2026	611-00-4380-0000	
1275739983	23750 Highway 7	61.48	05/26/2026	101-32-4399-0000	
1275739986	4390 Enchanted Ln /MOUND CITY	83.63	05/26/2026	611-00-4380-0000	
1275739988	4915 Shady Island Rd /MOUND CITY	20.76	05/26/2026	611-00-4380-0000	
1275739990	3801 W 62nd St	22.97	05/26/2026	101-52-4380-0000	
1275739992	27145 Edgewood Rd	87.53	05/26/2026	611-00-4380-0000	
1275739995	5600 Woodside Ln	33.42	05/26/2026	611-00-4380-0000	
1275739998	5295 Shady Island Rd /MOUND CITY	18.97	05/26/2026	611-00-4380-0000	
1275740001	5700 County Rd 19	63.75	05/26/2026	101-32-4399-0000	
1275740002	24253 Smithtown Rd	17.03	05/26/2026	601-00-4395-0000	
975403903	5700 County Rd 19	113.62	05/26/2026	101-19-4380-0000	09 5755 Country Club Road

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
975512984	28125 Boulder Bridge	1,855.78	05/26/2026	601-00-4396-0000	16 28125 Boulder Bridge Drive
Interest on Lig	Interest on Lighting	-306.99	05/26/2026	101-32-4399-0000	
Lighting Adjust	Lighting Adjustment	-4,437.30	05/26/2026	101-32-4399-0000	
	Check Total:	7,857.68			
	Total for Check Run:	489,860.84			
	Total of Number of Checks:	44			



City Council Item 2.F.

Title/Subject: Adopt Resolution Approving a Special Assessment for Dale & Karan Newberg, 26960 Beverly Dr
Meeting Date: May 26, 2026
Prepared By: Aaron Osowski, Planner

Attachments

1. 26-31 Resolution Approving and Adopting Special Assessment - Newberg - 26960 Beverly Dr

Background

To assist in managing the cost of connecting to City water, the City allows homeowners to request the water access charge (WAC) of \$10,000 be specially assessed to their property and paid through property taxes through an assessment agreement. The owners of the above captioned address wish to enter into such an assessment agreement pursuant to Minnesota Statutes Chapter 429.

The special assessment will be certified to taxes and will be payable in five annual installments beginning in 2027 at an interest rate of 5.0%. The assessment will run with the property, and the owners may pay off the assessment balance at any time. The owners also waive any rights to appeal the assessment, and the agreement will be recorded against the property.

Strategic Alignment

Fiscal Responsibility

The water access charge supports the City's water utility fund.

Functionally & Financially Sound Infrastructure

An additional connection to the City's water infrastructure helps to ensure the system's financial solvency.

Budget Impact

Connecting to City water provides revenue which supports the City's water utility fund.

Action Requested

Motion to adopt the resolution approving and adopting a special assessment agreement and authorizing the Mayor to sign the assessment agreement.

CITY OF SHOREWOOD

RESOLUTION NO. 26-31

A RESOLUTION APPROVING AND ADOPTING A SPECIAL ASSESSMENT

WHEREAS, Dale and Karan Newberg, (“Owners”) have requested that the Shorewood City Council specially assess water access charges that affect Owners’ property at 26960 Beverly Drive, Shorewood, Minnesota (PID 32-117-23-33-0006) and legally described in Exhibit A attached hereto (“Subject Property”); and

WHEREAS, the City has received the following signed Assessment Agreement, Exhibit B attached hereto, waiving all applicable assessment procedural requirements and requesting to be assessed for the water access charge in the amount itemized therein for the Subject Property.

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

1. The signed Assessment Agreement is hereby accepted and approved.
2. The water access charge amounting to \$10,000.00 is hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the charge and connection to municipal water in the amount of the assessment levied against it.
3. Such assessment shall be payable in equal annual installments without deferment extending over a period of five (5) years, the first of the installments to be payable with taxes paid in 2027 and shall bear the interest rate of 5.0% per annum.
4. The Owners, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and such owner may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The Owners may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.
5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

Adopted by the City Council of the City of Shorewood this 26th day of May 2026.

Mayor Jennifer Labadie

ATTEST

Sandie Thone, City Clerk

Exhibit A

Lot 12, Block 2, Afton Meadows, Hennepin County, Minnesota

Exhibit B

Assessment Agreement

ASSESSMENT AGREEMENT

THIS AGREEMENT is made this 26th day of May, 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 Dale and Karan Newberg (OWNERS).

RECITALS

WHEREAS, the OWNERS are the owners of the real property located at: 26960 Beverly Drive, Shorewood, MN, 55331; PID: 32-117-23-33-0006, legally described as follows:

(“SUBJECT PROPERTY”)

Lot 12, Block 2, Afton Meadows, Hennepin County, Minnesota.

WHEREAS, the OWNERS desire to connect to the municipal water supply; and,

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

WHEREAS, the OWNERS request 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 OWNERS as follows:

1. The OWNERS represent and warrant that they are the OWNERS of the SUBJECT PROPERTY and that they have full legal authority to encumber the SUBJECT PROPERTY and that as of the date of the execution of this agreement, the OWNERS have fee title to the SUBJECT PROPERTY subject only to the liens, interests, or encumbrances of record.
2. The OWNERS understand and request that the City levy the Water Access Charge assessed against the PROPERTY in the amount of **\$10,000.00** (“Assessment”).
3. The OWNERS understand and agree 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 2027 and collected with the ad valorem taxes at the times due as determined by Hennepin County.
4. The OWNERS agree that the covenants, waivers, and agreements contained in this Agreement shall bind the successors and assigns of the OWNERS and shall encumber the PROPERTY in accordance with the agreements described herein.

5. The OWNERS, their successors, and assigns, waive 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. OWNERS waive any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.
6. The OWNERS, their successors, and assigns, hereby unconditionally release and forever discharge 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 OWNERS and their 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: _____

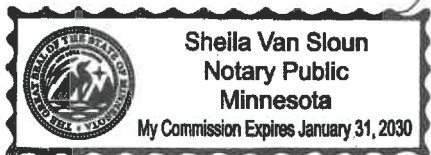
Its _____

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated May 19, 2026 was sworn and
subscribed before me in person this 19th day of May, 2026
by Dale Newberg and Karan Newberg.



Sheila Van Sloun
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 4.A.

Title/Subject: Presentation by Lake Minnetonka Conservation District
Meeting Date: May 26, 2026
Prepared By: Marc Nevinski, City Administrator

Attachments

1. 2026Summer Safety Brochure
2. 2026 Shorewood City Council Presentation May 26 2026

Background

The Lake Minnetonka Conservation District will provide an update on the LMCC's activities and plans.

Strategic Alignment

Organizational Strength & Good Governance

- Strategic and comprehensive long-term planning
- Principled, data, and stakeholder-driven decisions
- Culture of continuous improvement

Engagement with the City's partner organizations strengthens understanding of the opportunities, challenges, activities and initiatives occurring within the community and informs Council decision making.

Budget Impact

None

Action Requested

No action is requested.



Lake Minnetonka

SUMMER RULES 2026

— Enjoying the lake safely and responsibly —

Be a safer boater. Know the rules of Lake Minnetonka.

Photo credit: Vern Whitten Photography

LEARN MORE



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WHO WE ARE AND WHAT WE DO

For more than 50 years, the Lake Minnetonka Conservation District (LMCD) has been managing the use of Lake Minnetonka in its mission to preserve and enhance the “Lake Minnetonka experience.” The LMCD is a regional governmental agency that brings together 14 different cities, two counties, and many state and local agencies to protect, preserve and enhance Lake Minnetonka’s economy and vitality. Since 1967, LMCD has worked to adopt rules, provide resources and funding, and promote lake safety.



The LMCD is governed by a voluntary Board of Directors and run by a dedicated group of staff members. Scan the QR code to learn more and contact your local board member or a staff member to share any concerns or suggestions on ways we can better serve the lake community.



A NOTE FROM OUR EXECUTIVE DIRECTOR

Greetings!

The Lake Minnetonka Conservation District (LMCD) is committed to protecting Lake Minnetonka while preserving safe and enjoyable recreational use for all.

As part of this ongoing effort, LMCD has updated its 2026–2027 Strategic Plan, with Aquatic Invasive Species (AIS) recognized as a key focus within broader pollution prevention and lake protection initiatives.

The LMCD Board will continue to evaluate and refine policies and strategies to strengthen AIS prevention and management efforts and respond to emerging environmental concerns. To learn more about best practices to address AIS, please see page 7 of this brochure.

We encourage everyone to enjoy the 2026 summer season on Lake Minnetonka and thank you for doing your part to help protect it.

DAVID KRUEGER

LMCD EXECUTIVE DIRECTOR



NEW RULES FOR 2026

- Nighttime bowfishing is allowed on the entire lake this year with a Special Event Permit from April 25 through June 30. Learn more on page 6.
- The Minnesota Department of Natural Resources (DNR) has new education requirements for some boaters, effective July 1, 2026. Learn more on mndnr.gov/safety/boatwater.
- New state watercraft registration fees went into effect this year. Learn more at mndnr.gov/licenses/watercraft.



Disclaimer: This map is based on estimates and intended for illustrative purposes only.

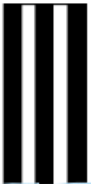
KNOW YOUR MARKERS/BUOYS BEFORE YOU SET SAIL!

In land markers are used to help boaters safely navigate channels, direct traffic, control speeds, protect resources and identify dangerous waterways/areas. Thanks to the Hennepin County Water Patrol and LMCD Board Director Rich Anderson, brand-new solar lights, holders and batteries have been added.

Minnesota Waterway Markers



Channel lies between green and red markers



Do not pass between buoy and shore



Mid-Channel pass close on either side



Diver below stay 150' away



Mooring Buoy



Milfoil Area Boats Keep Out



Controlled Area



Danger



Boats Keep Out



Information



Life jackets save lives! Wear it!

mndnr.gov/boatingsafety

2/14

 www.lmcd.org

 LakeMikaCD

 Lake Minnetonka Conservation District

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TOP SUMMER VIOLATIONS

- 1 Life jackets:** All PWC operators and passengers must wear a U.S. Coast Guard-approved life jacket. Towed persons must also be wearing a life jacket or there must be one on board the PWC for the person/s being towed.
- 2 Boating under the influence:** Boating while under the influence of alcohol, or any other controlled or illegal substance, is illegal. The Minnesota limit is 0.08. Underage drinking is strictly enforced. Watercraft owners or operators may be held liable.
- 3 Fire extinguishers:** Fire extinguishers, horns, marine-grade carbon monoxide detectors (for specified watercraft) and lighting must be in compliance with state law.
- 4 Riding on gunwales or decking:** It is illegal to ride, sit on or operate a motorboat while someone is riding or sitting on the gunwale (top edges of the hull), bow, transom, decking over the bow, side or stern while underway (unless it is equipped with an adequate railing).
- 5 Quiet waters/minimum wake zones:** Motor-operated watercraft and waterborne aircraft cannot be operated in excess of 5 mph or at a speed that results in more than a minimum wake in quiet water areas.
- 6 Navigational lights:** Proper navigational lights (red to port, green to starboard, white 360 degrees around watercraft) must be displayed when boating after sunset and before sunrise.
- 7 Public nuisances and noise:** No person may commit or engage in any activity that constitutes a public nuisance—including excess noise, inappropriate behavior, indecent exposure, etc. Sound travels easily across the lake. Between 10 p.m. and 7 a.m., sound from any device plainly audible at a distance of 150 feet is in violation of LMCD code.
- 8 Sanitation:** If bathroom facilities are not available on the watercraft, find a location with public facilities. Find a list of Lake Minnetonka amenities at lmcd.org.
- 9 Wakes:** It's illegal for your watercraft's wash and wake to endanger, harass or unnecessarily interfere with any person or property. View wake safety info at dnr.state.mn.us.
- 10 Channels & navigation:** No person may interfere or block navigation of watercraft, moor, or otherwise create safety hazards in channels or public passageways. Swimming, towing, jumping from bridges and overtaking boats in channels is also prohibited.

The LMCD Code and links to applicable state laws can be found on the LMCD website.



MAXIMUM WATERCRAFT SPEED LIMITS



DAYTIME

Speed limit: **40 mph**



NIGHTTIME

Speed limit: **20 mph**



AT ALL TIMES FOR ALL WATERCRAFT

Speed limit: **5 mph** within

- 300 feet of the shore
- 150 feet from dock structures, authorized bathing areas, swimmers, scuba diver's flag, anchored craft or structures

KEY DEFINITIONS

WATERCRAFT: Any vessel, boat, sailboat, canoe, raft, barge, paddleboard, sailboard, or any similar device used or usable for carrying and transporting persons on the lake.

MINIMUM WAKE: The wave moving out from a watercraft and trailing in a widening 'V' of insufficient size to affect other watercraft or be detrimental to the shoreline.

HOURS OF OPERATION: Thirty minutes before sunrise to 30 minutes after sunset—except when weather or other conditions do not provide sufficient light to see people or watercraft at a distance of 500 feet.

UNIQUE LAKE MINNETONKA REGULATIONS

BIG ISLAND PUBLIC SAFETY LANES: Public safety lanes are installed at the north end of Big Island to provide better access by the Hennepin County Sheriff's Office for emergency purposes. Buoys delineate these lanes and extend 600 feet from shore. Watercraft may not be anchored in these lanes but may use them for traveling.

BOWFISHING: The LMCD has approved a Special Event Permit authorizing nighttime bowfishing on Lake Minnetonka during a limited event period from April 25, 2026 through June 30, 2026. The permitted area has been expanded to include the entire lake, rather than being limited to four designated bays as in the previous year. Bowfishing is allowed from one-half hour after sunset until 1:00 a.m.

SPECIAL "HIGH-WATER" AND "LOW-WATER" DECLARATIONS: When the LMCD declares "High Water," minimum wake restrictions are implemented for user safety and shoreline protection. During "High Water," watercraft must maintain minimum wakes within 600 feet from shore for some bays and entirely for other bays, or as otherwise directed.

When the LMCD declares "Low Water," dock extensions may be allowed under certain conditions. Watch for updates at lmcd.org.

AUTOMATIC CUTOFF DEVICES

If a watercraft is equipped with a lanyard-type engine cutoff switch, it must be attached to the operator when underway. It may not be altered, disabled or removed. Learn more about the [federal regulation](#).

BEWARE OF ELECTRIC SHOCK DROWNING (ESD)

ESD results from paralysis caused by electrical currents from electricity leaking into the water from faulty wiring of boats, docks and lifts. ESD kills both humans and animals. There are many ways to prevent ESD. The most important of these is to never enter water around boats and docks using electrical power. For more information, LMCD code and links to state laws, visit lmcd.org or ElectricShockDrowning.org.

CARBON MONOXIDE ALARMS SAVE LIVES

State law requires functioning marine-grade CO alarms on certain motorboats. To learn more about CO alarms, stickers and when they are required, visit the Minnesota Department of Natural Resources website at dnr.state.mn.us/safety/boatwater.

MARINE TOILETS & WASTEWATER DISCHARGE

To prevent accidental or intentional discharge of sewage into the lake, any watercraft must have macerator/grinder pumps removed and discharge valves ("Y-valves") locked.

BLUE-GREEN ALGAE

Blue-green algae blooms can pose safety risks to you and your pets. Make sure to keep pets leashed around bodies of water and don't let them drink from bodies of water that appear contaminated. When in doubt, stay out!

IT'S THE LAW: KEEP AIS OUT OF LAKE MINNETONKA

Aquatic invasive species (AIS) are non-native plants, animals and other organisms that live primarily in water. They can drive out and eat native plants and wildlife, and spread disease.



Clean: Clean visible aquatic plants, zebra mussels and other invasive species off watercraft, trailers and related equipment before leaving water access or shoreland.



Drain: Drain water-related equipment (boat, trailer, ballast tanks, portable bait containers, motor) and drain bilge, livewell and baitwell before leaving water access or shoreline.



Dispose: Be prepared! Transport your catch in a cooler. Dispose of unwanted bait—including minnows, leeches, worms and fish parts—in the trash. It is illegal to release bait into the water or release worms onto the ground.

PERSONAL WATERCRAFTS

All regulations for motorboats apply to personal watercrafts (PWCs or “jetskis”) in addition to the following specific PWC requirements.

CARELESS OPERATION

A PWC may not be operated in a manner that unreasonably or unnecessarily endangers life, limb or property. This includes weaving through congested boat traffic or swerving at the last moment to avoid a collision if you weren't paying attention.

WAKE JUMPING

PWC operators may not jump wakes within 150 feet of another watercraft or PWC.

PROLONGED OPERATION

PWC may not be operated more than 30 consecutive minutes in a single area (defined as a small area where noise emanating from the PWC may be a nuisance or cause substantial annoyance to one or more shoreline properties).

RENTAL REQUIREMENTS

A PWC may not be rented or leased to anyone less than 18 years of age.

Businesses are required to:

1. Distribute summary of laws free of charge
2. Provide required safety equipment
3. Ensure renter has a valid permit or is an exempt operator; and is 18 years or older.



TOWING (SKIING, WAKEBOARDING, WAKESURFING, ETC.)

NUMBER TOWED

No more than three persons may be towed at one time.

OBSERVER

In addition to the watercraft or PWC operator, an observer (not a rear-facing mirror) is required to continuously observe the person(s) being towed. The observer must be at least 12 years old and able to communicate with the driver.

HOURS

Towing is prohibited 30 minutes after sunset until sunrise. For PWC, 9:30 a.m. to one hour before sunset. PWCs cannot be operated more than 30 minutes in a single area.

LENGTH OF TOW

Maximum length of 85 feet (except with written permission from the Sheriff).

EMPTY TOW

An unoccupied tow line may not be dragged behind a watercraft for an unreasonable length of time.

LIFE JACKETS

All PWC operators and passengers must wear a U.S. Coast Guard-approved life jacket. Towed persons must also be wearing a life jacket or there must be one on board the PWC for the person/s being towed.

DISTANCE

Towing may not occur within 150 feet of a swim area, skin or scuba diver's flag, swimmer, watercraft, or dock or pier (except dock/pier initially operating from).

TOWING IN CHANNELS

No person shall tow or be towed into or through any marked channel connecting two bodies of water. It is unsafe.

SHARE THE LAKE

**SURF IN THE
MIDDLE OF THE BAY**

**AVOID REPETITIVE
PASSES**

**KEEP THE
SOUND DOWN**

SAFETY TIPS FOR NONMOTORIZED WATERCRAFT

If you are kayaking, canoeing or paddleboarding, you can make yourself more visible to other lake users to prevent accidents by:

- Wearing vibrant clothing
- Flying a flag
- Installing a light
- Paying attention to lake conditions such as wakes, boat traffic and weather



YOUTH REGULATIONS

State regulations for operator's permits and minimum age are vigorously enforced on Lake Minnetonka. Know the rules and keep your boating experience fun and safe!

CURFEW

Youth may not be on a watercraft during the following hours unless accompanied by a parent or guardian:

- Under age 15: 10 p.m.–6 a.m.
- Ages 15–17: midnight–6 a.m.

OPERATOR'S PERMIT

Permits may be obtained by successfully completing an approved boating safety course.

OPERATOR'S PERMIT & BOATING SAFETY COURSES

LMCD BOATER SAFETY EDUCATION

Operators 21 years and younger are required to possess a valid watercraft operator's permit for motorboat and personal watercrafts. Operators younger than 13 years of age may operate motorboats with less than 75 horsepower if an accompanying operator is in the motorboat. Learn more at mndnr.gov/boatingsafety for more information.

BOAT MINNESOTA: MN DNR'S ONLINE BOATING SAFETY COURSE

The Minnesota DNR offers an online watercraft operator's permit program. Adults who want to learn more about boating safety or enhance their current knowledge can also take the course. Some insurance companies offer premium discounts for certification; check with your company for possible discounts. For more information, visit the MN DNR site at mndnr.gov/boatingcourse.

PWC-SPECIFIC AGE MINIMUMS

- Operators less than 12 years of age: Cannot operate (even with an adult on board).
- Operators 12-21 years old must possess a valid watercraft operator's permit for personal watercraft. Effective July 1, 2025, adults born on or after July 1, 2004, must hold a permit to operate PWC.





Lake Minnetonka Conservation District (LMCD)

5341 Maywood Road, Suite 200
Mound, MN 55364

Office: 952-745-0789

Connect with us at:

Email: lmcd@lmcd.org

Website: lmcd.org

 [LakeMinnetonkaConservationDistrict](https://twitter.com/LakeMinnetonkaConservationDistrict)

 [@LakeMikaCD](https://www.facebook.com/LakeMikaCD)

- Licensing and surface regulations
- Docks, structures and watercraft storage
- Solar lights program
- Some services funded by SAVE the LAKE Fund contributions



Hennepin County Sheriff's Office (HCSO)

Water Patrol Unit
4141 Shoreline Drive
Spring Park, MN 55384

Emergency: Call 911

Non-Emergency 24/7 Dispatch: 952-258-5321; Office: 612-596-9880

Website: HennepinSheriff.org/water-patrol

- Patrol and enforcement of State and LMCD laws on Lake Minnetonka
- Emergency and rescue operations
- Special events



Minnesota Department of Natural Resources (MNDNR)

Conservation Officers
500 Lafayette Road
St. Paul, MN 55155

DNR Information Center: 651-296-6157 or 888-MINNDNR (646-6367)

Officer Locator: mndnr.gov/officerpatrolareas

Website: mndnr.gov

- Boating and fishing regulations and enforcement
- AIS prevention and management



Lake Minnetonka Conservation District (LMCD)

To preserve and enhance the "Lake Minnetonka experience"

Presented by David Krueger
LMCD Executive Director

OVERVIEW

I. About Lake Minnetonka

II. Current Topics

- Summer Rules Brochure
- Rental Watercraft License
- PILOT - Nighttime Bow Fishing 2026(April 25-June 30) Entire Lake access

III. City Council discussion topics

- 2027 Budget & Levy
- AIS (Strategic Plan)
- Wake regulations
- LMCD regulations & city ordinances

DID YOU KNOW?

Lake Minnetonka is known for its:

- 125 miles of shoreline
- 14,043 acres of surface area—the ninth-largest lake in Minnesota
- 42 bays/named bodies of water
- Deepest bay of 113 feet (Crystal Bay)
- 30-foot mean water depth
- Water depth of less than 15 feet for 39 percent of the lake
- Vibrant community, including 14 cities in 2 counties surrounding the lake
- Sacred Indigenous areas, featured in Dakota legends
- Dakota name of “Minn-ni-tanka,” meaning “Big Water”
- Location within the Minnehaha Creek Watershed
- Abundance of nature, including regional parks, islands and trails
- Numerous sightings of “Lou,” a legendary sturgeon in excess of 10 feet in length (per local folklore)
- First known “electric-lit” inland steamboat in the U.S. (1881)



Visit the [LMCD.org](https://www.lmcd.org) website and join us on Facebook and Twitter for more information about Lake Minnetonka.



WHO WE ARE AND WHAT WE DO

For more than 50 years, the Lake Minnetonka Conservation District (LMCD) has been managing the use of Lake Minnetonka in its mission to preserve and enhance the "Lake Minnetonka experience." The LMCD is a regional governmental agency that brings together 14 different cities, two counties, and many state and local agencies to protect, preserve and enhance Lake Minnetonka's economy and vitality. Since 1967, LMCD has worked to adopt rules, provide resources and funding, and create educational programs.

STRATEGIC PLAN

In 2026, the LMCD revised its Strategic Plan, resulting in the following four pillars:

- Docks, Applications, Licenses, Surface Water Management
- Lake Use Safety
- Lake Protection
- Operational Effectiveness

As a result, the LMCD continues to see great strides in lake management, lake safety and lake protection.

CURRENT TOPICS

- Summer Rules Brochure
- Rental Watercraft License
- 2nd Season - Nighttime Bow Fishing
(April 25-June 30) 2026

RENTAL WATERCRAFT LICENSE REQUIREMENTS

On August 28th, 2024 the LMCD Board passed a ordinance adoption new Rental Watercraft Licensing requirements that went into effect on January 1st, 2025. 2026 our 2nd year, an increase in licensing from those that flew under the radar in the past.

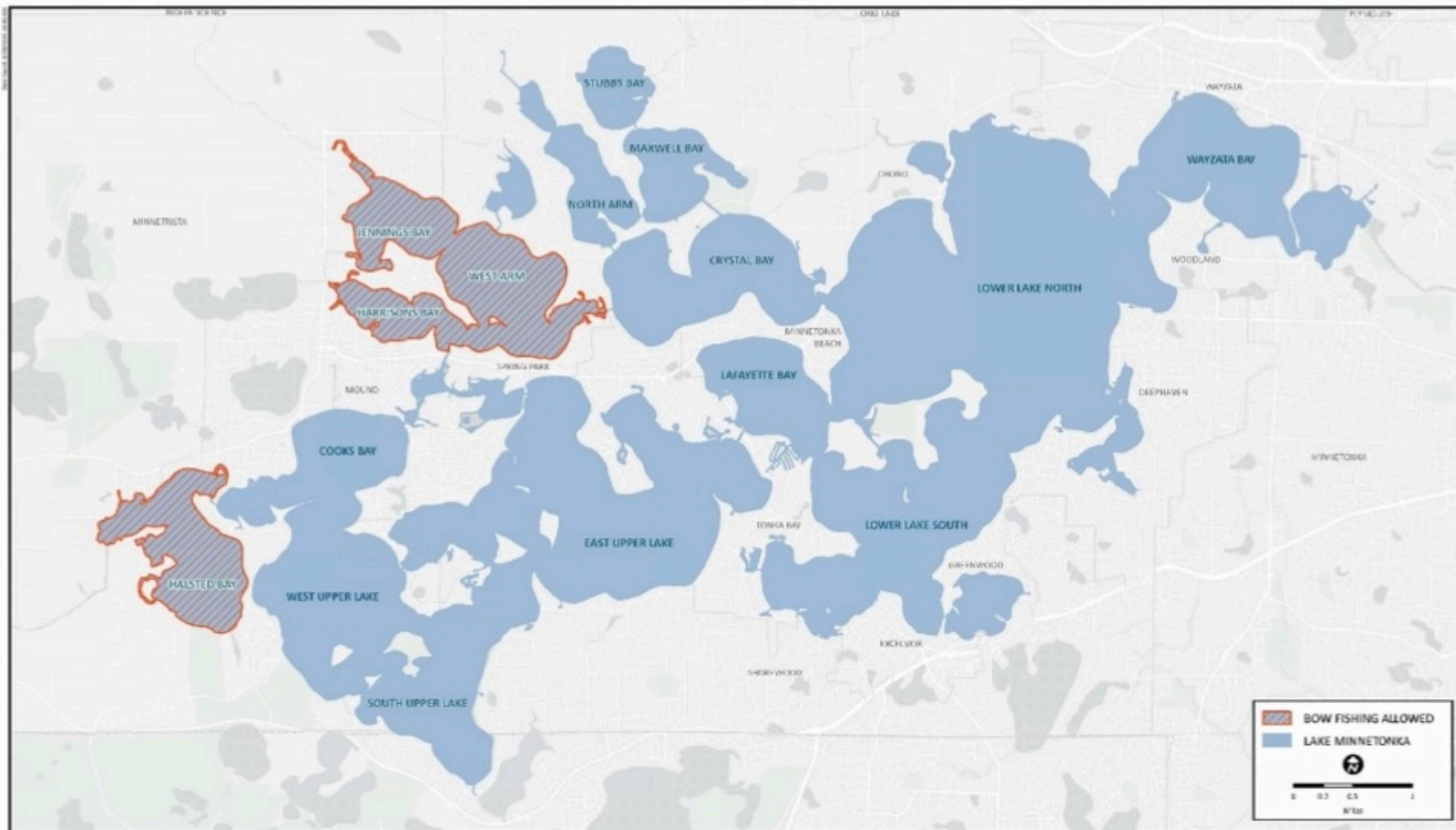
This ordinance requires all watercrafts, both restricted and non-restricted, that are rented on Lake Minnetonka to be inspected by Hennepin County Water Patrol and restricted watercraft to obtain a license through the Lake Minnetonka Conservation District (LMCD). It also requires that prior to renting watercrafts, watercraft owners need to obtain the official LMCD Rental Watercraft Sticker that will be given out alongside Hennepin County Water Patrol's sticker upon completion of inspection.

NIGHTTIME BOW FISHING SPECIAL EVENT PERMIT

A Special Event Permit has been approved by the LMCD Board for a second season which will allow Nighttime Bow Fishing on Lake Minnetonka for a limited event period of **April 25, 2026 through June 30, 2026**.

2026 Change - Bow Fishing open to the entire lake.

A Special Event Permit must be carried by each participant. Users can bow fish from one half hour after sunset until 1am.



NIGHTTIME BOW FISHING AREAS | HARRISONS, JENNINGS, WEST ARM, AND HALSTEAD BAY | APRIL 24- JUNE 30, 2025

LAKE MINNETONKA CONSERVATION DISTRICT

CITY COUNCIL DISCUSSION TOPICS

- 2026 Budget & Levy
- AIS
- Wake regulations
- LMCD regulations & city ordinances



LAKE MINNETONKA CONSERVATION DISTRICT 2026 BUDGET AND LEVY (Preliminary DRAFT 04/30/2025)

City	2020 U.S. Census Population Data	2024 Estimated Market Value	2024 Net Tax Capacity	% of Total Net Tax Capacity (Note 1)	Share of Total Levy in 2020	Share of Total Levy in 2021	Share of Total Levy in 2022	Share of Total Levy from 2023 - 2025	Share of Total Levy in 2026	Change in Total Levy from 2025	% Change from 2025
DEEPHAVEN	3,703	\$ 2,164,727,100	\$ 24,316,900	5.4%	\$25,798	\$25,561	\$20,032	\$17,200	\$25,318	\$8,118	47.20%
EXCELSIOR	2,224	\$ 898,042,200	\$ 10,615,481	2.4%	\$10,996	\$11,555	\$9,330	\$7,938	\$11,053	\$3,115	39.24%
GREENWOOD	695	\$ 575,973,000	\$ 6,922,943	1.5%	\$7,077	\$7,335	\$5,781	\$4,830	\$7,208	\$2,378	49.23%
MINNETONKA	51,005	\$ 13,593,922,600	\$ 161,793,644	36.0%	\$73,700	\$75,000	\$60,000	\$51,000	\$75,000	\$24,000	47.06%
MTKA BEACH	524	\$ 575,228,100	\$ 6,726,583	1.5%	\$7,009	\$7,028	\$5,700	\$4,708	\$7,004	\$2,296	48.77%
MINNETRISTA	9,007	\$ 3,068,665,400	\$ 33,093,364	7.4%	\$31,279	\$31,819	\$25,530	\$22,343	\$34,456	\$12,113	54.21%
MOUND	8,670	\$ 2,248,689,900	\$ 24,531,151	5.5%	\$23,620	\$24,147	\$20,012	\$16,825	\$25,541	\$8,716	51.80%
ORONO	7,959	\$ 5,012,008,500	\$ 57,972,639	12.9%	\$58,846	\$59,500	\$48,073	\$40,802	\$60,360	\$19,558	47.93%
SHOREWOOD	7,465	\$ 2,886,247,600	\$ 31,987,967	7.1%	\$33,119	\$32,985	\$26,258	\$22,262	\$33,305	\$11,043	49.60%
SPRING PARK	1,594	\$ 451,155,800	\$ 5,552,020	1.2%	\$6,007	\$6,013	\$4,926	\$4,045	\$5,781	\$1,736	42.92%
TONKA BAY	1,697	\$ 1,038,219,800	\$ 11,304,578	2.5%	\$11,422	\$11,319	\$8,979	\$7,795	\$11,770	\$3,975	50.99%
VICTORIA	11,928	\$ 2,595,453,300	\$ 27,877,817	6.2%	\$27,066	\$29,463	\$23,162	\$20,267	\$29,026	\$8,759	43.22%
WAYZATA	4,252	\$ 3,324,088,600	\$ 41,381,494	9.2%	\$46,201	\$47,215	\$37,380	\$30,920	\$43,085	\$12,165	39.34%
WOODLAND	437	\$ 520,684,800	\$ 5,853,664	1.3%	\$6,359	\$6,059	\$4,837	\$4,065	\$6,095	\$2,030	49.94%
	111,160	\$ 38,953,106,700	\$ 449,930,245	100.0%	\$368,500*	\$375,000*	\$300,000	\$255,000	\$375,000	\$120,000	47.25%

Maximum Levy Per MN statute 103B.635 (Total Taxable Market Value * 0.00242%):

\$942,665

*** means Share of AIS Levy included in total**

(Note 1) Per MN statute 103B.631, no city may pay more than 20% of the total levy. The City of Minnetonka would pay a constant 20% of any amounts to be levied

Remaining cities factor for determining levy amounts is computed as: $(\text{City Net Tax Capacity} / (\text{Total Net Tax Capacity} - \text{Minnetonka Net Tax Capacity})) * 80\%) * \text{New Total Levy}$

Total Net Tax Capacity **449,930,245**
less Minnetonka Net Tax Capacity **(161,793,644)**
Net Tax Capacity for remaining 13 cities **288,136,601**

STRATEGY BEHIND LEVY % CHANGE

- In 2020, disbanded AIS Harvesting Program and sold all equipment resulting in surplus of funds entering our reserves.
- At that time, auditors advised best practice on reserve fund balances remain between 30% and 50% of annual operating expenses. Thus, LMCD reduced the levy in 2022 to \$300,000 to begin responsible spend down of excess reserves and to bring our fund balance within the recommended range.
- 2023–2025, the levy was further reduced and held steady at \$255,000 to continue alignment of reserve balance with the target of 35%.
- By the end of 2025, reserve fund balance will fall within the desired 30–50% range. Specifically, \$130,000 in reserves in 2025 to bring the balance below 40%, followed by a drawdown of \$60,000 in 2026 to achieve our target of 35%.

STRATEGY BEHIND LEVY % CHANGE, cont'd

- In 2026, the levy will increase to \$375,000 to offset operating expenses, specifically the reinstatement of a full-time Executive Director, replacing the current part-time interim contractor. This adjustment ensures we maintain strong leadership and organizational capacity moving forward.
- Though this is a significant increase from 2025, \$375,000 is only 40% of the Maximum Levy Amount for the State of Minnesota (\$942,665) Per MN statute 103B.635. In 2027 with budget not using any reserves the budget will likely be in the 14% to 20% range depending on passing of new fee schedule. (\$5218-\$7,484 increase possible)
- Prior to the reduction, the levy was set at \$375,000 in 2021. Thus, returning to this amount is a reinstatement rather than an unforeseen change.

AQUATIC INVASIVE SPECIES (AIS)

In 2020, the LMCD decided to end the harvesting program and work with partnering agencies that are better equipped to fund, coordinate and scientifically evaluate the most effective methods of management aquatic invasive species.

From 2021-23, LMCD awarded grants to local entities supporting their AIS treatment efforts.

At this time, the LMCD does not have any active budgetary programs to manage AIS. In recent years. In 2026 LMCD Board added AIS back into our strategic plan. The Board will decide what its involvement in AIS maybe in future year 2027.

The Save the Lake work group is working to determine how funds maybe used to help educate and Identify AIS in the future

WAKE REGULATION UPDATE

In 2023, the LMCD incorporated a new rule for all watercraft to maintain a minimum was with in 300ft of all shoreline and 150ft of all structures, parked watercraft, swimmer, etc.

The LMCD continues to work with Hennepin County Water Patrol to education the public through our website, public launches, summer rules, brochures and enforcements.

In 2025, Hennepin County Water Patrol made stops for both educational and enforcement purposes and will continue to make stops in the future if a watercraft is found to in violation. No tickets were issued to wake boat operators for violting the 300ft ordiance.

We continue to see improvements around the lake and will address further research as it provided to us.

NEW WATERCRAFT SPEED LIMIT NOW IN EFFECT

The LMCD has a new rule that places a 5-miles-per-hour speed limit on all boats within 300 feet from the shore. This is an increase from the previous 150-foot distance.

The rule requiring a 150-foot distance from docks, anchored boats, swimmers or scuba divers' warning flags throughout the lake has not changed.

The LMCD board approved this updated rule last summer after hosting a listening session, engaging community members and conducting research.

You can learn more about the new rule at LMCD.org/safety/safety-boat-generated-wakes.



LMCD ORDINANCES & CITY ORDINANCES

- In 2019, there was a change in LMCD authority at the legislature removing LMCD's ability to regulate above the 929.4 ordinary high watermark. Thus, any activity on land such as boat storage.
- Since then, LMCD has changed the way Licensees are expected to comply.
 - o It is the Licensees responsibility to comply with any relevant regulations of all LMCD, Federal, State, County and Municipal rules and regulations. Violations may result in revocation of these approvals.



City Council Item 4.B.

Title/Subject: Minnetonka Baseball Bigsy Tournament Request
Meeting Date: May 26, 2026
Prepared By: Mitchell Czech, Park/Rec Director

Attachments

1. Minnetonka Baseball Amplified Music Resolution

Background

Minnetonka Baseball Association (MBA) is a valued partner to the Parks & Recreation Department. They are hosting their annual Bigsy Baseball Tournament this year on June 5–7, and will be utilizing Freeman Park Fields 1–3 on June 5 & 6. MBA is planning to hold two games on each field on Friday evening and 5–6 games on each field on Saturday. The games will run from approximately 4:00pm - 8:00pm on Friday, and 8:00am - 8:00pm on Saturday. Freeman Park does not have lights on its baseball fields, so no games will be played after dark.

MBA is requesting the City to allow participating teams to play music at a reasonable volume during games for the 2026 Bigsy Tournament. A similar request was made in 2024 when MBA asked to allow music at the fields during practices, games, and the Bigsy Tournament. The Council expressed concerns regarding enforceability and neighborhood impacts. A modified motion to allow music for the tournament only was made, but ultimately failed on a 2-3 vote.

This year, MBA is requesting a limited, event-specific exception to allow music to enhance the participant and spectator experience. Many teams come from out of town, and the tournament is a great way for them to experience Freeman Park as well as local establishments. A fun, positive environment encourages teams to come back in future years. Tournaments across the state allow music as well, so many out-of-town teams are used to this experience. The speakers used at these other tournaments are generally small in size. MBA has proposed the following:

1. MBA tournament staff, volunteers, and coaches will monitor noise levels to ensure they do not exceed reasonable levels.
2. If there is a complaint, the team will receive a warning to lower the sound level. Upon a second complaint, the team would be banned from playing music for the rest of the tournament.
3. Speakers utilized shall be directed away from adjacent homes.
4. Only age appropriate music without profanity will be played.
5. The exception is for June 5–6, 2026 only. This does not apply to the rest of the season games or practices.
6. MBA will comply with any other guidelines that the City Council may suggest.

Representatives from Minnetonka Baseball Association will be in attendance during the City Council meeting to be available for questions.

Strategic Alignment**Organizational Strength & Good Governance**

- Strategic and comprehensive long-term planning
- Principled, data, and stakeholder-driven decisions
- Culture of continuous improvement

Maintains a positive relationship with a valued partner of the Cities Parks & Recreation Department.

Budget Impact

There is no budgetary impact for this item.

Action Requested

A motion to approve resolution 26-32 allowing music for the 2026 Minnetonka Baseball Association Bigsy Baseball Tournament on June 5-6, 2026.

Simple majority vote is required.

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

RESOLUTION 26-32

**A RESOLUTION APPROVING MUSIC FOR THE 2026 MINNEOTONKA BASEBALL ASSOCIATION
BIGSY BASEBALL TOURNAMENT ON JUNE 5-6, 2026**

WHEREAS, Minnetonka Baseball Association (MBA) is hosting the 2026 Bigsy Baseball Tournament at Freeman Park on June 5-6, 2026; and

WHEREAS, MBA has requested authorization to allow limited amplified music during the tournament including pre-game music, brief walk-up music, and short intervals between innings; and

WHEREAS, the City requires approval by the City Council to allow for amplified music within a City park; and

WHEREAS, MBA has proposed reasonable measures to monitor and manage levels, including tournament staff, volunteer, and coach oversight; and

WHEREAS, the City Council finds that a limited, event-specific exception with appropriate conditions can balance community benefit with protections in place for neighboring properties.

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

1. MBA tournament staff, volunteers, and coaches will monitor noise levels to ensure they do not exceed reasonable levels.
2. If there is a complaint, the team will receive a warning to lower the sound level. Upon a second complaint, the team would be banned from playing music for the rest of the tournament.
3. Only small, portable speakers can be utilized and shall be directed away from adjacent homes.
4. Only age appropriate music without profanity will be played.
5. The City reserves the right to require the sound level to be lowered or turned off at any time.

Adopted by the City Council of Shorewood, Minnesota this 28th day of May, 2024.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Item 4.C.

Title/Subject: Appeal Hearing on a Massage Therapist License Denial
Meeting Date: May 26, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. Massage Therapist License Denial for Qiyao Zhao
2. Qiyao Zhao Appeal to Council
3. Notice of Appeal Hearing

Background

On April 30, 2026, the city denied a Massage Therapist License submitted by Qiyao Zhao. The license was denied because it did not meet the city code requirements for education and training required in Chapter 311.05(c).

Pursuant to Shorewood City Code 308.10, the applicant may appeal the denial within 14 days of receiving the notification. On May 13, 2026, the city received the Appeal from Qiyao Zhao (attached). On May 14, 2026, the City scheduled the Appeal Hearing for May 26, 2026, and notified the applicant. The applicant will be available to set forth fully at this meeting their grounds for appeal.

While performing the background investigation on the applicant, it was discovered the applicant's massage school training as presented, the Greater DFW International Massage Academy LLC located in Plano, TX had been shut down, its license revoked, and all operations ceased by the Texas Department of Licensing and Regulation (TDLR). The action by Texas regulators came after they had cause to believe the Greater DFW International School of Massage Academy LLC was in violation of major policies, including falsifying student records, students not meeting the education or attendance standards, links with illegal massage parlors, and human trafficking. The school's practices allowed people to get massage therapy licenses without completing the required training.

The following are Shorewood City Code requirements in determining an applicant's compliance with the education and training requirements:

311.05 (c) Certificates shall be issued only to persons who have received and can furnish proof of receiving a qualifying amount of education. These minimum requirements are any of the following:

1. Hold an associate's degree or greater level degree in a field of nursing or physical therapy from a state-accredited, post-secondary educational institution, and hold a current license, in good standing, from the State of Minnesota to practice nursing or physical therapy;
2. Has completed 500 hours of certified therapeutic massage training from a member school of

the National Certification Board for Massage Therapeutic Massage and Bodywork (NCBTMB) or other organization of therapeutic massage professionals which has a similar written and enforceable code of ethics as approved by the City Clerk.

3. Successfully pass the National Examination for Therapeutic Massage within the year prior to application as offered by the U.S. National Organization Board for Therapeutic Massage and Bodywork.

4. Have been previously licensed by the city and provide documentation that shows an ongoing effort to maintain or improve their massage therapy skills.

The Massage school does not meet the requirements under section 2. It appears the TDLR is proactively working to assist legitimate students impacted by the decision on how to receive verification of legitimate course hours and certification. This may be an avenue the applicant could take to meet the city code requirements for licensure.

Adhering to this requirement of Chapter 311, other applications have been denied in past years for similar certification and training inconsistencies with the code. The city has denied certification and education hours from the American Academy of Acupuncture and Oriental Medicine in Roseville, MN as it was shut down by the MN Office of Higher Education (OHE).

Strategic Alignment

Safe & Secure Community

- Strong, proactive, strategic, and cost-effective public safety services

Enforcing city code requirements for massage businesses consistently and transparently upholds public safety and community standards.

Budget Impact

The cost of licensing should equal the fees associated with obtaining a license. When additional steps are taken, the cost will exceed the application and licensing fees.

Action Requested

Simple majority vote is required. Council may affirm the denial of the license, modify the license or add conditions, or reverse the denial and approve the license. Staff recommends a Motion to Uphold Denial for the Reasons Outlined in the Notice of Denial and the Agenda Report.



April 30, 2026

Qiyao Zhao
5960 Grant Street
Shorewood, MN 55331

New Life Club LLC DBA Tonka Wellness
23570 Highway 7
Shorewood, MN 55331

NOTICE OF DENIAL: MASSAGE THERAPIST LICENSE

Dear Qiyao:

This letter is to inform you that your application for your 2026 Massage Therapist License has been denied by the City of Shorewood for the following reasons:

Pursuant to Shorewood City Code, Section 311.05(2)c.2, the applicant must have *“completed 500 hours of certified therapeutic massage training from a member school of the National Certification Board for Massage Therapeutic Massage and Bodywork (NCBTMB) or other organization of therapeutic massage professionals which has a similar written and enforceable code of ethics as approved by the City Clerk.”*

While conducting the background investigation for the applicant’s license it was found:

1. The applicant supplied a hard copy of a License and unofficial transcript dated August 13, 2025, issued by the Greater DFW International Massage Academy in Plano, TX. The investigation revealed that the Texas Department of Licensing and Regulation (TDLR) issued to stop operations and revoked the school’s license in March of 2026, after links to human trafficking was discovered, as well as falsifying records and ties to illegal massage businesses.
2. The applicant’s training does not meet Shorewood City Code Section 311.05(2)c.2.

As a result of these findings and non-compliance with Shorewood City Code, Chapter 311 and a review by the City Clerk and City Attorney, the City of Shorewood is denying this application for a Massage Therapist License.

The applicant may appeal this denial in accordance with the procedure specified in Shorewood City Code Chapter 308, section 308.10 by filing, within 14 days after notice is received, a written statement setting forth fully the grounds for appeal. The Council shall set a time and place for a hearing on the appeal and notice of the hearing shall be given to the person appealing by mailing to the address set forth on the application at least seven (7) days prior to the hearing.

Sincerely,

Sandie Thone, City Clerk
City of Shorewood

CC: Marc Nevinski, City Administrator/Jerad Shepherd, City Attorney

City Council of Shorewood/Excelsior

May 12, 2026

Sandie Thone- City Clerk

I, Quiyan Zhao, respectfully request for the Council to reconsider the decision to deny my massage license for Tonka Wellness and Massage.

Currently i reside at 5960 Grant St. Shorewood Mn. 55331

Last year i attended a school for Massage in Dallas Texas. The school was licensed and in good standing until March of 2026. I would like to state unequivocally that the schools behavior and the reason the state suspended their license, is in no way related to how i conduct myself in my personal or professional demeanor.

I have been working in St Louis Park and can provide my license for 2025 and 2026

I spent thousands of dollars on the education, airfare and housing accomodations to obtain the Certificate. I would request that it be honored as the school was in compliance at the time of issuance. Had my application had been accepted in January of 2026 the whold point would be moot.

Thankyou for your time and consideration

Qiyen(Helen) Zhao

Qi Yan zhao

Phone - 7633885970

EMAIL - 767845584@qq.com



May 14, 2026

Qiyao Zhao
5960 Grant Street
Shorewood, MN 55331

New Life Club LLC DBA Tonka Wellness
23570 Highway 7
Shorewood, MN 55331

**NOTICE OF APPEAL HEARING IN THE MATTER OF A DENIAL
OF A MASSAGE THERAPIST LICENSE FOR QIYAN ZHAO**

Dear Qiyao:

This letter is to inform you that we have received your Appeal to the city's denial of your Massage Therapist License on May 13, 2026. Pursuant to Shorewood City Code Chapter 308, section 308.10, an applicant may appeal against a denial in accordance with the procedure specified in Shorewood City Code by filing, within 14 days after the notice is received, a written statement setting forth fully the grounds for appeal.

The Council shall set a time and place for a hearing on the appeal and notice of the hearing shall be given to the person appealing by mailing to the address set forth on the application a written notice at least seven (7) days prior to the hearing.

The Appeal Hearing on this matter will go before the Shorewood City Council and has been set for Tuesday, May 26, 2026, at 7:00 PM at the regularly scheduled Shorewood City Council meeting. The meeting will be held in the Shorewood City Hall Council Chambers located at 5755 Country Club Road, Shorewood, MN 55331.

Please be prepared to share with the city council your grounds for appeal. The City Council has the right to affirm, modify, or reverse the decision.

Sincerely,

Sandie Thone, City Clerk/Human Resources Director
City of Shorewood
sthone@shorewoodmn.gov
952-960-7911

CC: Marc Nevinski, City Administrator
Jared Shepherd, City Attorney
Shorewood City Council

City of Shorewood | 5755 Country Club Road | Shorewood, MN 55331
952.960.7900 | shorewoodmn.gov



City Council Item 4.D.

Title/Subject: 25485 State Highway 7 Planned Unit Development (PUD) Concept Plan
Meeting Date: May 26, 2026
Prepared By: Aaron Osowski, Planner

Attachments

1. May 5, 2026, Planning Commission Memorandum
2. Excerpt of May 5, 2026, Planning Commission Meeting Draft Minutes
3. Site Location Map
4. Project Narrative
5. Existing Survey
6. Civil Plans
7. Zoning Map
8. Floorplan and Elevations
9. Tree Preservation Worksheet
10. Excelsior Fire District Comments
11. MN Rules 1309.0313 Townhouse Fire Sprinklers
12. MSFC Appendix D Fire Apparatus Access Roads
13. Engineering Dept Comments
14. MNDOT Comments
15. MNDNR Comments
16. Public Comment 1
17. Public Comment 2
18. Public Comment 3
19. Public Comment 4
20. Resolution 26-30 Approving a PUD Concept Plan for 25485 Highway 7

Background

See the attached Planning Commission Memorandum for detailed background on this request. The applicant is seeking approval for a Planned Unit Development (PUD) Concept Plan to construct six townhomes at 25485 Highway 7.

At the May 5, 2026, Planning Commission meeting, the Commission conducted a public hearing on the concept plan and recommended unanimous approval to the City Council with conditions. Draft minutes from that meeting were reviewed earlier in tonight's agenda. Two residents spoke during the public hearing, and their comments are summarized in the attached draft Planning Commission meeting minutes.

In addition to the nine recommended staff conditions, the Commission requested that five additional conditions be imposed upon the applicant: 1) add additional sound and safety abatement measures along the property's southern edge with Highway 7; 2) reduce the project's impervious surface coverage to meet the 27.9% limit; 3) reduce the number of units from six to five; 4) for City staff to request further project feedback from the Minnesota

Department of Transportation (MnDOT); and 5) improve the ingress and egress to the property for emergency vehicles. These conditions are included in the attached resolution.

City staff spoke with MnDOT's project manager for the Highway 7 improvements on May 19. He stated that the proposed improvements have yet to enter the preliminary design process, which will begin in fall 2026. The study proposed a three-quarter intersection for the Highway 7/Eureka Road intersection, which would prohibit drivers from turning east onto Highway 7 from Eureka Road. Because this project has yet to enter the preliminary design phase, it is unknown whether there will be any impacts to adjacent rights-of-way.

Strategic Alignment

Comprehensive Approach to Planning & Development

- Clear standards and processes for development with strong controls
- Balance the desires of both new and long-term residents

The application generally relates to the strategic priority of a comprehensive approach to planning and development; however, planning and land use applications are reviewed on their own merits relative to the Comprehensive Plan and City Code requirements.

Budget Impact

The application fees are adequate to cover the cost of processing the request. Any engineering and legal costs associated with review of the applicant's request are billed to the applicant's escrow, or directly to the applicant if the escrow funds are insufficient.

Action Requested

The City Council is requested to consider the recommendation of the Planning Commission and decide on the PUD Concept Plan application. If the Council agrees with the recommendation of the Planning Commission, the following motion is requested:

Motion and second to adopt the attached resolution approving the PUD Concept Plan.

If the Council disagrees with the recommendation of the Planning Commission, the City Council must develop findings of fact to support its decision, and the following motion is requested:

Motion and second to direct staff to draft a resolution for consideration at an upcoming meeting to deny the PUD Concept Plan application based on the City Council's discussion and stated findings of fact.

A simple majority vote (3/5) of the City Council is required for either motion.



Planning Commission Item 4.A.

Title/Subject: 25485 State Highway 7 Planned Unit Development (PUD) Concept Plan
Meeting Date: May 5, 2026
Prepared By: Aaron Osowski, Planner

Attachments

1. Site Location Map
2. Project Narrative
3. Existing Survey
4. Civil Plans
5. Zoning Map
6. Floorplan and Elevations
7. Tree Preservation Worksheet
8. Excelsior Fire District Comments
9. MN Rules 1309.0313 Townhouse Fire Sprinklers
10. MSFC Appendix D Fire Apparatus Access Roads
11. Engineering Dept Comments
12. MNDOT Comments
13. MNDNR Comments
14. Public Comment 1
15. Public Comment 2
16. Public Comment 3

Background

- APPLICANT: Merle Steinkraus
- LOCATION: 25485 Highway 7
- REVIEW DEADLINE: July 23, 2026
- COMPREHENSIVE PLAN: Low Density Residential (1-2 Units Per Acre)
- CURRENT ZONING: R-1A - Single-Family Residential/Shoreland
- PROPOSED ZONING: PUD - Planned Unit Development/Shoreland

REQUEST

The applicant is requesting a Planned Unit Development (PUD) Concept Plan to construct two three-unit townhome buildings at 25485 Highway 7. Each townhome would be an individual lot for purchase, and would be managed by a homeowners association, which would own the proposed common space on the east of the lot. This application would require both a rezoning and a Comprehensive Plan Amendment. The applicant's narrative and plans are attached for review.

Notice of the application was sent by postcard to all property owners within 750 feet of the property and a sign was also placed in front of the property. Notice of the public meeting was sent by US mail to all property owners within 750 feet of the property at least 10 days prior to

the meeting and published in the City's official newspaper, on the City's website and at City Hall. These notices included several properties located in the City of Chanhassen on the south side of Highway 7 since they fell within the 750 feet public notification area. As of the publication of this report, three public comments have been received regarding this request, which are included in the meeting packet.

BACKGROUND

The subject property is roughly 1 acre and is a part of the Meeker's Outlots to Excelsior Addition, which was originally developed in 1900. The original single-family home on the lot was demolished in a controlled burn last year by the Excelsior Fire District. The site has an existing private driveway off of Eureka Road and is served by municipal sewer and a private well for water. Municipal water is available just to the north at the intersection of Eureka Road and Park Lane, and the applicant would be required to extend the water main and connect to city water as part of this project. The site is surrounded by medium density single- and multi-family residential neighborhoods to the north and west. The southern property line is adjacent to State Highway 7. A majority of the property is located within a Shoreland Protection Zone due to its proximity to Lake Minnewashta to the south. There are no known wetlands for floodplain on the site.

ANALYSIS

Requests for PUD Concept Plans are part of the legislative role of the Planning Commission and City Council. These types of requests have rules that apply broadly and have the most discretionary review. The general concept plan stage of a PUD provides an opportunity for the applicant to submit a plan to the city showing their basic intent and the general nature of the entire development without incurring substantial cost. At this point in the development process, there will be many comments and questions about the project, as it is in a very early conceptual stage. Further details will be finalized in the PUD Development and Final Stage Plans if the developer chooses to move forward with their project.

Relation to Comprehensive Plan:

The Comprehensive Plan guides the site for low density residential housing at a range of 1 to 2 units per acre. Under the current Comprehensive Plan and Zoning requirements for the property, a single-family home could be built on the property today without any additional City approvals beyond a building permit. The applicant's request provides for 6 homes on approximately 1 acre of land, which has a density of 6 units per acre, meaning they would need to pursue a Comprehensive Plan amendment. When considering how the proposal ties in with the surrounding developments, the Walnut Grove Villas to the north are comprised of 14 homes on 6.36 acres, or a density of 2.2 units per acre. The Shorewood Ponds development to the west is comprised of 62 attached townhome units on 14.86 acres, or a density of 4.17 units per acre.

Planned Unit Development (PUD):

The applicant is requesting the property be rezoned from R-1A to a PUD and have proposed setbacks based on the R-3A zoning district. This zoning district is consistent with the surrounding neighborhood, as the Walnut Grove Villas to the north and Shorewood Ponds to the west both feature similar reduced setbacks and denser residential development. As with any concept plan, the applicant will need to create more detailed plans if the project moves forward; however, the request conceptually meets the requirements of the R-3A zoning district with the following setbacks:

- Front: 30 ft.
- Rear: 30 ft.
- Side: 15 ft.
- Side (abutting street): 30 ft.

Street Access & Traffic:

The lot will have one access point off Eureka Road through a private road, slightly farther away from Highway 7 than the existing driveway. MnDOT is currently planning improvements to Highway 7 that could impact access at the Highway 7/Eureka Road intersection. This construction is planned for 2029 and may affect rights-of-way for this lot. As part of MnDOT's comments on this application, they requested the applicant coordinate with the City and MnDOT.

The applicant has already agreed to dedicate roughly 12 feet of right-of-way along Eureka Road to the City to bring the western property line in alignment with the lot to the north of it.

To date, City staff have received three written comments on the potential traffic impacts of this application, with residents stating that the Highway 7/Eureka Road intersection is already congested and dangerous.

Utilities:

The lot is currently served by a private well for drinking water and would be required to connect to the municipal water system as part of this project. A minimum 8" diameter watermain shall be extended to the site at the applicant's cost from the Eureka Road/Park Lane intersection to the north. Sanitary sewer is available within the right-of-way of Eureka Road, and a minimum 8" diameter sanitary sewer shall be extended from Eureka Road, also at the applicant's cost.

Tree Preservation

The site features 52 significant trees, of which 21 are proposed to be removed for this project. The applicant is required to replant 8 trees but is proposing to plant 15 trees to create a buffer from Highway 7 and Eureka Road. The redeveloped site would have 6 fewer trees than current conditions after accounting for these planted trees.

Stormwater Runoff & Impervious Surface Coverage

The property lies mostly within a Shoreland Protection Zone, and the maximum allowable impervious surface coverage is 27.9% of the lot's area when factoring in the area of the lot that is inside and outside of the Shoreland Protection Zone. The applicant is proposing to deviate from this maximum with an impervious surface coverage of 31.1%. They have plans to construct a stormwater infiltration pond on the east side of the property. The City Engineer noted that the soil type for this site (HSG C/D) may not be suitable for infiltration and requested that they provide a soil report for the site to confirm whether this is feasible.

Fire Access

Because the total length of the property's drive lane is only 120 feet, they are not required by fire code to install a turnaround for fire trucks (fire code only requires these for drive lanes that are 150 feet or longer).

After comments from the Excelsior Fire District, the applicant added a fire hydrant to the east end of the drive lane and stated that all buildings would have internal fire suppression sprinklers installed.

Future Applications:

As with any concept plan, if the project moves forward the applicant will need to prepare detailed plans including a stormwater management plan, drainage plan, tree preservation plan, etc. To complete the City review process, the applicant must apply for and receive approval of the following applications and related agreements:

- PUD Development & Final Stage Plan
- Comprehensive Plan Amendment (from Low Density Residential to Medium Density Residential)
- Rezoning Request (from R-1A to PUD)
- Preliminary and Final Plat

FINDINGS/RECOMMENDATION

Given the nature of the applicant's proposal, the City has legislative discretion regarding this request. Therefore, City staff will defer to the direction of the Planning Commission and City Council regarding whether or not the concept plan should be approved or denied. If the Commission would like to recommend approval to the City Council, City staff would recommend that the conditions included below be made a part of its recommendation.

1. Standard drainage and utility easements shall be added along property lines.
2. Applicant shall provide revised survey of existing property conditions to include easement and title information.
3. Applicant shall provide information on snow removal and landscaping responsibilities.
4. Applicant shall provide information verifying that delivery vehicles will be able to turn around within the private drive and not back onto Eureka Rd.
5. Applicant shall consider additional landscaping and buffering between the site and Highway 7 similar to the Shorewood Ponds development to the west.
6. Applicant shall address all remaining staff comments as part of future submissions.
7. With future phases of development, the applicant shall submit all application materials required as part of the PUD Development & Final Stage Plan, Preliminary and Final Plat, Rezoning, and Comprehensive Plan Amendment subject to City Code requirements.
8. The applicant shall provide HOA documents for the future townhome association to accommodate the applicant's proposal.
9. The approval of the PUD Concept Plan shall expire in 180 days if the applicant has not submitted a complete application for PUD Development Plan & Final Stage Plan, Rezoning and Comprehensive Plan Amendment Application, except that the applicant may request an extension of the approval subject to City Code 1201.25 Subd. 6. c. (5).

Action Requested

The Planning Commission is requested to hold a public hearing on the proposed PUD Concept Plan, take any testimony provided, and make a recommendation to the City Council.

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Chair Huskins; Commissioners Longo, Magistad, and Braithwaite; Planning Director Griffiths; Planner Osowski; and Council Liaison Maddy

Absent: Commissioner Holker

1. APPROVAL OF AGENDA

Magistad moved, Longo seconded, approving the agenda for May 5, 2026, as presented. Motion passed 4/0.

2. APPROVAL OF MINUTES

A. April 7, 2026 Planning Commissioner Meeting Minutes

Chair Huskins stated that before the meeting, he found and submitted errors to the Staff.

Longo moved, Braithwaite seconded, approving the Planning Commission Meeting Minutes of April 7, 2026, as presented. Motion passed 4/0.

3. MATTERS FROM THE FLOOR

Brad Rosenberger, 19722 Waterford Court, stated that he was at the meeting to find out information about the development of Highway 7. He noted that the last information that he was on the stoplights at Old Market Road would be eliminated, and an exit going East onto Old Market Road, and an exit going East onto Highway 7 from Old Market Road, and no left-hand turns there. He asked if that was still the case and noted that the development is still a couple of years off.

Planning Director Griffiths shared that there could be more conversation outside the meeting, but MnDOT has approved no official design at this point, and the project is largely unfunded. He shared that the City Engineer and the MnDOT rep would have the most up-to-date information, and he could put Mr. Rosenberger in contact with them.

Mr. Rosenberger shared that his only concern is that if the last plan seen is the final plan, a lot of traffic would be going onto Radisson Road, the service road on the north side of Christmas Lake. The road is not designed to handle many cars passing because it is very narrow in places.

4. PUBLIC HEARINGS

A. PUBLIC HEARING – PLANNED UNIT DEVELOPMENT (PUD) CONCEPT PLAN

Applicant: Merle Steinkraus

Location: 25485 State Highway 7

Chair Huskins stated that this evening, the Planning Commission would consider a planned unit development concept plan for 25485 State Highway 7.

Planner Osowski reviewed the request for a PUD as found in the Agenda Packet.

Chair Huskins asked Planner Osowski to point out what the front, rear, and side are to determine the setbacks. Planner Osowski stated the front of the building is on Eureka Road, so a side along Highway 7. Chair Huskins asked if the distance to the property line conforms to the setbacks. Planner Osowski shared that it does conform to the zoning standards that are being requested. Chair Huskins pointed out that it is a major unknown, but there is a possibility that MnDOT could need more right-of-way than is being suggested in the application. Planner Osowski noted a potential, but in MnDOT's review letter on the application, they did not state it as a concern. Chair Huskins asked if it is fair to state that there is a risk. Planner Osowski shared that it could potentially be a risk given that it is unknown what MnDOT is doing specifically with the intersection, if anything. Chair Huskins stated that it would not be unrealistic to assume that, if approved, the development would be underway or completed before the intersection is reconfigured. Planner Osowski shared that the development is likely to be underway or completed. Chair Huskins wondered what the risks are for the developer or the City of undoing something that has been approved.

Commissioner Longo asked what is on the East side of the property. The map shows a ravine, and that is probably where the stormwater would go if there were more impervious surface. Planner Osowski asked whether he was referring to the lot's exterior boundaries. Commissioner Longo stated yes. Planner Osowski explained that it is a common area owned by the Walnut Grove Villas homeowner's association, and the area is either a wetland or a stormwater pond. Commissioner Longo confirmed that the water would go there with more impervious surface, which is why he wondered what would go there. Planner Osowski noted that the Applicant could answer in a little more detail, which is probably why a stormwater pond is proposed on the East end of the property.

Commissioner Magistad noted that the engineering report included a couple of requirements beyond those in the soil report. He asked if Planner Osowski could explain the requirements, line by line. Planner Osowski stated that the City Engineer mentioned providing a soil report based on the soil data, which indicates it might not be suitable for infiltration and that the Surface Water Management Plan Regulations may not be met, as basements may not be possible. He noted that the Engineer had several requirements. Commissioner Magistad noted that other agencies are mentioned, including MnDOT and the Minnehaha Creek Watershed District. Planner Osowski noted that the Applicant would be required to get a permit with the Watershed District regardless. Commissioner Magistad asked if, as part of the requirements, the Applicant would be required to get permits from the Watershed District. Planner Osowski noted that it would be a requirement.

Commissioner Longo stated that, in the previous planning, this zone was low-density, and there have been many conversations about the locations of low- and high-density zones in the City. Technically, being on a major thoroughway in the City, it could have been a high-density, or at least middle-density, area like the other nearby areas. He asked if there were any reasons why that specific corner was zoned low-density. Planning Director Griffiths shared that, as the surrounding neighborhoods have developed over time, the former property owner has not wished to participate in those development projects. So, the property remained with the low-density designation in the Comprehensive Plan and the Zoning Code, while all the other property was developed around it with higher-density housing. He shared that there were no specific conversations about the

property, and the previous owner was not interested in developing it. Commissioner Longo asked whether there were any concerns about a roundabout or whether the space is needed for something else. Planning Director Griffiths shared that that was not the case. During the previous Comprehensive Planning cycle, any improvements by MnDOT were not known at that time, and are still not known. Typically, the Comprehensive Plan does provide higher-density housing locations along the busier roadways in the City. He added that, to his knowledge, there had been no in-depth conversations by the Council or the Commission on this area.

Chair Huskins assumed that traffic studies had been done along Eureka Road when the other developments went in. He wondered what the traffic reports indicated about the increase on Eureka Road, rather than just paying attention to the incremental increase, because that would not be very much from just six homes. However, if the roadway is already at capacity, the six additional homes might affect traffic flow on Eureka Road. He asked if those traffic studies exist and if they could be made available. Planning Director Griffiths noted not being sure what was done with the previous proposal, as Shorewood Ponds is ten to fifteen years old at this point, so the information would have to be reviewed again. He added that, as part of the review conducted by Engineering and Public Works, the traffic capacity of Eureka Road was assessed. At this point, the addition of six homes would not significantly impact traffic. It would be good to work with MnDOT on the intersection, though.

Ben Passolt, Civil Engineer, ELLIOTT Design Build, INC, shared that the Applicant hired his company to review the project at the conceptual level and help reach the first step in deciding what can be done with the site. He shared that the site is a leftover lot along the highway where there was one single-family home. There are denser homes to the North and denser multi-family units to the West. He stated that the thought was that townhomes would be a good use of the site, and that the concept was the best use. He noted that the impervious does go slightly over the limit, but at this stage, rights-of-way could change, so the limit is unknown. The setbacks are also a little unknown at this point, but the R-3 setbacks were what we were trying to meet, even though the application is a PUD, in case the Applicant did not go with a PUD option. He added that, since the application is just a concept plan for stormwater, no hard-and-fast designs have been done yet, but he tried to show the best solution for the site's stormwater from a high-level standpoint. There are many options for addressing stormwater.

Chair Huskins asked if the snow would be plowed down to where the retention pond would be. Mr. Passolt shared that this is probably what would happen, but did not know whether Shorewood had a specific snow storage requirement; usually, it is ten percent. He added that snow storage would not be too big of an issue on this property.

Chair Huskins noted that there is no need for a turnaround for the emergency vehicles, as the road is only 120 feet long. He asked how Mr. Passolt imagined the vehicles getting back out onto Eureka. Mr. Passolt stated that the Applicant is working with what the Fire Marshal told them to do, and that he does not know how the emergency vehicles get in and out.

Commissioner Magistad asked why the Applicant landed on six units, since it does not necessarily fit within the Comprehensive Plan. Mr. Passolt stated that the six units fit the site well within the setbacks, and depending on what is done, certain approvals would be necessary. He added that six would fit with stormwater requirements and setbacks. Commissioner Magistad asked if two units would fit. Mr. Passolt agreed that two units would fit. Chair Huskins presumed that two units would be better conforming to the impervious surface. He asked if moving to two units was a feasible solution. Mr. Passolt stated that moving to two units would be a significant change to the design and would essentially be a complete redesign of the site. He added that this is why the

Applicant is there: to see what can be done from a development standpoint. Chair Huskins asked about four units. Mr. Passolt explained that, with four units, the architectural plans include a cut line, so the development could go to five units, which would be below the impervious limit.

Commissioner Braithwaite asked whether, although this is just a concept plan, the location of the mailboxes has been looked into at all. Mr. Passolt shared that, at the concept stage, it had not been examined.

Commissioner Longo asked whether the garages were single-car. Mr. Passolt shared that the garages are two-car, 23 feet wide. Commissioner Longo noted very small garages. Mr. Passolt explained that 23 feet is not that small; a standard two-car garage can be as small as 20 feet. Commissioner Longo asked where guests or additional cars would go. Mr. Passolt stated that more parking means more impervious surface. In previous iterations, there were three stalls off the back. He added that since the Applicant does not know what the parking requirement would be, it is unknown how many would need to be offered. Commissioner Longo stated that adding three stalls would significantly increase the impervious surface. Mr. Passolt noted that he did not know the number off the top of his head.

Chair Huskins opened the Public Testimony portion of the Public Hearing at 7:36 P.M.

Glen Coakley, 25430 Park Lane, stated that he recognized the hearing was a preliminary hearing and that some of his questions had already been addressed. He noted that one of the outstanding issues is that when he purchased his house about a year ago in the Walnut Grove Villas, he was informed of a height restriction of less than two stories. The application would be three stories high. He asked if that would require a variance.

Chair Huskins noted that he was unaware that the units would be three stories; he thought that they were two. Mr. Passolt shared that the units are two stories. Mr. Coakley stated that, despite a garage below, the units are still only two stories high. He asked whether developing a multistory garage with two living spaces above it, each reaching 50 feet in height, would still be considered only two stories. Planning Director Griffiths shared that there is a bit of nuance in the rules for the Walnut Grove Villas and this property. He explained that the Walnut Grove Villas neighborhood was approved under its own PUD. In Walnut Grove Villas, there is a restriction that the homes cannot exceed two stories. He added that this application is not a part of that project. In this area, the rest of the City Code applies, which limits the maximum height to 35 feet or less. He stated that, at this time, the proposal would conceptually comply with the City Code. Still, the Applicant could request a deviation from the City Code, just as Walnut Grove Villas did with several different matters. He noted that at this point in the project, there is something to consider: the surrounding area has its own rules that differ from the City Code. He stated that the Applicant can request to create their own rules for the neighborhood.

Chair Huskins asked what Mr. Coakley's particular concern is, assuming that the structures are higher. Mr. Coakley shared that he did not think the height would fit with the surrounding buildings and, aesthetically, be at that height rather than the others.

Mr. Coakley asked if there was any further information about MnDOT's plan or when there might be further information. Planning Director Griffiths shared that MnDOT completed its planning study and identified several conceptual layouts for Highway 7. He added that MnDOT has a small project slated for 2029, which is largely unfunded at this time. The City does not yet know what the project will look like, but may have a clearer idea when the Legislative Session wraps up on May 18.

Mr. Coakley shared that there is work being done on the Northern part of Eureka, and he could not determine whether it would go all the way down to Highway 7. He added that he hoped effort would be given to coordinate the work on Eureka, Highway 7, and this possible new development. Planner Osowski noted that Midco is currently working on Eureka Road. Planning Director Griffiths explained that the City has been in communication with MnDOT, and whatever happens with the site will be coordinated with the agencies.

Ted Koenecke, 25405 Park Lane, stated that he has two concerns. One issue is traffic, which has already been addressed, but it becomes increasingly difficult in the summer when Freeman fields are in use. He added that the density of six units and what that may add, as it is very dangerous to pull out during rush hour. The new units would take the issue and make things a little more complex. The other issue is the density of six buildings. He noted that being in the fourth building would not affect him directly, but if many barriers are removed without adding better barriers that block more sound, that could be an issue. He stated that there is no way of knowing what the buildings would look like, as there are only renderings right now.

Chair Huskins closed the Public Testimony portion of the Public Hearing at 7:45 P.M.

Commissioner Longo shared that his major concern is navigation. He stated that there would not be enough room for all units to navigate with all of the vehicles. He added that six units is too much. He asked if the quantity of the units is not being decided today. Planning Director Griffiths explained that at this point in the process, the Commission is reviewing a concept plan, a rough draft for the site. He shared that the Applicant is seeking to determine whether the Commission is favorable to the project, recommends changes, or has no path forward. The Commission can provide that feedback. Mr. Passolt stated to pull up the first page of the architectural plans, which shows the parking a little better. He added that parking or storage should not be a major concern for the units.

Chair Huskins stated that MnDOT had commented that the trees might not block the sound from Highway 7, and that alternative technology might need to be considered. Mr. Passolt shared that since the project is still conceptual, the sound has not yet been determined. Trees are currently shown on the plans, but the Applicant is open to other options. Chair Huskins noted those would be reviewed at a subsequent stage.

Commissioner Magistad asked if MnDOT could provide recommendations based on rights-of-way and future scenarios. Planning Director Griffiths stated that the Staff could reach out again to see whether MnDOT is willing to provide a more specific recommendation. Still, the letter in the Agenda Packet is MnDOT's recommendation after reviewing the entire plan set.

Chair Huskins noted concerns about the impervious surface, especially given the preliminary soil reports. He added that he is not opposed to the development at the concept stage, but if the number of units were reduced to four or five, that would be more appropriate for the site. Commissioner Magistad shared those concerns with Chair Huskins. He added that he is in no position to say how many units is the correct number, but there are too many contingencies for the rezoning of the one-acre parcel. Chair Huskins noted that the density is greater than that of any adjoining development.

Merle Steinkraus, the Applicant, stated that the concept is preliminary and that he is there to see what the Commission would approve, so five units would be okay and there would be no problem. He shared that the plans allow for cutting off one of the units, and so the proposal would probably

be a three-unit backing up to Highway 7 and a two-unit backing up to the north side. Then the site would be in good shape for the impervious surface.

Chair Huskins asked whether, if the Commission makes a recommendation for approval to the Council, the number of units on the property needs to be addressed. Planning Director Griffiths explained that the Applicant is at the meeting seeking the Commission's preliminary feedback on the concept. If there are concerns or specific requests that the Commission would like the Applicant to address, they can be included in the recommendation. He added that the Commission can revisit things in the future, but if there are requests or changes the Commission would like to see, now is the time to provide feedback.

Chair Huskins stated that a reduction to five units would be acceptable. He noted concerns with the part of the property that abuts Highway 7 from a sound and safety standpoint. In the Southeast corner, there was a note of property that could be used as joint property for all of the residents, but that is closer to the road. He raised concerns about the lane and asked whether the entire area would be the fire lane. Planning Director Griffiths shared that it is correct and in line with the understanding of the Fire Marshal's comments. Many of the details would need to be fleshed out. No street parking would be allowed. Chair Huskins shared that the curbs would be painted yellow along the entire lane. He noted that his comments are in addition to the Staff's recommendations.

Commissioner Magistad would like the City to follow up with MnDOT to ask specific questions about right-of-way and what the future might hold. Commissioner Longo shared that if MnDOT decides to add a roundabout, the entire design is gone. Chair Huskins shared that if the Applicant moves forward with the plans, it would be up to MnDOT whether there is new development that conforms to the plans or whether something that has been built needs to be undone. Planning Director Griffiths stated that the Staff can reach out to MnDOT between now and the City Council meeting to see whether they will make a recommendation.

Chair Huskins asked if there would be another public hearing. Planner Osowski shared that this meeting is the Public Hearing for the PUD concept plan, and that City Council would take it up for discussion. With future stages, there would be more public hearings. Commissioner Magistad stated there could be a new concept. Planning Director Griffiths explained that the PUD concept plan application is optional, and the Staff encouraged the Applicant to follow that process because the property is unique. Based on the feedback, the Applicant could provide another concept plan or, at their own risk, move forward with another application.

Chair Huskins reiterated the need to be clear about the recommendations, including those from the Staff. He shared that, so far, there is a concern about the density of six units and that he was comfortable with five units. Commissioner Longo shared that five would be good to help with the impervious surface and to address the navigational issues. Commissioner Magistad shared that his concern is the impervious surface; if five units mitigate it, he would be fine with that. He shared that there are many contingencies and that if the City is being asked to rezone, the impervious surface requirements must be met. Commissioner Longo stated that they should be more specific with five units, as they are sized in the plan today. Mr. Passolt spoke on the impervious surface. The lot limit, with part in the Shoreland Overlay District, is 1,000 feet from Lake Minnewashta. The area that is not in Lake Minnewashta is 33 percent, and the area that is is 25 percent, so the impervious surface is right in between, about 1,000 square feet over. He added that, with the Watershed, a permit would need to be pulled regardless of what is done, as that is standard operating procedure. From an engineering perspective, 1.1 inches of rainwater needed to be captured over the area, which is about 600 cubic feet. In terms of the overall pond sizing, the only increase needed is approximately 10 percent at this rough concept stage. He added that

exceeding the impervious surface limit right now is not a major change, as the rate requirement, volume retention requirements, and water quality treatment would all still be met.

Chair Huskins stated that it would be appropriate to stay within the Staff's recommendation on the impervious surface requirements and that it would not necessarily have to be the five units. He noted being concerned about safety and sound on the part of the property that abuts Highway 7, and about the in and out of emergency vehicles without an obvious place to turn around. Commissioner Longo pointed out that keeping with the five units would limit the number of cars and residents who need to navigate around. Commissioner Braithwaite pointed out that the Commission could state five units with a higher footprint but still fall within the footprint, resulting in one fewer household. Chair Huskins added that this may also allow the movement of large vehicles. Commissioner Braithwaite noted that the vast majority of emergency vehicles would have to back out and provide their own traffic control, but being right off of Highway 7 is a little unique.

Chair Huskins asked if both the requirements should be stated: the reduction to the units and the impervious surface requirements. Commissioner Magistad stated that he is okay with that, but also wants the MnDOT recommendation. Planning Director Griffiths stated that it can be included in the recommendation. Commissioner Braithwaite expressed appreciation to the Applicant for considering the future proposed right-of-way versus what the City has now. The setbacks are in line with that. He added that his biggest hesitancy is the risk of changes at the what-if intersection, especially in the case of a roundabout. The lower density may also allow for more space. He stated that the plan could be revisited if more information were obtained from MnDOT. Commissioner Magistad pointed out that this project may not be unique, as any development along Highway 7 may have the same issues. Commissioner Braithwaite stated that he is in favor of rezoning this area, as it can accommodate higher density. He noted liking the townhome concept.

Chair Huskins asked about the project's height. Commissioner Braithwaite pointed out that if the project were a single-family home, the height may be higher as well. He stated that with the units being right next to Highway 7, they did not strike him as grotesque. He added that if there were height along Highway 7, that would be the appropriate corridor. The tree screening may help to eliminate that as well, and the majority of the trees on the north side are being kept.

Chair Huskins summarized the concern to the Applicant: the Commission wishes the Applicant consider five units instead of six to conform with the stated impervious surface, consider the side of the property that abuts to Highway 7 and what type of trees might be enough for sound abatement and safety, more consideration given to emergency vehicles entering and exiting along the fire lane corridor, and all of the other recommendations of the Staff. Planning Director Griffiths noted the coordination with MnDOT. Chair Huskins asked if the Staff would do that. Planning Director Griffiths stated that the Staff will reach out to obtain more information before the Council meeting. Chair Huskins stated that information would be shared with the Applicant.

Chair Huskins asked to review the conditions from the Staff. Planning Director Griffiths shared that from the Staff's perspective, the recommendations are fairly standard for any concept plan application of this kind. He reviewed the conditions that were in the Packet.

Chair Huskins asked whether the Applicant understood the conditions and whether they wished to comment. Mr. Steinkraus stated that MnDOT may not be able to get back to the City before the Council meeting. He asked where that leaves the application, then. Planning Director Griffiths said they would do their best. Chair Huskins noted that any recommendation that the Commission

makes would not be contingent on having that information. Commissioner Magistad noted disagreement with there being no contingency regarding whether MnDOT gets back to the City. Chair Huskins shared that it would be contingent upon the Staff reaching out. Planning Director Griffiths shared that, in his experience, MnDOT does not provide formal comments until a project is more fleshed out. He added that the City has a good working relationship with MnDOT and is fairly optimistic that there will be some response. He shared that the Commission and the Council could state that this needs to be figured out, and that, as the project moves forward, with the next application, this is something that absolutely needs to be said by MnDOT. He added that the Staff understands the Commission's direction.

Braithwaite moved, Longo seconded, recommending approval of the Planned Unit Development Concept Plan for 25485 State Highway 7, including the nine Staff conditions with additional recommendations of sound and safety abatement along Highway 7, to meet the impervious surface limits, to reduce overall density by one unit down to five, Staff requests further feedback from MnDOT, and to improve the ingress and egress. Motion passed 4/0.

Planner Osowski stated that the application will be taken to the Council on May 26.

Chair Huskins recessed the meeting at 8:18 P.M. The meeting reconvened at 8:23 P.M.

5. OTHER BUSINESS –

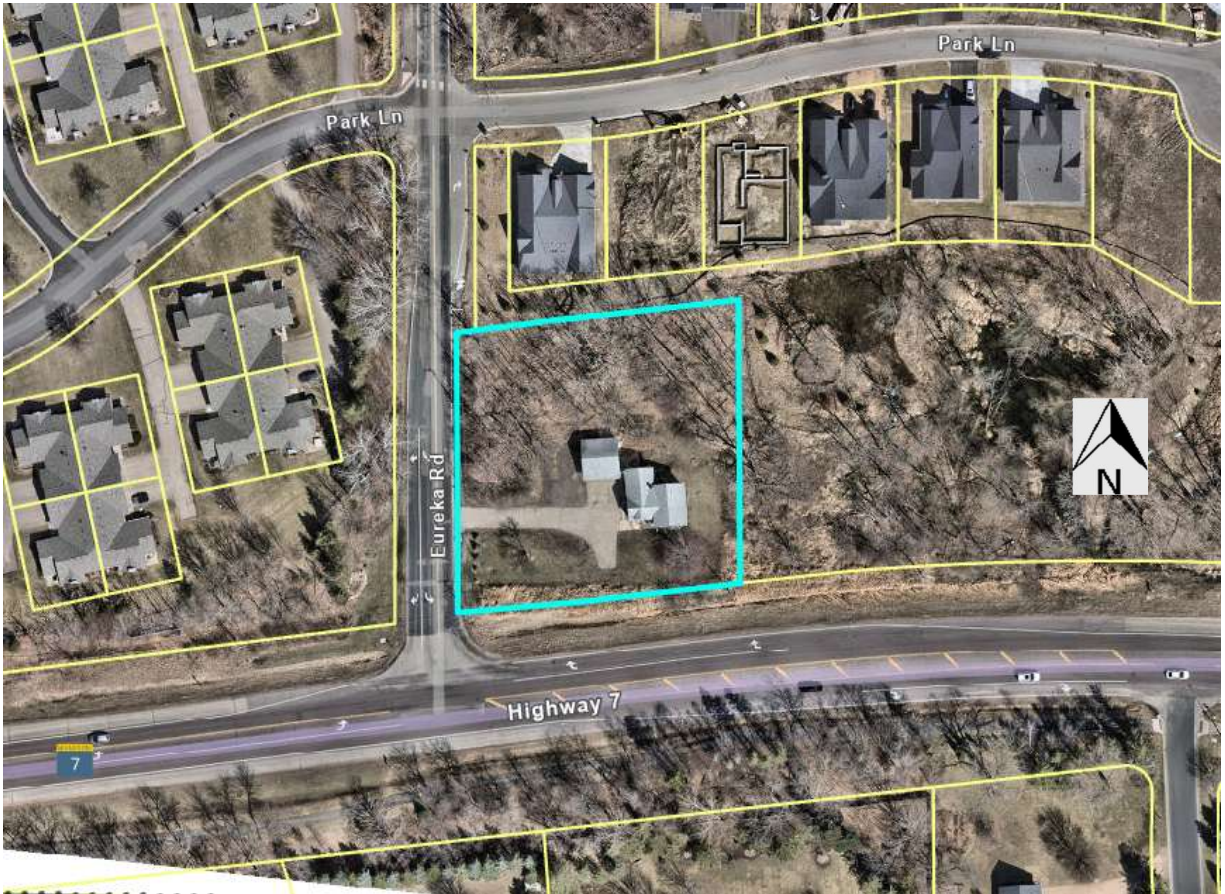
A. Discuss Zoning Code Update

Planning Director Griffiths introduced the HKGi consultants for a presentation.

Beth Richmond, a Consultant with HKGi, stated that the presentation was intended to show what has been done over the last several months. She shared that the Phase One update to the Zoning Code has been in progress. She noted that, along with the Staff, a fully drafted document has been prepared. This is being presented to the Commission to answer questions or provide clarification before the information moves into the next Phase, which includes opening for public comment, Commission review, and formal adoption. She reminded that the project came out of the Zoning Code Audit, which was completed in October 2025. The Audit project was reviewing the existing code and identifying areas that needed changes, updates, or clarification. From the Audit came a comprehensive list of items intended to be changed during Phases One and Two. She added that the items were gone through with the Staff to determine what was Phase One and what was Phase Two. In Phase One, primarily, the items being addressed are those that make the Code more usable. That entails adding tables and graphics, reorganizing the Code, adjusting some zoning districts, and updating the Code's procedures.

Ms. Richmond noted that the project was kicked off in December and that the Code updates were made in the winter and early spring. Now in May, the consultants are meeting with the Commission and the City Council to give them a preview of the full draft to review, with the Code adoption process taking place early this summer. She shared that the big goal of Phase One is to make the Code more usable by reorganizing, ensuring consistency with references, using different terminology and language, and improving graphics and tables. The graphics and tables can clarify and illustrate some of the trickier standards. She showed an example of a graphic that would be used in the Code. She explained that, right now, the Code has 26 sections, and, in reorganizing, they considered how to group the topics and sections in a way that makes sense to all. She gave an example of the base districts being consolidated in one place within the Code

LOCATION MAP





March 20th, 2026

RE: 25485 Hwy 7 Development Concept Plan Project Narrative

Background

The subject property at 25485 Hwy 7 Shorewood, is a 1.01 acre lot currently zoned as R-1A Residential. There was a single-family house which has been demolished.

There is a range of property types surrounding the subject lot. The property to the north was recently rezoned to a PUD with 14 single-family homes. The property to the west of Eureka Rd is a townhome development with several quadrominiums. The subject property is the leftover single-family lot that has not developed for higher density.

The city has indicated that the west property line must be adjusted so there is 60' of right-of-way along Eureka Rd. This concept plan was designed assuming the west property line was moved in line with the new property line for the development to the north.

Elliott Design Build has prepared this concept plan submittal on behalf of the property owners to rezone to a PUD and construct two triplexes.

Proposed Development

The proposed development consists of two three-unit structures for a total of six units. The units are two stories, each with a 1,460 sf footprint. Each unit has a two-car garage with 2 guest parking stalls provided in front of the garage. Vehicle access would be provided off of Eureka Rd with a 25' entrance and a 30' wide drive aisle between the buildings. The proposed layout leaves a large common area in the southeast of the site which could be used as a recreation area.

The subject property would be subdivided into 6 individual lots for each unit, with common space owned and managed by an HOA. The HOA would handle ongoing maintenance of the shared space and landscaping.

The existing watermain ends around the intersection of Eureka Rd and Park Ln. This would need to be extended to provide water for the development. Sanitary sewer would also need to be installed. Stormwater would be managed by an infiltration basin in the east to capture and treat runoff in order to meet city and watershed stormwater requirements.

Healthy and significant trees were tagged and identified by Stephen Mastey, PLA on 2/3/2026. Dead, damaged, or insignificant trees were not tagged. There are currently 52 healthy and significant trees on the property mostly clustered along the north side. The site layout is designed to minimize the impact on the trees. 21 trees are currently proposed to be removed. Per zoning code no more than 8 trees per acre can be required to be replaced and this scenario meets that requirement, but more than 8 trees would be replaced to provide sufficient screening along Hwy 7 and Eureka Rd.

The southern portion of the site is within 1,000 ft of Lake Minnewashta. This portion is within the shoreland protection zone. The maximum allowable impervious is calculated using the weighted

average of area in the shoreland protection zone. Maximum impervious for this site is approximately 28% assuming the west property line is adjusted. The proposed hardcover for the site is 31%. Additional impervious allowance is requested for the development.

Neighborhood Fit

The lot is currently designated as low density residential in the 2040 Comprehensive Plan. The proposed rezoning would allow for medium density development which fits with the surrounding land uses: medium density townhomes to the west and a low-density PUD to the north. The goal of this development is to provide a transition between Hwy 7 and the minimal density residential homes further north along Eureka Rd.

These multi-family structures would increase the variety of housing options in the city and provide ownership opportunities at a more attainable price point. This housing type would appeal to young professionals trying to live in Shorewood and residents looking to downsize while staying in the area.

PUD

We are requesting the land be rezoned to a PUD for this development. The city has indicated that additional right-of-way may be needed along Eureka Rd and Hwy 7. Altering lot boundaries would impact setbacks, minimum lot area, and maximum impervious surface area. As the boundary line of the lot is uncertain, rezoning to a PUD would allow for greater flexibility during the design process. The site was designed to meet R-3A setbacks.

Contacts

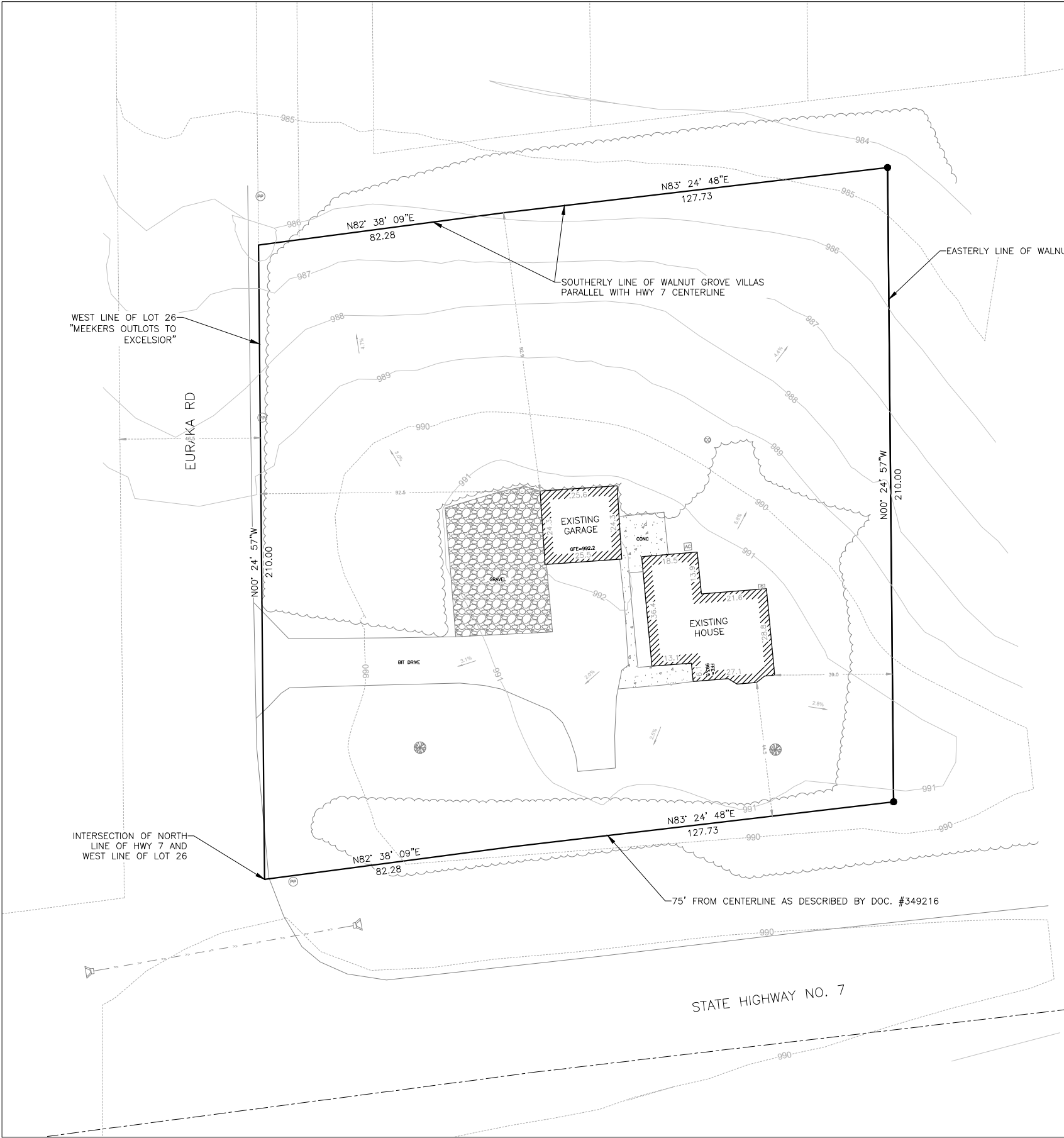
- Civil Engineer – Lance Elliott, P.E. – Elliott Design Build Inc. (612) 220-0152
- Surveyor – Frank Cardarelle, RLS – Frank Cardarelle Land Surveying (952) 941-3031

We look forward to working with City staff, the planning commission, and the city council as this project moves forward.

Sincerely,



Lance Elliott, P.E.
Civil Engineer



EXISTING HARD COVER (SF)		
HOUSE	1,349	
GARAGE	621	
BIT DRIVE	3,183	
GRAVEL	1,470	
CONC	487	
TOTAL	7,110	16%

DESCRIPTION:
All that part of Lot 26, Meeker's Outlots to Excelsior described as follows; to-wit Commencing at the intersection of the North line of Highway No. 7 with the East line of First Street, the point of beginning, thence Easterly along said North line of Highway No. 7 a distance of 210 feet to an iron monument; thence Northerly on a line parallel to First Street as shown on plat a distance of 210 feet to an iron monument; thence Westerly on a line parallel to the North line of Highway No. 7 a distance of 210 feet to the East line of First Street; thence South along the East line of First Street 210 feet to a point of beginning.

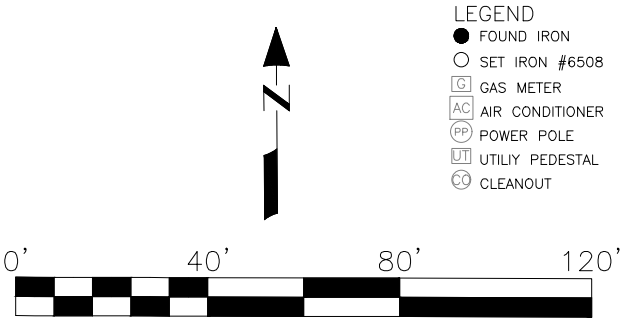
PID# 33-117-23-33-0016

SURVEY IS SUBJECT TO CHANGE PER TITLE OR EASEMENT INFORMATION

LOT AREA:
43,820 SF (1.01 AC)

ZONING INFORMATION:
ZONING CLASSIFICATION: R-1A SINGLE-FAMILY RESIDENTIAL DISTRICT
BUILDING SETBACKS
FRONT-50'
REAR-50'
SIDE-10'
STANDARDS PER CITY OF SHOREWOOD ZONING MAP AND CITY CODE. CONFIRM WITH CITY PRIOR TO CONSTRUCTION)

SURVEY NOTES:
1. EAST LOT LINE HAS AN ASSUMED BEARING OF N00°24'57"W PER WALNUT GROVE VILLAS PLAT HENNEPIN CO. MN



FRANK CARDARELLE
LAND SURVEYING
5305 WOODDALE AVE
EDINA, MN 55424
BUS: (952)941-3031
EMAIL: CARDARELLELS@GMAIL.COM

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
Frank Cardarelle
FRANK R. CARDARELLE REG. NO. 6508
DATE: 08/05/25

PREPARED FOR
MERLE STEINKRAUS

CERTIFICATE OF SURVEY
25485 HWY 7,
SHOREWOOD, MN 55331

REVISION	N°	DATE

DRAWN BY B. PASSOLT		
CHECKED BY F. CARDARELLE		
DATE 08/05/25	PAGE N° 1 OF 1	
PROJECT # C607	REV -	SIZE 11"X17"

15 REPLACEMENT
TREES

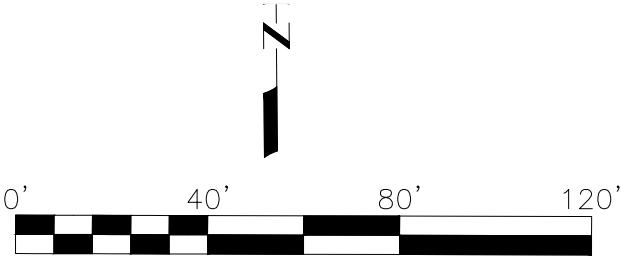
TREE ID	DBH (IN)	TYPE	REMOVE	TREE ID	DBH (IN)	TYPE	REMOVE
1	10,10,10	Apple Tree	REMOVE	27	10	Sugar Maple	
2	10	Green Ash	REMOVE	28	13	Sugar Maple	
3	9	Sugar Maple	REMOVE	29	18	Sugar Maple	
4	9	Sugar Maple	REMOVE	30	12	Sugar Maple	
5	8	Sugar Maple	REMOVE	31	9	Sugar Maple	
6	10	Sugar Maple	REMOVE	32	13	Sugar Maple	
7	18	Hackberry	REMOVE	33	15	Elm	
8	11	Sugar Maple		34	18	Black Walnut	
9	14	Sugar Maple		35	9	Sugar Maple	
10	22	Black Walnut		36	12	Sugar Maple	
11	8	Sugar Maple	REMOVE	37	9	Sugar Maple	
12	8	Sugar Maple	REMOVE	38	12	Sugar Maple	
13	11	Sugar Maple	REMOVE	39	10	Sugar Maple	
14	10	Sugar Maple	REMOVE	40	10	Sugar Maple	
15	11	Sugar Maple	REMOVE	41	10	Sugar Maple	
16	13	Elm	REMOVE	42	9	Sugar Maple	
17	16	Sugar Maple	REMOVE	43	10	Sugar Maple	
18	15	Sugar Maple	REMOVE	44	9	Sugar Maple	
19	13	Sugar Maple	REMOVE	45	10	Sugar Maple	
20	16	Black Walnut	REMOVE	46	9	Sugar Maple	
21	9	Sugar Maple	REMOVE	47	9	Sugar Maple	
22	13	Sugar Maple	REMOVE	48	8	Sugar Maple	
23	10	Sugar Maple	REMOVE	49	11	Sugar Maple	
24	11	Sugar Maple	REMOVE	50	9	Sugar Maple	
25	11	Sugar Maple		51	14	Black Walnut	
26	10	Sugar Maple		52	26	Red Maple	

TOTAL SIGNIFICANT TREES	52
TOTAL TREES REMOVED 8"-11"	13
TOTAL TREES REMOVED 12"-24"	8
TOTAL REPLACEMENT REQUIRED	*8
REPLACEMENT TREES PROVIDED	15

EXISTING HEALTHY AND SIGNIFICANT
TREES TAGGED PER CITY TREE
PRESERVATION PLAN.

REPLACE TREES PER CITY
REQUIREMENTS.

PRELIMINARY TREE PLACEMENT
SHOWN.



ELLIOTT DESIGN BUILD
7514 OLIVER AVE S
MINNEAPOLIS, MN 55423
BUS (612) 220-0152
EMAIL: INFO@ELLIOTTDISEGNBUILD.COM

PRELIMINARY
NOT FOR
CONSTRUCTION

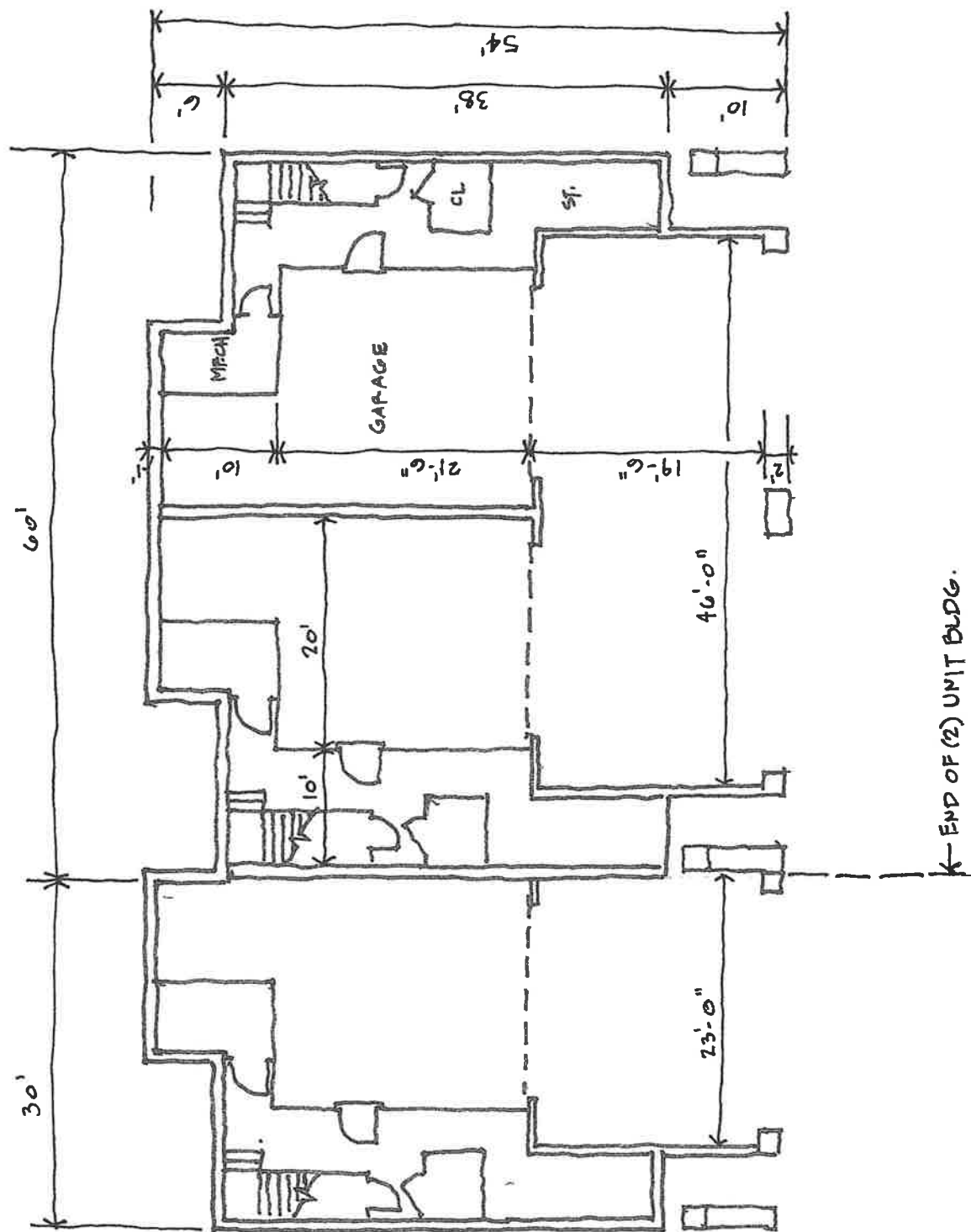
PREPARED FOR
KIST STEINKRAUS DEVELOPMENT LLC

TREE INVENTORY
25485 HWY 7,
SHOREWOOD, MN 55331

REVISION	N°	DATE
ENTRANCE & FIRE	1	03/25/26

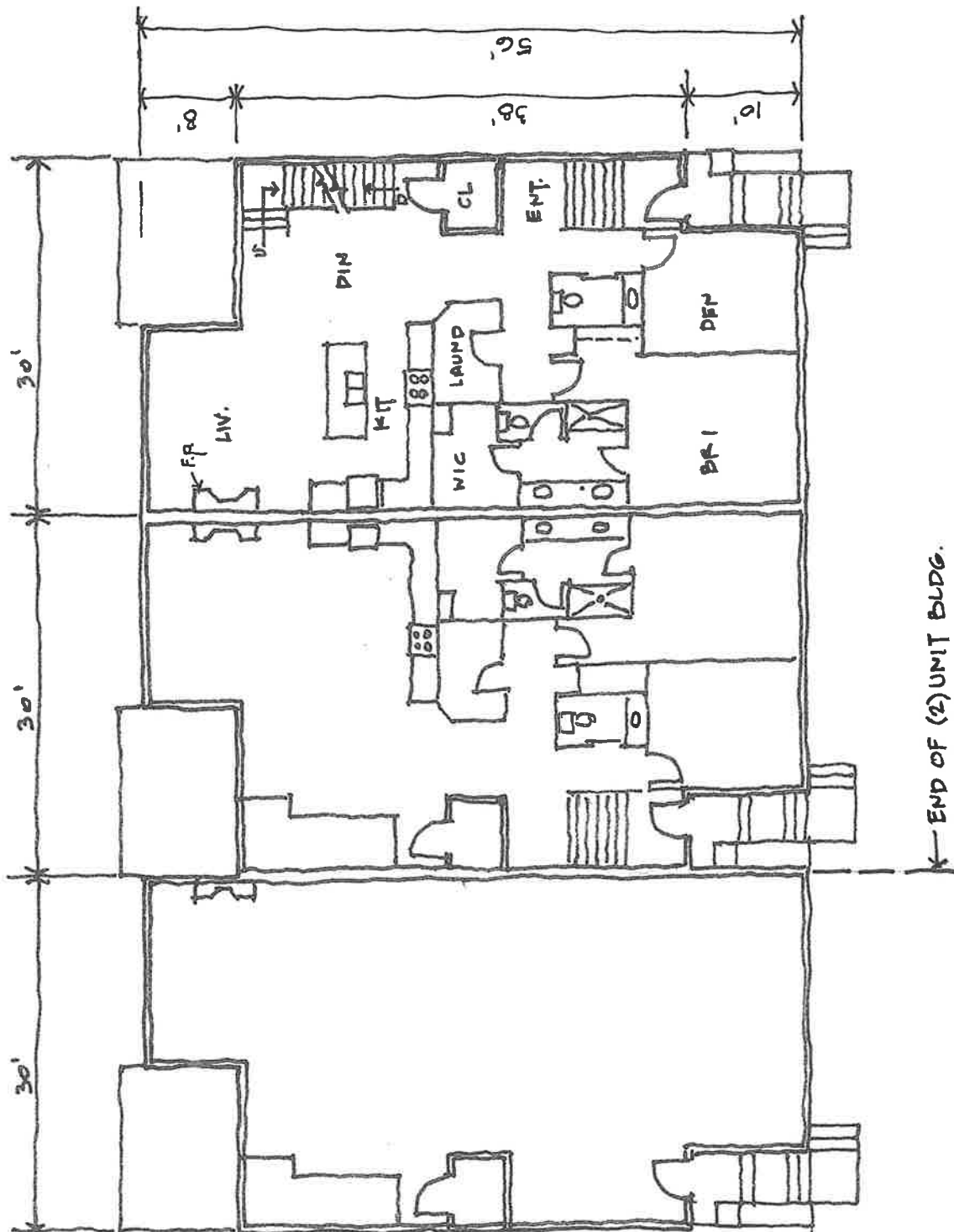
DRAWN BY B. PASSOLT		
CHECKED BY L. ELLIOTT		
DATE 03/20/26	PAGE N° 2 OF 2	
PROJECT # E607	REV 1	SIZE 11"X17"



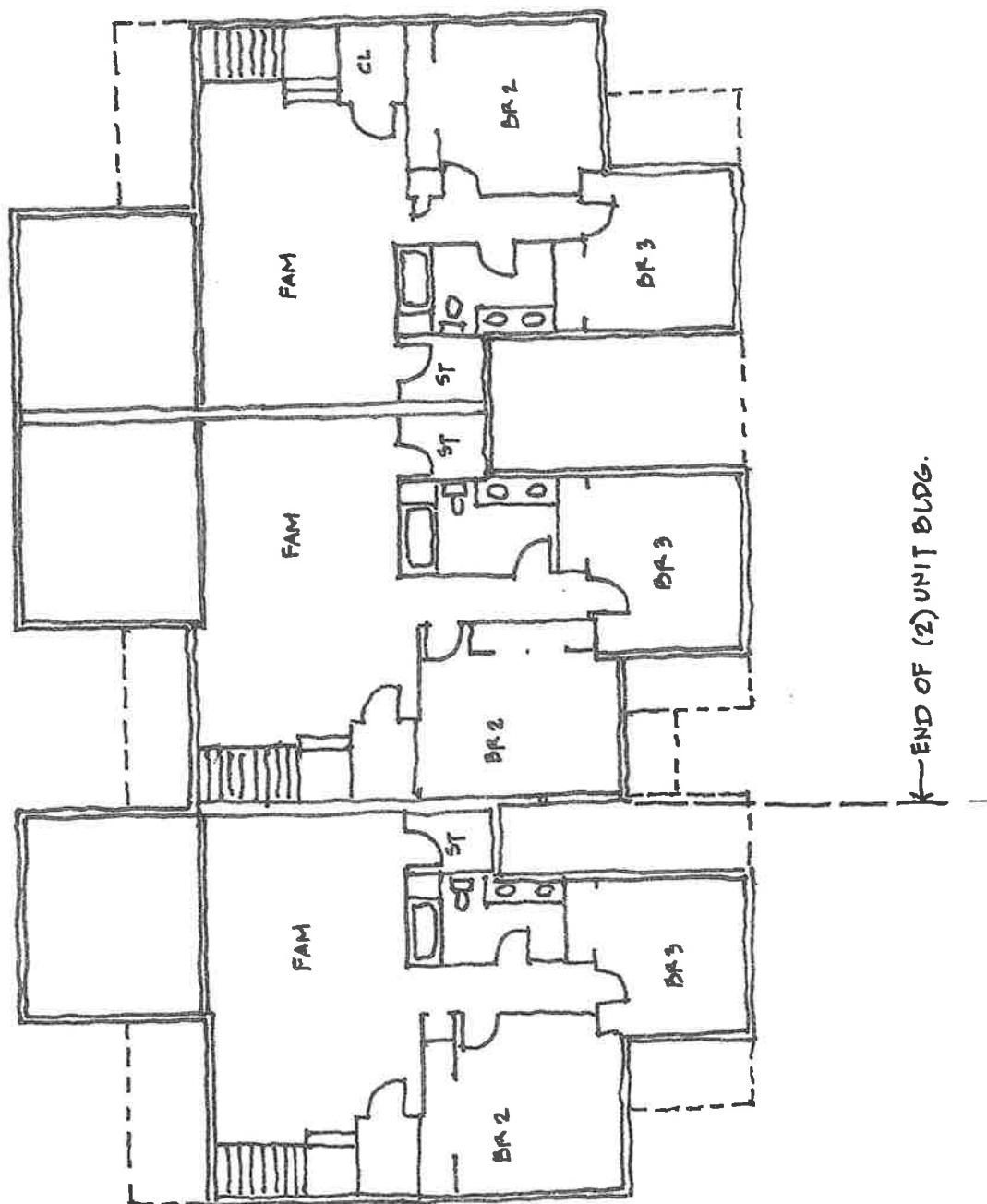


Lower Floor Plan

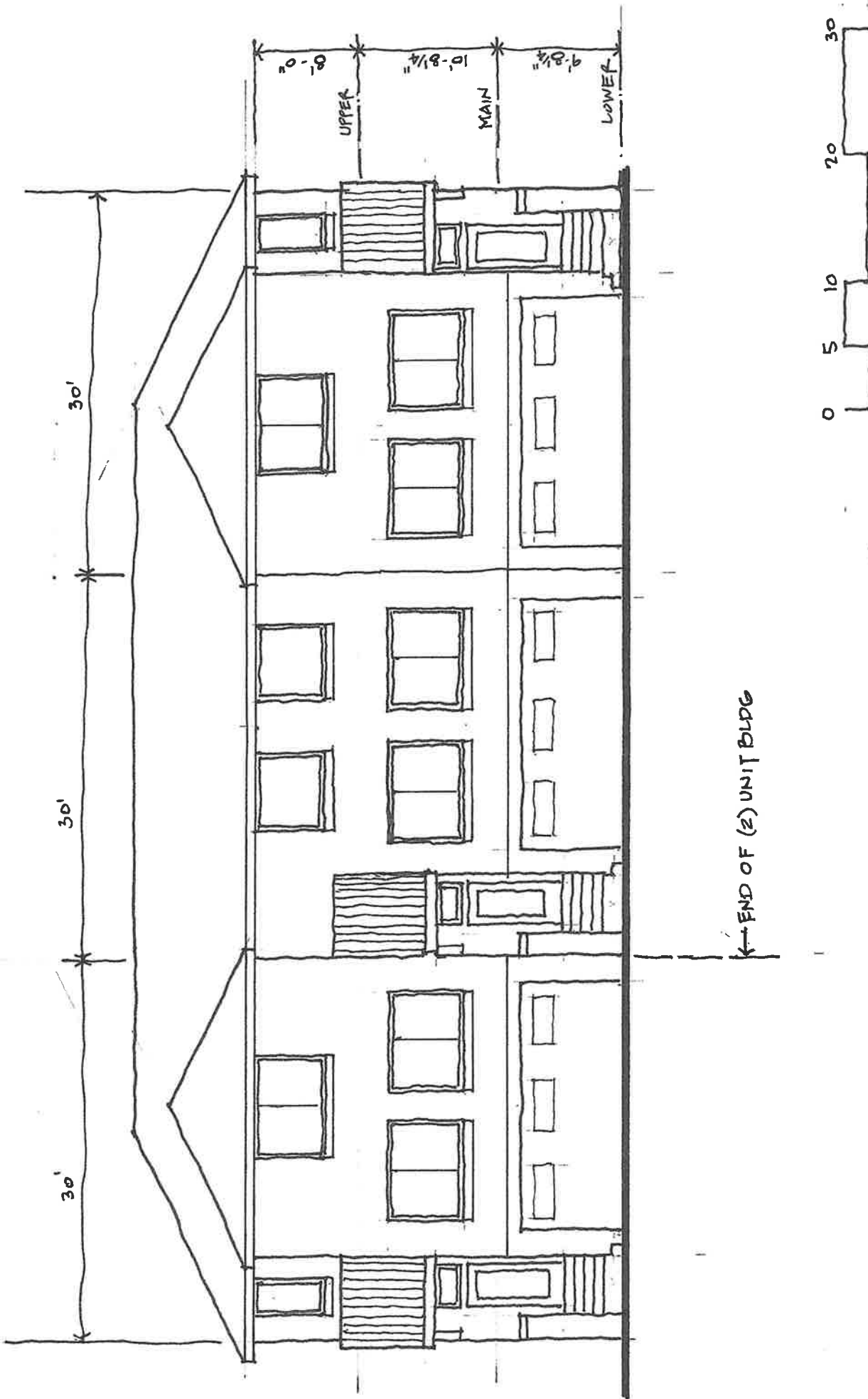
1.



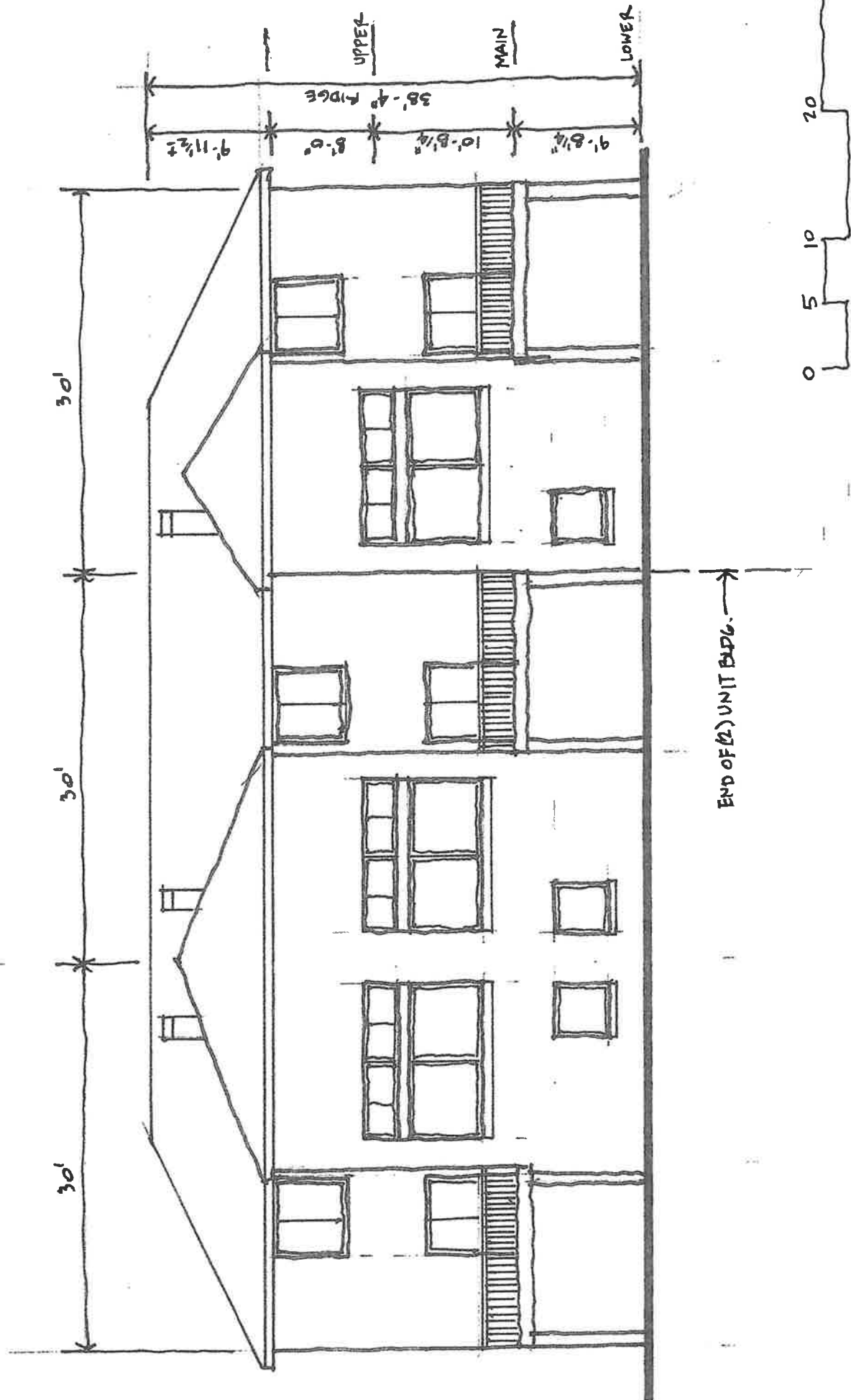
Main Floor Plan



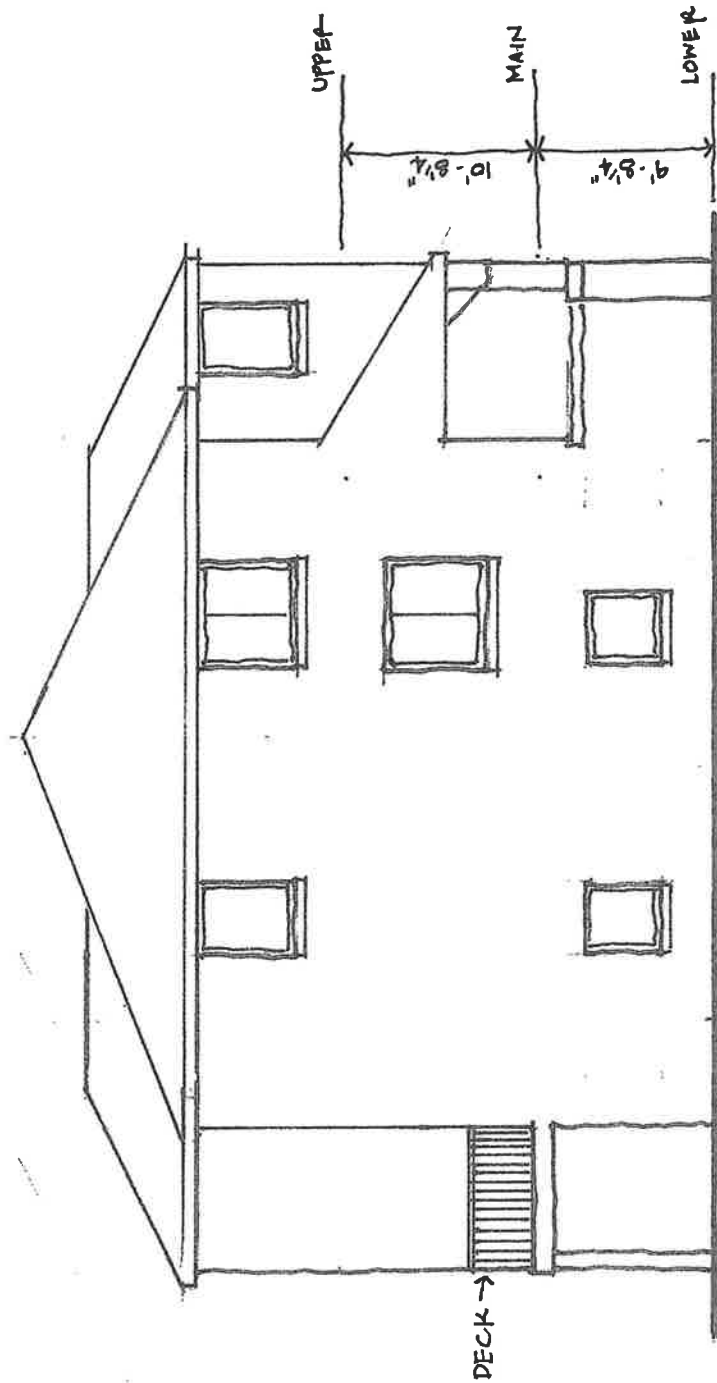
Upper Floor Plan



Front Elevation - 3/32 scale

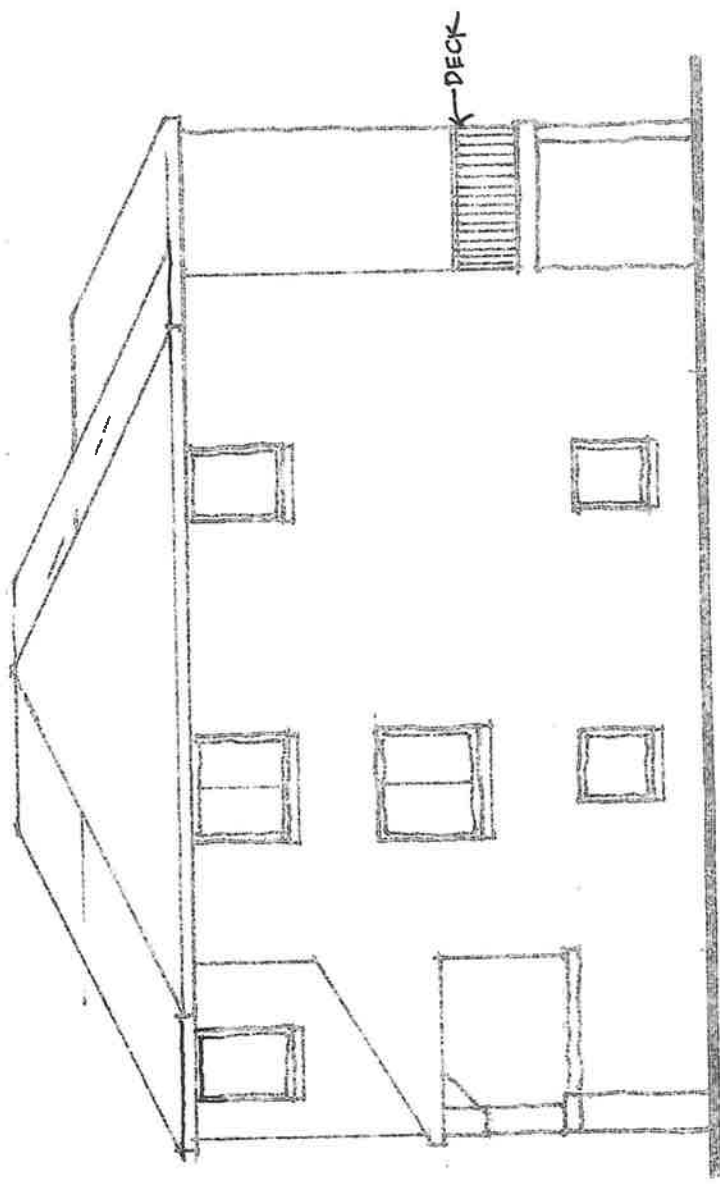


Rear Elevation - 3/32 scale

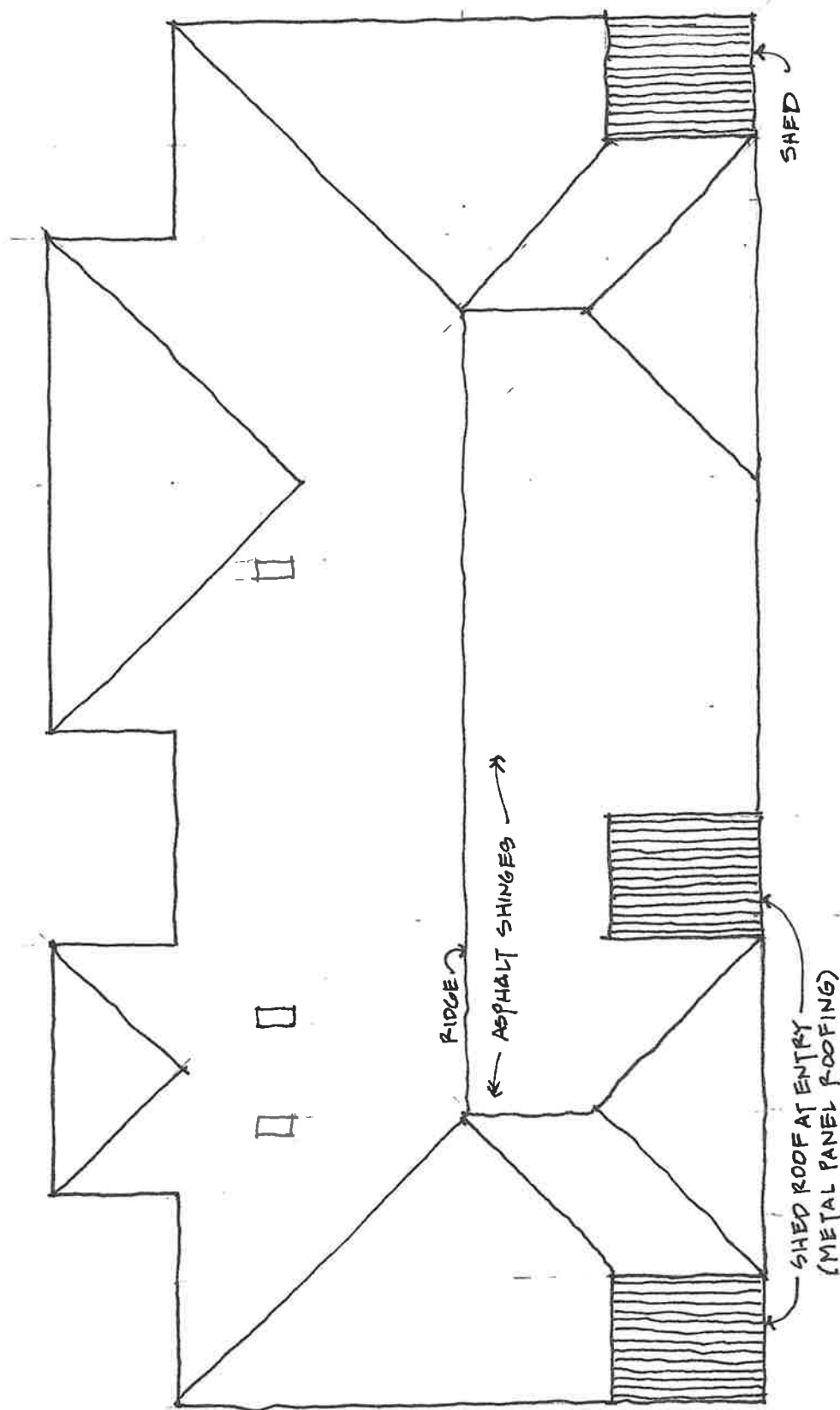


Left Elevation - 3/32 scale

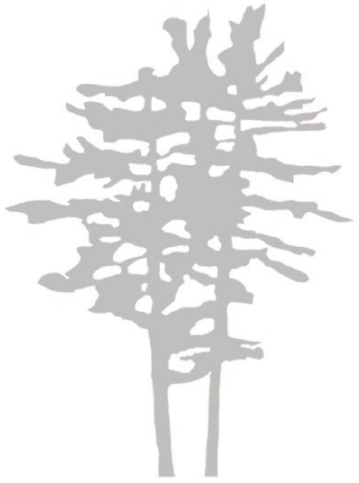
6.



Right Elevation - 3/32 scale



Roof Plan - 3/32 scale



TREE INVENTORY

PREPARED BY:

LANDSCAPE ARCHITECTURE, INC.

STEPHEN MASTEY, LANDSCAPE ARCHITECT

202 Water Street, Suite 209

EXCELSIOR MN 55331

P. 651.246.1151

EMAIL : STEPHEN@LANDARCINC.COM

PROJECT SITE:

25485 Hwy 7

Shorewood, MN 55331

Tree Tag #	Size (" dbh)	Common Name	Scientific Name	Notes
1	10,10,10	Apple Tree	<i>Malus species</i>	clump (3) /declining
2	10	Green Ash	<i>Fraxinus pennsylvanica</i>	
3	9	Sugar Maple	<i>Acer saccharum</i>	
4	9	Sugar Maple	<i>Acer saccharum</i>	
5	8	Sugar Maple	<i>Acer saccharum</i>	
6	10	Sugar Maple	<i>Acer saccharum</i>	
7	18	Hackberry	<i>Celtis occidentalis</i>	
8	11	Sugar Maple	<i>Acer saccharum</i>	
9	14	Sugar Maple	<i>Acer saccharum</i>	
10	22	Black Walnut	<i>Juglans nigra</i>	
11	8	Sugar Maple	<i>Acer saccharum</i>	
12	8	Sugar Maple	<i>Acer saccharum</i>	
13	11	Sugar Maple	<i>Acer saccharum</i>	
14	10	Sugar Maple	<i>Acer saccharum</i>	
15	11	Sugar Maple	<i>Acer saccharum</i>	
16	13	Elm	<i>Ulmus americana</i>	
17	16	Sugar Maple	<i>Acer saccharum</i>	
18	15	Sugar Maple	<i>Acer saccharum</i>	
19	13	Sugar Maple	<i>Acer saccharum</i>	
20	16	Black Walnut	<i>Juglans nigra</i>	
21	9	Sugar Maple	<i>Acer saccharum</i>	
22	13	Sugar Maple	<i>Acer saccharum</i>	
23	10	Sugar Maple	<i>Acer saccharum</i>	
24	11	Sugar Maple	<i>Acer saccharum</i>	
25	11	Sugar Maple	<i>Acer saccharum</i>	
26	10	Sugar Maple	<i>Acer saccharum</i>	
27	10	Sugar Maple	<i>Acer saccharum</i>	
28	13	Sugar Maple	<i>Acer saccharum</i>	
29	18	Sugar Maple	<i>Acer saccharum</i>	
30	12	Sugar Maple	<i>Acer saccharum</i>	
31	9	Sugar Maple	<i>Acer saccharum</i>	
32	13	Sugar Maple	<i>Acer saccharum</i>	
33	15	Elm	<i>Ulmus americana</i>	
34	18	Black Walnut	<i>Juglans nigra</i>	
35	9	Sugar Maple	<i>Acer saccharum</i>	
36	12	Sugar Maple	<i>Acer saccharum</i>	
37	9	Sugar Maple	<i>Acer saccharum</i>	

Tree Tag #	Size (" dbh)	Common Name	Scientific Name	Notes
38	12	Sugar Maple	<i>Acer saccharum</i>	
39	10	Sugar Maple	<i>Acer saccharum</i>	
40	10	Sugar Maple	<i>Acer saccharum</i>	
41	10	Sugar Maple	<i>Acer saccharum</i>	
42	9	Sugar Maple	<i>Acer saccharum</i>	
43	10	Sugar Maple	<i>Acer saccharum</i>	
44	9	Sugar Maple	<i>Acer saccharum</i>	
45	10	Sugar Maple	<i>Acer saccharum</i>	
46	9	Sugar Maple	<i>Acer saccharum</i>	
47	9	Sugar Maple	<i>Acer saccharum</i>	
48	8	Sugar Maple	<i>Acer saccharum</i>	
49	11	Sugar Maple	<i>Acer saccharum</i>	
50	9	Sugar Maple	<i>Acer saccharum</i>	
51	14	Black Walnut	<i>Juglans nigra</i>	
52	26	Red Maple	<i>Acer rubrum</i>	

City Arborist Notes:

Boxelder, Cottonwood and Willow Trees shall NOT be considered to be significant trees in the City of Shorewood.



Excelsior Fire District

In partnership with the Communities of:
Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay
24100 Smithtown Road
Shorewood, MN. 55331

✉ kmurphyringate@excelsiorfire.org

☎ 952-960-1692

February 9, 2026

Elliott
5305 Wooddale Ave
Edina, MN 55424

Re: 25485 Highway 7 Project

Dear Applicant,

I have reviewed the plans for the three unit Townhouse project in Shorewood. Please make sure that the following issues are addressed as you complete your project. The list below is based on review of the plans received by the City of Shorewood, but not limited to, the review of future submitted plans, tests conducted, or items found during the construction process.

General

- Provide a construction/project timeline to the Excelsior Fire District.
- Provide emergency contact information for the project to the Excelsior Fire District.

Fire Prevention and Safety

- The townhomes are required to have a Fire Sprinkler System installed.

Minnesota Administrative Rules
1309.0313 SECTION R313, AUTOMATIC FIRE SPRINKLER SYSTEMS.

R313.1 Townhouse automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in townhouses.

Exceptions:

1. An automatic residential fire sprinkler system shall not be required to be installed in a two-unit townhouse, unless required by section R313.4.
2. An automatic residential fire sprinkler system shall not be required when additions or alterations are made to existing townhouses that do not have an automatic residential fire sprinkler system installed.

- The Access Road must meet the requirements of MSFC Appendix D, Fire Apparatus Access Roads. The Excelsior Fire District requires narrative and plans that reflect the requirements of Minnesota State Fire Code, Appendix D, Fire Apparatus Access Roads.
 - Include sections D103.1 Access Road width with a hydrant in the narrative.
- Notify the Excelsior Fire District if propane will be used to heat the town homes while they are under construction. Propane tanks and storage must follow NFPA 58 2017 Edition and other affiliated codes and standards.
- Construction site fire extinguishers must be at least 4.5-pounds, shall be mounted and/or secure from tipping, be in plain sight, and assessable during construction. A fire extinguisher is required for each building under construction.
- Construction site fire extinguisher(s) must have a current inspection tag and be assessable at all times.
- Only combustible storage related to construction should be allowed on site.
- Only the amount of gasoline, propane, or other fuels related to construction are allowed to be stored on site.

Future Plan Submissions

- Plan reviews require 14 business days to review from the date the plans, hydraulic calculations, data sheets, and other required documents are received by the Excelsior Fire District. All items listed above must be received before the plans are reviewed.
 - Note: The Excelsior Fire District will keep the items mentioned above for our records.
 - Plans from all five cities are reviewed in the order they are received and not by the size of the job or square footage of the building.

Emergency Vehicles Access

- Access for emergency vehicles must be maintained at all times.
- “No Parking Fire Lane ” signs must meet the requirements of Appendix D, Fire Apparatus Access Road of the Minnesota State Fire Code.
- Paint all the Fire Lane curbs yellow.
- To always assure access for Fire Apparatus and other emergency vehicles, please advise, concrete companies, vendors, sub-contractors , delivery companies, and landscapers not to block access to the site or any hydrants regardless of their location.

During Construction

- The dumpster(s) must be placed per the Minnesota State Building Code, Section 304, Combustible Waste Material

Addressing

Temporary Address During Construction:

- Must be posted on each Townhome construction site as soon as construction begins.
- Townhome numbers must be clearly displayed.
- Numbers must be kept clear of obstructions to help emergency vehicles find the address without delay.
- Should be in a place that it cannot be covered by snow, snow plowing, over growth, bushes, dumpsters, or garbage.
- Note: The address may need to be placed in several areas to be seen by emergency personnel.

Permanent Address Posting:

- A permanent address is required before the residence can be occupied, see below for addressing details.
- Townhome address numbers must be clearly displayed.
- Townhome numbers must be kept clear of obstructions to help emergency vehicles find the address without delay.
- Townhome numbers must be clearly displayed.
- The address must be visible from the middle of the street during all times of the year and all hours of the day.
- Numbers must be a contrasting color with background they will be mounted on or engraved in.
- The address numbers must be permanently displayed, i.e., carved, engraved, or mounted.
- Townhouse numbers must be kept clear of obstructions to help emergency vehicles find the address without delay.
- The address should be in a place that cannot be covered by snow, snow plowing, overgrowth, bushes, garbage, or recycling cans stored or pulled to the curb.

Hydrants

- The Hydrant location is approved by the Excelsior Fire District Fire Marshal based on the submitted plans (1-20-2026).
- Hydrant signs cannot be within 3 feet of the hydrant. Minnesota State Fire Code Sections 507.5.4-507.5.6
- Hydrants require 3 feet of working space around them at all times, trees, shrubs, perennials, and other landscaping elements shall not impede on the 3 foot perimeter over time.

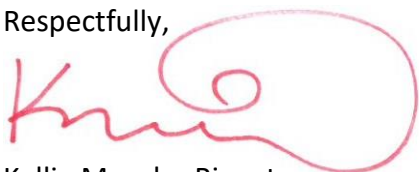
Lease and/or Homeowners Association Fire Safety Recommendations

- Electric bicycles and electric scooters (e-bikes and e-scooters)
 - Should not be stored in the dwellings
 - Cannot be charged inside the dwellings.
- No Grilling on roof tops or patios
- Use Minnesota State Fire Code Appendix O, Fire or Barbecues on Balconies or Patios verbiage. Appendix available upon request.

Note: I will be out of the office, and have limited availability from Tuesday, February 17th to Monday, March 16th.

I will be available to respond to e mails and phones calls; however, there will be times I'll be in areas where there is no cell service.
2-3 days.

Respectfully,



Kellie Murphy-Ringate
Excelsior Fire District Fire Marshal
952-960-1692

Kmurphyringate@excelsiorfire.org

1309.0313 SECTION R313, AUTOMATIC FIRE SPRINKLER SYSTEMS.

IRC section R313 is amended to read as follows:

R313.1 Townhouse automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in townhouses.

Exceptions:

1. An automatic residential fire sprinkler system shall not be required to be installed in a two-unit townhouse, unless required by section R313.4.
2. An automatic residential fire sprinkler system shall not be required when additions or alterations are made to existing townhouses that do not have an automatic residential fire sprinkler system installed.

R313.1.1 Design and installation. Automatic residential fire sprinkler systems for townhouses shall be designed and installed in accordance with IRC section P2904 or NFPA 13D.

R313.2 One- and two-family dwellings automatic fire systems. An automatic residential fire sprinkler system shall not be required to be installed in one- and two-family dwellings, unless required by section R313.4.

R313.2.1 Design and installation. Automatic residential fire sprinkler systems shall be designed and installed in accordance with IRC section P2904 or NFPA 13D.

R313.3 Installation requirements. When an automatic sprinkler system is required in two-family dwellings, it shall be installed in accordance with IRC section P2904 or NFPA 13D.

Automatic sprinkler systems required in two-family dwellings and townhouse buildings shall be installed in accordance with the following:

1. Attached garages are required to have one dry head sprinkler located within 5 lineal feet of each door installed in the common wall separating the dwelling unit and the attached garage;
2. Attached covered patios, covered decks, covered porches, and similar structures are required to have automatic sprinklers with a minimum of one dry head for every 20 lineal feet (6.096 m) of common wall between the dwelling unit and the covered patio, covered deck, covered porch, or similar structure.

Exception: Attached roofs of covered patios, covered decks, covered porches, or similar structures that do not exceed 40 square feet (3,716 m²) of floor area.

R313.4 State-licensed facilities. One- and two-family dwellings and townhouse buildings containing facilities required to be licensed or registered by the state of Minnesota shall be provided with an automatic sprinkler system required by the applicable licensing provisions of that agency or according to this part, whichever is more restrictive.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.02; 326B.101; 326B.106; 326B.13; L 2017 c 20 s 1*

History: *32 SR 12; L 2007 c 140 art 4 s 61; art 13 s 4; 39 SR 91; 41 SR 1399*

Published Electronically: *August 22, 2018*

APPENDIX D

FIRE APPARATUS ACCESS ROADS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance or legislation of the jurisdiction.

User note:

About this appendix: Appendix D contains more detailed elements for use with the basic access requirements found in Section 503, which gives some minimum criteria, such as a maximum length of 150 feet and a minimum width of 20 feet, but in many cases does not state specific criteria. This appendix, like Appendices B and C, is a tool for jurisdictions looking for guidance in establishing access requirements and includes criteria for multiple-family residential developments, large one- and two-family subdivisions, specific examples for various types of turnarounds for fire department apparatus and parking regulatory signage.

SECTION D101 GENERAL

D101.1 Scope. Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*.

SECTION D102 REQUIRED ACCESS

D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an *approved* fire apparatus access road with an asphalt, concrete or other *approved* driv-

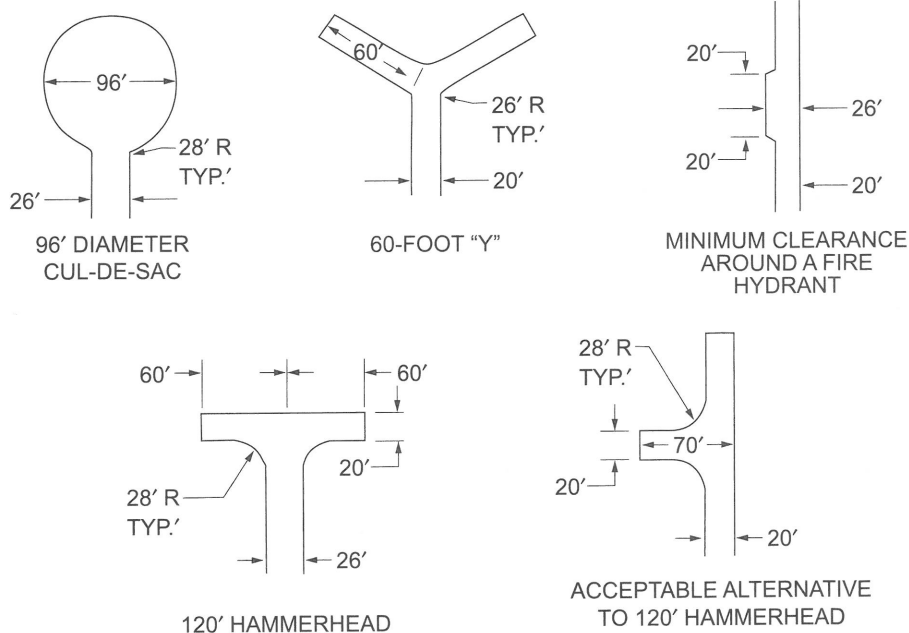
ing surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds (34 050 kg).

SECTION D103 MINIMUM SPECIFICATIONS

D103.1 Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).

D103.2 Grade. Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as *approved* by the *fire code official*.



For SI: 1 foot = 304.8 mm.

FIGURE D103.1
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

D103.3 Turning radius. The minimum turning radius shall be determined by the *fire code official*.

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

TABLE D103.4
REQUIREMENTS FOR DEAD-END
FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0–150	20	None required
151–500	20	120-foot Hammerhead, 60-foot “Y” or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501–750	26	120-foot Hammerhead, 60-foot “Y” or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

D103.5 Fire apparatus access road gates. Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. Where a single gate is provided, the gate width shall be not less than 20 feet (6096 mm). Where a fire apparatus road consists of a divided roadway, the gate width shall be not less than 12 feet (3658 mm).
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be *approved* by the *fire code official*.
6. Methods of locking shall be submitted for approval by the *fire code official*.
7. Electric gate operators, where provided, shall be *listed* in accordance with UL 325.
8. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

D103.6 Signs. Where required by the *fire code official*, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted

on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

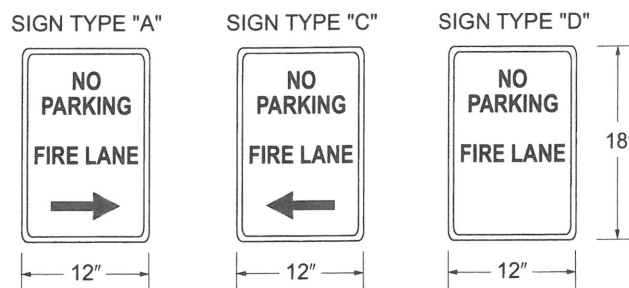


FIGURE D103.6
FIRE LANE SIGNS

D103.6.1 Roads 20 to 26 feet in width. *Fire lane* signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

D103.6.2 Roads more than 26 feet in width. *Fire lane* signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

SECTION D104 **COMMERCIAL AND INDUSTRIAL DEVELOPMENTS**

D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have not fewer than two means of fire apparatus access for each structure.

D104.2 Buildings exceeding 62,000 square feet in area. Buildings or facilities having a gross *building area* of more than 62,000 square feet (5760 m²) shall be provided with two separate and *approved* fire apparatus access roads.

Exception: Projects having a gross *building area* of up to 124,000 square feet (11 520 m²) that have a single *approved* fire apparatus access road where all buildings are equipped throughout with *approved automatic sprinkler systems*.

D104.3 Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

SECTION D105 **AERIAL FIRE APPARATUS ACCESS ROADS**

D105.1 Where required. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), *approved* aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building. One or more of the required access routes meeting this condition shall be located not less than 15 feet (4572 mm) and not greater than 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the *fire code official*.

D105.4 Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the *fire code official*.

SECTION D106

MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS

D106.1 Projects having more than 100 dwelling units. Multiple-family residential projects having more than 100 *dwelling units* shall be equipped throughout with two separate and *approved* fire apparatus access roads.

Exception: Projects having up to 200 *dwelling units* shall have not fewer than one *approved* fire apparatus access road where all buildings, including nonresidential occupancies, are equipped throughout with *approved automatic sprinkler systems* installed in accordance with Section 903.3.1.1 or 903.3.1.2.

D106.2 Projects having more than 200 dwelling units. Multiple-family residential projects having more than 200 *dwelling units* shall be provided with two separate and *approved* fire apparatus access roads regardless of whether they are equipped with an *approved automatic sprinkler system*.

D106.3 Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

SECTION D107

ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

D107.1 One- or two-family dwelling residential developments. Developments of one- or two-family *dwelling units* where the number of *dwelling units* exceeds 30 shall be provided with two separate and *approved* fire apparatus access roads.

Exceptions:

1. Where there are more than 30 *dwelling units* on a single public or private fire apparatus access road and all *dwelling units* are equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or

903.3.1.3, access from two directions shall not be required.

2. The number of *dwelling units* on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the *fire code official*.

D107.2 Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

SECTION D108 REFERENCED STANDARDS

ASTM	F2200—14	Standard Specification for Automated Vehicular Gate Construction	D103.5
UL	325—02	Door, Drapery, Gate, Louver, and Window Operators and Systems, with Revisions through May 2015	D103.5



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: April 7, 2026
To: Jake Griffiths, Planning Director
From: Andrew Budde, PE
Subject: 25485 Hwy 7 Concept Plan Submittal #2 Review
City of Shorewood
Project No.: 26X142587

The following documents were submitted for a concept review of compliance with the City of Shorewood's City Code/ Local Surface Water Management Plan and Engineering Standards:

- 2026 02 03 – Tree Preservation Worksheet
- Application
- Civil Plan REV 1 3-25-26
- Floorplan and Elevations
- Project Narrative
- Survey
- Zoning Map

This review only included the documents listed above, primarily dealing with general site layout, utilities, tree preservation, and landscaping. These comments should be incorporated to future preliminary plat submittals.

Grading, Drainage, Stormwater

1. Provide a Soil Report for the site.
2. Based on the soil data provided by USGS Soils Map, it appears the majority of the site is HSG C/D soil and may not be suitable for infiltration.
3. The property must meet the City of Shorewood Surface Water Management Plan Regulations (Section 5.3) including, but not limited to:
 - a. Future discharge rates shall not exceed existing discharge rates modelled for the 1-year, 10-year and 100-year storm events
 - b. Provide groundwater data and verify that the low floor elevation is
 - i. 4.0 feet above groundwater elevations in the area.
 - ii. 2.0 feet above known historic high groundwater elevations.
 - iii. 1.0 feet above the 100-year high water elevation.
 - c. Provide sizing calculations for abstraction of one inch of rainfall over the net new impervious of the site.
4. Due to potentially high groundwater, basements may not be possible.

5. Proposed hardcover exceeds maximum allowable hardcovers established by the City and Shoreland zone.
6. Grade the property such that runoff rates to neighboring properties will not be increased from existing conditions, including MnDOT right of way.
7. Owners of private stormwater facilities shall enter into an agreement with the City describing responsibility for the long-term operation and maintenance of the stormwater facilities and shall be executed and recorded with the final plat.
8. Permits will be required with Minnehaha Creek Watershed District.

Sanitary Sewer/Watermain

9. A minimum 8" diameter watermain shall be extended from the Eureka Rd/Park Lake intersection.
10. An individual water service and curb stop shut off valve shall be provided for each unit (6 total).
11. A minimum 8" diameter sanitary sewer shall be extended from Eureka Rd. The eastern manhole shall be placed so all services are installed perpendicular to the main.
12. An individual sewer service shall be provided for each unit (6 total).
13. All utilities shall be installed in accordance with Shorewood's Construction Standards and Details updated in 2025.
14. Utility installations will likely require road closures and detours of Eureka Road. Traffic control plans will be required prior to construction.
15. Easements shall be provided over sanitary sewer and watermain.

Roadway

16. MnDOT is currently planning improvements to TH 7 and likely to include access changes at the TH 7/Eureka Road intersection. Construction is slated for 2029.
17. Additional comments will be provided on future plan reviews.

March 10, 2026

Aaron Osowski
Planner
City of Shorewood
5755 Country Club Road
Shorewood, MN 55331

SUBJECT: **25485 Hwy 7**
 MnDOT Review #**S26-009**
 NE Quadrant of MN 7 and Eureka Rd
 Shorewood, Hennepin County

Dear Aaron Osowski,

Thank you for submitting the concept plans for the project at 25485 Hwy 7. The Minnesota Department of Transportation (MnDOT) has reviewed the documents, and has the following comments:

Highway 7 MnDOT Project

MnDOT has a planned project for construction in 2029/2030 that could affect the access of Eureka Rd at TH 7. Possible changes could require different right-of-way needs. The developer should coordinate with the City of Shorewood and MnDOT.

For questions and further coordination on this project, please contact Kyle Fitterer, West Area Engineer, at kyle.fitterer@state.mn.us or 651-440-4057.

Water Resources

From the plans provided, it is not clear where the site or infiltration basin will ultimately drain. If site grading and development alters drainage patterns or rates of discharge to TH 7 Right of Way, then a MnDOT drainage permit will be required before development occurs. The permit applicant shall demonstrate that the off-site runoff entering MnDOT drainage system(s) and/or right of way will not increase. The drainage permit application, including the information below, should be submitted online to: <https://olpa.dot.state.mn.us/OLPA/>. Please upload this letter with the drainage permit application.

The following information must be submitted with the drainage permit application:

1. Grading plans, drainage plans, and hydraulic calculations demonstrating that proposed flows to MnDOT right of way remain the same as existing conditions or are reduced.
2. Existing and proposed drainage area maps with flow arrows and labeling that corresponds with the submitted calculations.
3. Hydro CAD model and PDF of output for the 2, 10, and 100-year Atlas 14 storm events.

Once a drainage permit application is submitted, a thorough review will be completed and additional information may be requested. Please contact Derek Beauduy, Water Resources Engineering, at derek.beauduy@state.mn.us or 651-234-7522 with any questions.

Noise

MnDOT's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses adjacent to highways often result in complaints about traffic noise. Traffic

noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. [Minnesota Rule 7030.0030](#) states that municipalities with the authority to regulate land use shall take all reasonable measures to prevent the establishment of land use activities, listed in the [MPCA's Noise Area Classification](#) (NAC), anywhere that the establishment of the land use would result in immediate violations of established State noise standards.

MnDOT policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such developed areas. The project proposer is required to assess the existing noise situation and take the action deemed necessary to minimize the impact to the proposed development from any highway noise.

If you have any questions regarding MnDOT's noise policy, please contact Natalie Ries in Metro District's Noise and Air Quality Unit at natalie.ries@state.mn.us or 651-234-7681.

Permits

Any use of, work within or affecting MnDOT right of way requires a permit. The applicant can apply for permits and upload plans here: <https://olpa.dot.state.mn.us/OLPA/>. Please include a copy of this letter with all permit submissions.

For questions regarding permit submittal requirements, please contact Jeff Dierberger of MnDOT's Metro District Permits Section at jeffrey.dierberger@state.mn.us or 651-775-0404.

Review Submittal Options

MnDOT's goal is to complete reviews within 30 calendar days. Review materials received electronically can be processed more rapidly. Do not submit files via a cloud service or SharePoint link. In order of preference, review materials may be submitted as:

1. Email documents and plans to metrodevreviews.dot@state.mn.us. Attachments may not exceed 20 MB (megabytes) per email. Documents can be zipped as well. If multiple emails are necessary, number each email.
2. Files over 20 MB can also be uploaded to MnDOT's Web Transfer Client site: <https://mft.dot.state.mn.us>. Contact metrodevreviews.dot@state.mn.us, and staff will create a shared folder in which files can be uploaded to. Please send an accompanying email with a narrative for the development.

You are welcome to contact me at regina.burstein@state.mn.us with any questions.

Sincerely,

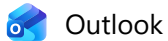
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Regina Burstein
Senior Planner

Copy sent via email:

Derek Beauduy, Water Resources
Jeff Dierberger, Permits
Doug Nelson, Right of Way
Zaheer Khan, Traffic
Amrish Patel, Transit
Natalie Ries, Noise
Kyle Fitterer, West Area Engineer
Ryan Wilson, West Area Manager

Heather Gardner, Design
Michael Kowski, Maintenance
Tristan Trejo, Ped/Bike/ADA Planning
Brandon Davis, Surveying
Tod Sherman, Planning
Cameron Muhic, Planning
Joseph Widing, Metropolitan Council



Re: Updated Application Received - 25485 Hwy 7 PUD Concept Plan

From Toot, Ryan (He/Him/His) (DNR) <Ryan.Toot@state.mn.us>

Date Tue 4/7/2026 8:14 AM

To Aaron Osowski <aosowski@ci.shorewood.mn.us>

Aaron,

Thank you for keeping me in the loop on this PUD. No comments from DNR.

Ryan Toot (he/him)

North Metro Area Hydrologist | Central Region | Ecological and Water Resources

Minnesota Department of Natural Resources

1200 Warner Rd

St. Paul, MN 55106

Office: 651-259-5822

Email: ryan.toot@state.mn.us



From: Aaron Osowski <aosowski@ci.shorewood.mn.us>

Sent: Thursday, March 26, 2026 8:59 AM

To: Marc Nevinski <mnevinski@ci.shorewood.mn.us>; Jared Shepherd <JShepherd@ck-law.com>; Andrew Budde <andrew.budde@bolton-menk.com>; Building <building@ci.shorewood.mn.us>; Jake Griffiths <jgriffiths@ci.shorewood.mn.us>; Jeanne Schmuck <jschmuck@ci.shorewood.mn.us>

Cc: Toot, Ryan (He/Him/His) (DNR) <Ryan.Toot@state.mn.us>; Permitting <permitting@minnehahacreek.org> <permitting@minnehahacreek.org>; 'Kellie Murphy Ringate' <kmurphyringate@excelsiorfire.org>

Subject: Updated Application Received - 25485 Hwy 7 PUD Concept Plan

You don't often get email from aosowski@ci.shorewood.mn.us. [Learn why this is important](#)

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Hi everyone,

The City of Shorewood has received updated application materials for a PUD Concept Plan for a 6-unit, 2-building townhome development at 25485 Hwy 7, located at the intersection of Hwy 7 and Eureka Rd. Application materials are attached.

Please review and provide any comments to me at aosowski@shorewoodmn.gov by Friday, April 10, or sooner. The property is located partially within a shoreland overlay district. There is an escrow for legal and engineering review.

If you provided comments on this project when I sent out their initial application materials on Feb. 4, please let me know whether you would like your comments amended or kept the same. The application has only changed slightly since the first submission. Thank you!



5755 Country Club Road
Shorewood, MN 55331
Available Monday – Friday
8:30am – 4:30pm

AARON OSOWSKI
Planner

City Hall: 952.960.7900
Direct: 952.960.7912
aosowski@shorewoodmn.gov
www.shorewoodmn.gov



To: Planning Dept

Re: development 25485 Highway 7

Please

1) Stop

2) Eureka Rd needs to be address 1st
Rd is narrow, traveled too fast
used as a cut through for years.
Shorewood ignores this road for years
why? you cannot control Highway 7
but you can control Eureka

3) Development needs an access that
keeps safe distance from 7

4) Could Eureka be a one way road

5) Development seems too dense - too
elevated -

6) No rental allowed - period - owners
only

Submitted

Jeanine Renard
25515 Park Lane
Excelsior Mn. 55331

jeaninerenard074@gmail.com



Fw: Plan for six more townhomes at 25485 Highway 7.

From Aaron Osowski <aosowski@ci.shorewood.mn.us>
Date Thu 4/23/2026 10:36 AM
To Merle Steinkraus <merle.steinkraus@gmail.com>; Jeff Kist <kistjl@gmail.com>
Cc Lance Elliott <lance@elliottdesignbuild.com>; Work <bpassolt@elliottdesignbuild.com>

Hi Merle & others,

See the comment below from a Shorewood resident regarding your pending application. Just a heads up that this will be included in the Planning Commission packet. Thanks!



5755 Country Club Road
 Shorewood, MN 55331
 Available Monday – Friday
 8:30am – 4:30pm

AARON OSOWSKI Planner

City Hall: 952.960.7900
 Direct: 952.960.7912
aosowski@shorewoodmn.gov
www.shorewoodmn.gov



From: CityHall <cityhall@ci.shorewood.mn.us>
Sent: Thursday, April 23, 2026 9:46 AM
To: Jake Griffiths <jgriffiths@ci.shorewood.mn.us>; Aaron Osowski <aosowski@ci.shorewood.mn.us>; Marc Nevinski <mnevinski@ci.shorewood.mn.us>
Subject: FW: Plan for six more townhomes at 25485 Highway 7.

Please see email below. It was addressed to City Council, but I did not forward to them.

Thank you,

NELIA CRISWELL

Administrative Assistant

City Hall:

5755 Country Club Road
 ncriswell@ci.shorewood.mn.us
 Shorewood, MN 55331
www.shorewoodmn.gov

-----Original Message-----

From: Patricia Wolff <mnmaven@yahoo.com>
Sent: Thursday, April 23, 2026 7:31 AM

To: CityHall <cityhall@ci.shorewood.mn.us>

Subject: Plan for six more townhomes at 25485 Highway 7.

Dear Shorewood City Council:

Please do not allow more homes to be built at the intersection of highway 7 and Eureka Road. There is already too much vehicle traffic along narrow Eureka Road and too much congestion at the dangerous intersection with highway 7.

I have seen too many close calls with vehicles trying to get onto highway 7. Death and injuries caused by accidents at this intersection must be considered over financial profits.

Furthermore, funneling traffic from this development to the north on Eureka and onto Smithtown Road makes no sense either as the streets are narrow and already congested with cars, delivery vans, work trucks, school buses, emergency vehicles, etc. Traffic flow is also impacted every time there are projects related to road maintenance, tree cutting, and utility work.

In addition, the Eureka-Smithtown area is a corridor for wildlife, walkers, runners, and bicyclists, not to mention school kids going to and from the elementary school and Freeman Park. Their safety must also be considered.

The residents along Smithtown and Eureka Road do not want more traffic congestion in this neighborhood.

Patricia Wolff
25840 Smithtown Road
Shorewood MN 55331

Aaron Osowski

From: CityHall <cityhall@ci.shorewood.mn.us>
Sent: Thursday, April 23, 2026 9:46 AM
To: Jake Griffiths; Aaron Osowski; Marc Nevinski
Subject: FW: Plan for six more townhomes at 25485 Highway 7.

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Please see email below. It was addressed to City Council, but I did not forward to them.

Thank you,

NELIA CRISWELL

Administrative Assistant

City Hall:

5755 Country Club Road
ncriswell@ci.shorewood.mn.us
Shorewood, MN 55331
www.shorewoodmn.gov

-----Original Message-----

From: Patricia Wolff <mnmaven@yahoo.com>
Sent: Thursday, April 23, 2026 7:31 AM
To: CityHall <cityhall@ci.shorewood.mn.us>
Subject: Plan for six more townhomes at 25485 Highway 7.

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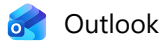
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Furthermore, funneling traffic from this development to the north on Eureka and onto Smithtown Road makes no sense either as the streets are narrow and already congested with cars, delivery vans, work trucks, school buses, emergency vehicles, etc. Traffic flow is also impacted every time there are projects related to road maintenance, tree cutting, and utility work.

In addition, the Eureka-Smithtown area is a corridor for wildlife, walkers, runners, and bicyclists, not to mention school kids going to and from the elementary school and Freeman Park. Their safety must also be considered.

The residents along Smithtown and Eureka Road do not want more traffic congestion in this neighborhood.

Patricia Wolff
25840 Smithtown Road



Re: Public Comments on 25485 Hwy 7 PUD Concept Plan

From George Greenfield <33greenie@gmail.com>
Date Wed 4/29/2026 12:00 PM
To Aaron Osowski <aosowski@ci.shorewood.mn.us>

Dear Mr. Osowski:

Thanks for your email. You might want to include in that packet that about 18 months ago in Greenwood a car left Highway 7, went up a significant incline, crossed Old Excelsior Blvd, and crashed into a house. The house was extensively damaged and the house's occupant would have been seriously injured or worse had she been in the path the car took. The point being that these proposed triplexes are much closer to Hwy. 7 than this house is. If the Hwy 7 safety zealots are actually serious about safety, this should concern them.

George Greenfield

On Wed, Apr 29, 2026 at 9:52 AM Aaron Osowski <aosowski@ci.shorewood.mn.us> wrote:
 Hi George,

I would save a PDF copy of the original email you sent, and it would be included in the official Planning Commission meeting packet available on the website and for all Commission members to view.



5755 Country Club Road
 Shorewood, MN 55331
 Available Monday – Friday
 8:30am – 4:30pm

AARON OSOWSKI Planner

City Hall: 952.960.7900
 Direct: 952.960.7912
aosowski@shorewoodmn.gov
www.shorewoodmn.gov



From: George Greenfield <33greenie@gmail.com>
Sent: Tuesday, April 28, 2026 4:32 PM
To: Aaron Osowski <aosowski@ci.shorewood.mn.us>
Subject: Re: Public Comments on 25485 Hwy 7 PUD Concept Plan

Dear Mr. Osowski:

My address is 24715 Yellowstone Trail Shorewood, MN. If you have a minute, would you let me know if public comments are read verbatim or paraphrased by city staff. The city's record of paraphrasing is poor, whether it be by the company that prepares the minutes of the council meetings or by staff bringing public comment to the council. What will happen on a May 7 in tha regard? Thanks.

George Greenfield

On Mon, Apr 27, 2026 at 3:36 PM Aaron Osowski <aosowski@ci.shorewood.mn.us> wrote:
 Hi George,

My name is Aaron Osowski, I'm with the City of Shorewood. I was forwarded an email you sent us with some comments regarding the proposed PUD Concept Plan at 25485 Hwy 7. I have sent your comments to the applicant so they can address them. In order to make your comments part of the public record, can you please provide your address? Thanks very much!



5755 Country Club Road
Shorewood, MN 55331
Available Monday – Friday
8:30am – 4:30pm

AARON OSOWSKI Planner

City Hall: 952.960.7900
Direct: 952.960.7912
aosowski@shorewoodmn.gov
www.shorewoodmn.gov



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

RESOLUTION 26-30

**A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT (PUD) CONCEPT PLAN FOR
25485 HIGHWAY 7**

WHEREAS, Merle Steinkraus (the “Applicant”), has submitted a request for a PUD Concept Plan (the “Request”) for the construction of six townhomes at 25485 Highway 7 for the property legally described as:

Lot 26, MEEKER’S OUTLOTS TO EXCELSIOR, Hennepin County, Minnesota.

And further described as:

COM AT THE INTERSEC OF N LINE OF HWY NO 7 WITH THE W LINE OF LOT 26 TH E
ALONG SAID HWY DIS 210 FT TH N PAR WITH W LINE OF LOT 26 DIS 210 FT TH W PAR
WITH SAID HWY LINE 210 FT TH S TO BEG

WHEREAS, the Request has been submitted in the manner required for the development of land under the Shorewood City Code and under Chapter 462 of Minnesota Statutes, and all proceedings have been duly consistent thereunder; and,

WHEREAS, said Request is consistent with the regulations and requirements of the laws of the State of Minnesota and the City Code and Comprehensive Plan of the City of Shorewood for the approval of such a request.

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

1. Standard drainage and utility easements shall be added along property lines.
2. Applicant shall provide revised survey of existing property conditions to include easement and title information.
3. Applicant shall provide information on snow removal and landscaping responsibilities.
4. Applicant shall provide information verifying that delivery vehicles will be able to turn around within the private drive and not back onto Eureka Rd.
5. Applicant shall consider additional landscaping and buffering between the site and Highway 7 similar to the Shorewood Ponds development to the west.
6. Applicant shall address all remaining staff comments as part of future submissions.
7. With future phases of development, the applicant shall submit all application materials required as part of the PUD Development & Final Stage Plan, Preliminary and Final Plat, Rezoning, and Comprehensive Plan Amendment subject to City Code requirements.
8. The applicant shall provide HOA documents for the future townhome association to accommodate the applicant’s proposal.

9. Add additional sound and safety abatement measures along the property's southern edge with Highway 7.
10. Reduce the project's impervious surface coverage to meet the 27.9% limit.
11. Reduce the number of units from six to five.
12. Improve the ingress and egress to the property for emergency vehicles.
13. The approval of the PUD Concept Plan shall expire in 180 days if the applicant has not submitted a complete application for PUD Development Plan except that the applicant may request an extension of the approval subject to City Code 1201.25 Subd. 6. c. (5).

ADOPTED BY THE CITY COUNCIL OF SHOREWOOD Minnesota this 26th day of May, 2026.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City Council Item 4.E.

Title/Subject: Legislative Changes to AB Voting
Meeting Date: May 26, 2026
Prepared By: Sandie Thone, City Clerk/ HR Director

Attachments

1. 26-29 Approving Change to AB Voting Period
2. 26-29 Approving Change to AB Voting Period - Option 2

Background

New legislation has passed allowing cities to choose shorter in-person early voting periods. Cities may now opt to offer 18 days of early voting instead of administering absentee voting in person for the full 46 days. All cities in Hennepin County are required to notify the county elections team on or before June 1, 2026.

MN State Statute reference

CHAPTER 102--H.F.No. 4240An act relating to elections; making various changes related to election administration; BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:Section 1. Minnesota Statutes 2024, section 203B.05, subdivision 1, is amended to read: Subdivision 1. Generally. (a) The full-time clerk of any city or town shall administer the provisions of sections 203B.04 to 203B.15 and 203B.30 if:

- (1) the county auditor of that county has designated the clerk to administer them; or
- (2) the clerk has given the county auditor of that county notice of intention to administer them.

The designation or notice must specify whether the clerk will be responsible for the administration of a ballot board as provided in section 203B.121 and the municipality must determine whether the municipality's office will be designated to administer voting under section 203B.081 starting on the 46th day before the election or the 18th day before the election.

History, Support, and Justification for Legislative Change

The League of Minnesota Cities (LMC) supported this bill and worked hard to get it passed for cities.

Administering Absentee Balloting and Early Voting Issue:

Eligible voters in Minnesota may vote by absentee ballot prior to Election Day. Starting 46 days before the election, a voter can request an application for an absentee ballot and, if approved, receive and cast an absentee ballot in one visit to their county or city election offices. Ballots can also be requested, applied for and received by mail and returned by the voter to the

election office by 8:00 pm on Election Day. Absentee balloting results are not known until combined with polling place results when the polls close on Election Day.

The process for voting by absentee ballot in person was changed during the 2023 legislative session to establish early voting for the 18 days leading up to an election. Early voting will replace direct balloting, allowing voters to vote in person as they would on election day without filling out an absentee ballot application. The law also established additional non-business hours that cities administering absentee balloting must be open for early voting, including extended evening hours on the Tuesday before the election and required weekend hours for the two Saturdays and one Sunday leading up to election day.

While the extended timeline for early voting allows for additional time to process absentee ballots and the early voting process creates some efficiencies, the mandated extended hours require additional staff and resources for cities that administer absentee balloting. For those who vote absentee in-person prior to the 18 days before Election Day, there is confusion and in some cases, frustration that they are not allowed to place their ballots directly into a tabulator.

What happens during Absentee Voting? A voter can request to place their ballot in a series of envelopes similar to those returned by mail to be processed after they have left the building. City staff then processes them and couriers them to the county, just the same as if the voter mailed it in. Few, if any, voters request to place their ballot into envelopes. Many times they come into City Hall to vote during the AB period, and learn of the envelope process - they change their minds, have staff spoil their ballots, and come back during the early voting period (18 days before election day) where they can feed their ballot directly into the ballot counter. Voters will still have the option to drop off their voted mail-in ballots at City Hall to be sent to the county for processing.

Current law allows for in-person absentee voting until 5:00 p.m. on the day before Election Day. This does not leave adequate time for election officials to process absentee ballots, prepare supplemental lists indicating which voters have already cast absentee ballots and deliver the lists to precincts prior to opening of the polls on Election Day. The current absentee voting process further requires that additional supplemental lists of final absentee voters be delivered to the polls after the last mail delivery on Election Day and often leads to administrative challenges and increased potential for errors in the process.

There are several methods a voter can utilize to vote in each election. In addition to the 46-day absentee voting period in which a voter may request a ballot by mail, a voter can also vote before election day through early voting, vote during the extended hours required on the Tuesday before a general election or the three weekend days required before a general election, or a voter can vote on election day.

Reviews of available voter participation data and anecdotal observation by city clerks on in-person absentee participation prior to the 18th day indicate that it accounts for as little as a tenth or less of total turnout in a given election. While Minnesota has a long absentee balloting time, the most popular days for early voting are the 18 days before the election. Approximately 70% of MN voters vote during this 18-day period. Many of the other 30% vote by mail. With the many opportunities provided to voters, including the new extended early voting period, requiring all cities to conduct in-person absentee voting before the early voting timeline begins may not be the most efficient use of resources for all cities. In most cases, decisions made in partnership between cities and counties on appropriate service levels for absentee voting tend

to work best as local jurisdictions best know their communities and trends regarding the demand for in-person voting.

As more and more voters choose to vote early, improvements must be made to increase the efficiency of administering absentee balloting before Election Day, reduce the potential for errors, and to improve the voter experience.

The League of Minnesota Cities supports:

- a) Eliminating the option to place an in-person absentee ballot in a series of envelopes instead of a tabulator;
- b) Establishing an earlier and consistent deadline for ending all forms of in-person absentee voting;
- c) Allowing cities to only conduct early voting and opt-out of in-person absentee voting before the early voting period;
- d) Providing ongoing resources to cities that administer absentee balloting and early voting for the extended early voting period and additional weekend hours required during a general election.

Shorewood AB In-Person Voting and Resources

The City of Shorewood has four employees who serve as election staff during the election season. They include the City Clerk, who serves as the City's Election Administrator, the Deputy City Clerk, Administrative Assistant and the Communications/Recycling Coordinator. All four of these employees go through elections training and certification each election season to become election officials for the city. They all have demanding positions that require at least a 40-hour work week outside of elections. Election years can be very taxing on the staff, as they are still required to perform all of their regular duties in addition to administering elections; AB voting, early voting, candidate filing, health care facility voting, election judge training, equipment testing, polling place preparation, and election day operations. In 2024, the city administered 5 city elections. With the 46-day requirement, that is 230 days in one year! Shorewood elections staff unanimously supports the change to the 18-day Early Voting period.

An informal survey of the 13 Lake Minnetonka cities revealed all of them were in support and proposing the change to an 18-day Early Voting period over the in-person 46-day period to their councils. It is exactly why the LMC pushed hard for the change.

When administering the AB in-person voting, the city is required to pay all the costs associated with AB voting. We are a small city with limited resources. Costs for AB voting that are not associated with Early Voting are the additional staffing of at least two election officials to be available to administer AB voting for 28 days for each election or 4,480 hours plus overtime when needed. In addition, the city must pay for printing the applications and instructions, purchasing the secrecy envelopes and the ballot envelopes. I would expect savings in AB supplies of \$1,100 per election or \$2,200 for 2026, in addition to staff overtime, estimated at 2.5 hours per week (or 1/2 hour a day after closing to process AB ballots for 2 election officials) for 5.5 weeks at \$1,443.75. This represents an approximate cost savings of \$3,643.75.

Communication Plan

Shorewood Communication Plan: 18-Day Early Voting at City Hall

This plan helps the City of Shorewood clearly communicate that voters can cast their ballot during the 18-day early voting period at City Hall. The messaging will emphasize the new timeline, the convenience of voting early at City Hall, and the continued availability of Election Day and mail voting options.

Key Message:

Shorewood is moving from 46 days of in-person absentee voting to an 18-day early voting period at City Hall before Election Day. Residents should be encouraged to plan ahead, check City Hall voting hours, and take advantage of the 18-day early voting window where, for all 18 days, you can feed your ballots directly into the ballot counter like you do on Election Day!

Residents who previously voted early during the longer absentee period can still do so by mail OR in-person at Hennepin County OR may drop their ballots off at City Hall to be sent to the county election offices.

Communication Tactics:

Website and social media: Highlight the 18-day early voting period at City Hall, including dates, hours, and reminders to plan ahead.

Public information materials: Use newsletters, email updates, signage, and staff scripts to repeat one clear message: early voting is available for 18 days at City Hall before Election Day.

Timeline:

Before voting begins:

Announce that early voting will be available for 18 days at City Hall and share dates and hours across all city channels.

During the 18-day period:

Post regular reminders that residents can vote early at City Hall and answer common questions about hours and options.

Success means Shorewood voters understand that they can vote early during the 18-day period at City Hall and know where to find dates, hours, and instructions, in addition to their other options for voting.

Council Options

- 1) Approve Resolution to Switch to the Early Voting period of 18 days before all elections. This includes the Primary and General elections for 2026.
- 2) Approve Resolution to Switch to the Early Voting period of 18 days before the Primary election, but keep the 46-day period for the General election.
- 3) Keep the 46-day period for all elections (no resolution needed).

Two resolutions as delineated above are included in the packet.

Strategic Alignment

Switching to an 18-day early voting period is an example of good governance because it creates a simpler, more efficient election process while still giving residents a clear and convenient opportunity to vote at City Hall before Election Day. It also improves transparency and service delivery by making the voting timeline easier to communicate, understand, and administer consistently and in a cost-effective manner.

Budget Impact

A change to the 18-day Early Voting period is expected to reduce the city's cost of elections by approximately \$3,400 to \$3,500 per election cycle when two elections are administered.

Action Requested

Simple majority vote is required. Staff recommends a Motion to Approve Resolution 26-29 to Change the AB Voting Period to the 18-Day Early Voting Period for all City Elections.

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

**RESOLUTION 26-29
APPROVING CHANGE TO AB VOTING PERIOD**

WHEREAS, New legislation has passed allowing cities to choose shorter in-person early voting periods; and

WHEREAS, Cities may now opt to offer 18 days of early voting instead of administering absentee voting in person for the full 46 days; and

WHEREAS, All cities in Hennepin County are required to notify the county elections team on or before June 1, 2026, who in turn will notify the Secretary of State's office by June 12, 2026; and

WHEREAS, the Shorewood City Council heard and voted on the item at the May 26th regular city council meeting and affirmed the following:

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

- 1) The city will switch to the 18-day Early Voting period for all Elections.

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 26th day of May 2026.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

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

**RESOLUTION 26-29
APPROVING CHANGE TO AB VOTING PERIOD**

WHEREAS, New legislation has passed allowing cities to choose shorter in-person early voting periods; and

WHEREAS, Cities may now opt to offer 18 days of early voting instead of administering absentee voting in person for the full 46 days; and

WHEREAS, All cities in Hennepin County are required to notify the county elections team on or before June 1, 2026, who in turn will notify the Secretary of State's office by June 12, 2026; and

WHEREAS, the Shorewood City Council heard and voted on the item at the May 26th regular city council meeting and affirmed the following:

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

- 1) The city will switch to the 18-day Early Voting period for the Primary Elections and keep the 46-day AB voting period for the General Elections.

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 26th day of May 2026.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City Council Item 4.F.

Title/Subject: 2026 Deer Management Program Agreement
Meeting Date: May 26, 2026
Prepared By: Aaron Osowski, Planner

Attachments

1. April 27, 2026, City Council Memorandum
2. Excerpt of April 27, 2026, City Council Minutes
3. 2026 Deer Management Program Contract

Background

Since 2007, the City has partnered with Metro Bowhunters Resource Base (MBRB) to conduct an annual deer management harvest. The MBRB was established in 1995 to provide deer harvesting services to metro communities. Through the management program, MBRB sharpshooter-status archers are granted permission from private property owners to hunt on specific weekends during the late fall. Archers are also granted access to hunt on City-owned land, including parks. The MBRB carries liability insurance. Harvested deer are removed from properties for processing. On average, about 20 deer are harvested annually as part of the program. At the April 27, 2026, City Council meeting, the Council conducted its annual review of the deer management program and directed City staff to proceed with a status quo hunt in 2026. The memorandum and minutes from this meeting are attached.

The hunts are conducted Fridays through Sundays. Friday hunts begin at 1:00 p.m. The three weekend hunts proposed in 2026 include:

October 9-11
October 23-25
November 13-15

Since the previous year's agreement with MBRB expired on December 31, 2025, a new agreement is needed for this year's program.

Strategic Alignment

Environmental Stewardship

The annual Deer Management Program helps sustainably manage the area's deer population.

Budget Impact

The MBRB provides its services free of charge. The financial costs to the City are staff time from the Planning & Protective Inspections Department to administer the program, the aerial deer survey, and administrative costs associated with printing and mailing expenses which combined totaled approximately \$3,600 in 2025.

Action Requested

Motion and second to approve the attached 2026 Deer Management Program Agreement. This action requires a simple majority vote of the City Council.



City Council Item 4.C.

Title/Subject: Deer Management Program Evaluation
Meeting Date: April 27, 2026
Prepared By: Jake Griffiths, Planning Director

Attachments

1. Wildlife Management Plan - White Tailed Deer
2. City of Shorewood 2026 Aerial Deer Survey
3. Resolution 26-22

Background

Since 2007, the City has partnered with Metro Bowhunters Resource Base (MBRB) to conduct an annual deer management program where volunteer sharpshooter status bow hunters harvest deer from select properties in the community. As part of the ongoing operation of that program, the City's Wildlife Management Plan for White-Tailed Deer requires the City Council to conduct an annual evaluation of the deer management program. This evaluation is based on the results of the aerial deer survey and feedback from residents of the community. A copy of the Wildlife Management Plan is attached for reference, which also includes information on the history and logistics of the program. During the 2025 hunt over three weekends, 20 deer were harvested which is consistent with yearly averages for the program.

Aerial Deer Survey Results

As specified in the Wildlife Management Plan, the City contracts with Three Rivers Park District to conduct an aerial survey of the deer population in the area annually. Some years, this survey is not possible due to a lack of snowpack which is required to collect accurate data. However, the survey was able to be completed in early 2026 while weather conditions were favorable. The results of that survey are attached, which found 44 deer within Shorewood city limits. The Wildlife Management Plan's goal is to maintain an overall deer population in the community of 75 deer or less (15 deer per square mile), and the results of this survey estimate that the City is exceeding that goal by 41%.

Resident Feedback

Resident feedback regarding the deer management program is mixed. Supporters of the program appreciate its potential benefits such as limiting damage to private property and limiting vehicle/deer collisions. Opponents are most often concerned with safety during the hunts, or are opposed to the program based on their personal beliefs and ethics. During the 2025 hunt, the City had 31 property owners volunteer to participate in the hunt, and the City received 16 complaints from residents who were opposed to the hunts. In addition to these complaints, the hunters spoke with a number of concerned residents throughout each of the hunt weekends. The following specific incidents involving residents were reported to the City:

- One deer was shot on Enchanted Island that ended up expiring on a neighboring property. The neighboring property owner allowed the hunters entry to recover the

deer, but was not happy about the situation. After this incident, the hunters did not utilize this area for the remainder of the hunt.

- One hunter was approached by a concerned resident after harvesting a deer near Silverwood Park. The hunter responded by explaining that they were a part of the authorized hunt, which the resident was already aware of. The resident later contacted SLMPD to verify that the hunter was allowed to be there.

Logistical Challenges

Since the first deer hunt in 2007, it has become increasingly difficult to find suitable properties for the program to utilize. Many of the original properties that were used by the program when it first started have been sold and developed and are no longer suitable for hunting. For example, one of the most successful hunt locations during the early years of the program was the Minnetonka County Club property, which has since been redeveloped into housing and has not been utilized since. During the 2025 hunt, there were originally 31 groups of properties which volunteered for the hunt. However, after being reviewed by MBRB only 16 were used during the hunt. Of those 16 groups of properties, one additional area was not utilized based on resident opposition during the first hunt weekend, reducing the number of suitable areas further. Looking ahead to 2026, at least one additional property which was historically used for the hunt has been sold and redeveloped into housing which will reduce the number of suitable areas down to 14. Based on the character of the community, this trend is expected to continue and it is not likely that new areas suitable for hunting will become available in the future. Of the 14 areas that could potentially be utilized during the 2026 hunt, 7 are City-owned properties.

Deer also have a tendency to run after being struck, which can cause them to leave the properties who have volunteered to participate in the hunt and eventually perish on other properties outside the hunt limits or be lost entirely. Historically, MBRB's sharpshooters have done an excellent job limiting this issue and take rigorous steps to track and recover almost every deer that is harvested. However, incidents have occurred in nearly every year of the program. During the 2025 hunt, 2 deer which were struck were not able to be recovered after being tracked by MBRB over the course of multiple days.

Strategic Alignment

Environmental Stewardship

- Clear and strategic environmental policies and practices

Evaluation of the deer management program supports the City Council's strategic priority of environmental stewardship through clear and strategic policies and practices.

Budget Impact

While Metro Bow Hunters Resource Base provides their services at no cost, there are staff time and materials costs associated with the program. City staff tracked time and material costs during the 2025 hunt and found that 43 hours of staff time were devoted to the project, totaling \$1,993.27 in expenses. In addition to staff time, material costs for mailings and postage were \$102.50. The cost to contract with Three Rivers Park District to conduct the aerial deer survey was \$1,500.00, bringing the total cost of the program to \$3,595.77 in 2025. If the program continued to operate as status quo, it's anticipated that these costs would increase in the future due to material and labor costs.

Staff Recommendation

Based on the results of the aerial deer survey showing the City is well under its deer management goal, as well as the mixed feedback from residents and logistical challenges, City staff would recommend not conducting a deer management hunt until the completion of the 2050 Comprehensive Plan update. This process is anticipated to be completed by the end of 2028. As part of the Comprehensive Plan update, a significant amount of community engagement will occur around topics like natural systems and wildlife management. By pausing the program, City staff would have time to engage the community and also compare the results of the most recent aerial deer survey with future surveys to gauge the effectiveness of the program. If in the interim, aerial deer surveys show that the deer population has rebounded above the City's management goal, staff would bring this item back before the City Council to consider the need for a management hunt sooner.

Action Requested

Motion to adopt Resolution 26-22 pausing the deer management program. A simple majority vote is required.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

APRIL 27, 2026

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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.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

APRIL 27, 2026

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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

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

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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.

PROFESSIONAL SERVICES AGREEMENT FOR Deer Management Program

THIS AGREEMENT is made this May 8, 2026 ("Effective Date") by and between **Metro Bowhunters Resource Base, Inc.** a Minnesota corporation located at 7455 France Avenue South Box 409, Edina MN 55435, ("Contractor"), and the City of Shorewood, Minnesota, a Minnesota municipal corporation located at 5755 Country Club Road, Shorewood, MN 55331 (the "City"):

RECITALS

- A. MBRB is a non-governmental 501(c)(3) organization and is providing skilled archers for deer management.
- B. The City desires to hire Contractor to provide deer management services to control the deer population with the City of Shorewood.
- C. Contractor represents that it has the professional sharpshooting expertise and capabilities to provide the City with the requested services.
- D. The City desires to engage Contractor to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

AGREEMENT

1. **Services.** Contractor agrees to provide the City with deer management bow-hunting services within the City of Shorewood on public and private property as described in the attached **Exhibit A** (the "Services"). All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
2. **Time for Completion.** The Services shall be completed on or before December 31, 2026, provided that the parties may extend the stated deadlines upon mutual written agreement. This Agreement shall remain in force and effect commencing from the effective date and continuing until the completion of the Services, unless terminated by the City or amended pursuant to the Agreement.
3. **Consideration.** The Contractor shall provide the Services at no charge to the City, shall provide insurance for their members performing the Services, and shall attend City Council meetings, upon request, to explain the project, the results of the hunts, or other details of the project, as may be needed. The City agrees to provide the administrative costs for the program, including, but not limited to: 1) discussing the program with the public and recruiting willing property owners to participate, 2) preparing notification for the public, 3) providing maps of the applicable properties, 4) drafting and acquiring right-of-entry notices and etc.
4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- A. The parties, by mutual written agreement, may terminate this Agreement at any time;
- B. MBRB may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- C. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- D. The City may terminate this Agreement immediately upon Contractor's failure to have in force any insurance required by this Agreement.

7. **Amendments.** No amendments may be made to this Agreement except in a writing signed by both parties.

8. **Remedies.** In the event of a breach of this Agreement by MBRB, the City has the right to terminate the Services.

9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. Contractor shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

10. **Insurance Requirements.** The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

- A. General Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.
- B. The Contractor shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

The Contractor's policies shall be the primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under this Agreement.

The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City.

11. **Independent Contractor.** Contractor is an independent contractor. Contractor's duties shall be performed with the understanding that Contractor has special expertise as to the services which Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. Contractor shall provide or contract for all required equipment and personnel. Contractor shall control the manner in which the services are performed; however, the nature of the Services and the results to be achieved shall be specified by the City. The parties agree that this is not a joint venture and the parties are not co-partners. Contractor is not an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement. All services provided by Contractor pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

12. **Indemnification.** To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, and hold harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

13. **Compliance with Laws.** Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Contractor agrees to provide the Services. Contractor's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment and tobacco, drug, and alcohol use as defined on the City's Tobacco, Drug, and Alcohol Policy, as well as all other reasonable work rules, safety rules, or policies, and procedures regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Contractor agrees and understands that a violation of any of these policies, procedures, or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.

14. **Entire Agreement.** This Agreement, any attached exhibits, and any addenda signed by the parties shall constitute the entire agreement between the City and Contractor, and supersedes any other written or oral agreements between the City and Contractor. This Agreement may only be modified in a writing signed by the City and Contractor. If there is any conflict between the terms of this Agreement and the referenced or attached items, the terms of this Agreement shall prevail.

15. **Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

16. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

17. **Conflict of Interest.** Contractor shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Contractor shall advise the City and, either secure a waiver of the conflict, or advise the City that it will be unable to provide the requested Services.

18. **Agreement Not Exclusive.** The City retains the right to hire other professional contractor service providers for this or other matters, in the City's sole discretion.

19. **Data Practices Act Compliance.** Any and all data provided to Contractor, received from Contractor, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor agrees to notify the City within three business days if it receives a data request from a third party. This paragraph does not create a duty on the part of Contractor to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations shall survive the termination or completion of this Agreement.

20. **No Discrimination.** Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Contractor agrees to comply with the Americans with Disabilities Act as amended ("ADA"), section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorneys' fees and staff time, in any action or proceeding brought alleging a violation of these laws by Contractor or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors.

21. **Authorized Agents.** The City's authorized agent for purposes of administration of this contract is the City Administrator of the City, or designee. Contractor's authorized agent for purposes of administration of this contract is Jerod Fehrenbach, or designee who shall perform or supervise the performance of all Services.

22. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Contractor

7455 France Avenue South Box 409,
Edina MN 55435

The City

5755 Country Club Road
Shorewood MN 55331

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

26. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

27. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

28. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

29. **Signatory.** Each person executing this Agreement (“Signatory”) represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Contractor did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Contractor, described in this Agreement, personally.

30. **Counterparts and Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.

31. **Recitals.** The City and Contractor agree that the Recitals are true and correct and are fully incorporated into this Agreement.

[Remainder of page left blank intentionally. Signature page follows.]

IN WITNESS WHEREOF, the City and Contractor have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

Metro Bowhunters Resources Base, Inc.

By: 

Name: Mike Klarich

Title: President, Board of Directors

City of Shorewood:

By: _____
Jennifer Labadie, Mayor

By: _____
Sandie Thone, City Clerk

EXHIBIT A
SCOPE OF SERVICES /DEER HUNT RULES

1. Deer hunt locations are limited to the areas as identified on the maps provided by the City, which may include public property and private property volunteered by City residents
2. All hunters must attend the pre-season hunt orientation on October 8, 2026, at the Shorewood City Hall.
3. Hunts are conducted using sharpshooter status MBRB archers only and are held during Friday (evening), Saturday / Sunday on the following dates: October 9-11, October 23-25, and November 13-15.
4. All hunters are selected through the Metro Bowhunters Resource Base, Inc. (MBRB).
5. Hunters must follow all Minnesota DNR laws and all MBRB special rules.
6. All hunt periods are for either sex deer.
7. Hunters must carry a hunt authorization letter from the City at all times during hunt.
8. All archers must hunt from elevated stands. Only TMA approved stands/steps are acceptable. Use of any homemade stands/steps is prohibited for safety reasons.
9. Ground blinds may be used by disabled hunters only. In this case the MBRB hunt coordinator will place the blind in a safe location.
10. Hunters must have a flashlight and a warning whistle within easy reach during entry, egress, and while on stand. A cell phone is also recommended.
11. A five-point fall restraint harness is required to be used by hunters at all times while on stand.
12. Only buckthorn can be cut for shooting lanes.
13. Stands can only be up during the designated hunt periods and must be removed from the area at the completion of each hunt by 1 hour after legal shooting time on the Sunday evenings of each hunt period.
14. Archers must park in designated areas only.
15. Cars must have a City supplied parking permit properly displayed.
16. Only deer may be taken during special hunts.

17. Hunters must log in and out of the hunt areas each time they leave. The MBRB hunt coordinator will provide a log-in sheet at an appropriate location.
18. Archers cannot track deer outside of hunt boundaries. Hunters must contact the MBRB hunt coordinator if deer retrieval is required outside of hunt boundaries. The hunt coordinator will make arrangements for police escort or obtain landowner permission before tracking deer onto adjacent properties.
19. Additional restrictions may be added at the required orientation meeting.
20. Hunters should immediately report any incidents to the MBRB hunt coordinator.
21. Hunters are directed not to speak to any protestors or news media. These incidents are to be reported to the MBRB hunt coordinator immediately. The MBRB hunt coordinator will contact the appropriate City staff and/or the Police who will handle any communication needed.
22. South Lake Minnetonka Police Department should be contacted immediately in the case of accidents.
23. Failure to follow rules will result in discipline up to and including removal from hunt.



City Council Item 4.G.

Title/Subject: Vine Ridge Neighborhood Petition Against Deer Management Program on Adjacent City-Owned Properties
Meeting Date: May 26, 2026
Prepared By: Aaron Osowski, Planner

Attachments

1. Vine Ridge Neighborhood Petition
2. Location Map
3. April 27, 2026, City Council Memorandum
4. Excerpt of April 27, 2026, City Council Meeting Minutes

Background

In May 2026, a representative of the Vine Ridge neighborhood dropped off a petition at City Hall signed by 11 neighborhood residents requesting the City “halt all further [deer] hunting in ‘green space’ and ‘wetlands’ adjacent to/surrounding our neighborhood.” In speaking with the petition organizer, they are specifically referring to Silverwood Park and the City-owned lot located at 19605 Waterford Place. The petition states that “this area is too small and dense with housing, family activity, and pets.”

The City’s annual Deer Management Program, put on by the Metro Bowhunters Resource Base (MBRB), is a bow deer hunt over three weekends each fall. The organization has had hunters stationed on these properties in previous years. In 2025, there was a confrontation between a nearby resident and an MBRB hunter. The MBRB noted that the hunter was on authorized properties only at the time of this confrontation, which was discussed by the City Council as part of its annual evaluation of the deer management program at the April 27, 2026, City Council meeting. The memorandum and minutes from that meeting are attached.

After learning of this petition, City staff contacted MBRB organizer Jerod Fehrenbach, who has informed City staff that, in response to the petition, MBRB would like to remove Silverwood Park and 19605 Waterford Place from the list of authorized hunt locations.

Strategic Alignment

Environmental Stewardship

The annual Deer Management Program helps sustainably manage the area’s deer population.

Safe and Secure Community

Removing these parcels from the hunt would limit potential future conflicts with residents and increase public safety.

Effective Engagement & Communication

Responding affirmatively to residents’ concerns about the impact of the Deer Management

Program improves public trust in the City and its relationship with residents.

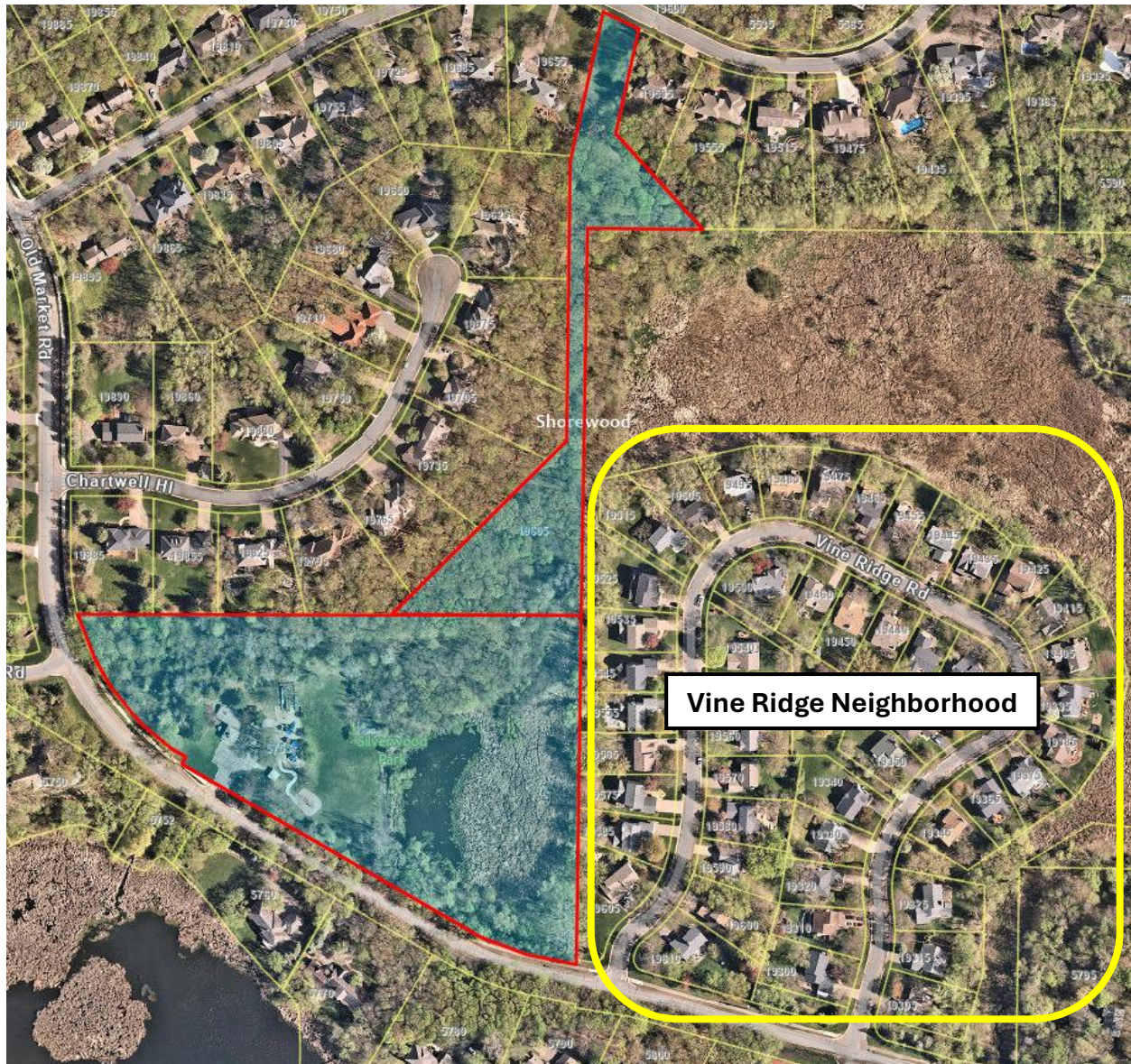
Budget Impact

The MBRB provides its services free of charge. The financial costs to the City are staff time from the Planning & Protective Inspections Department to administer the program, the aerial deer survey, and administrative costs associated with printing and mailing expenses, which combined totaled approximately \$3,600 in 2025.

Action Requested

Motion and second to acknowledge the Vine Ridge Neighborhood petition and remove Silverwood Park and 19605 Waterford Place from the Deer Management Program going forward. This motion requires a simple majority vote of the City Council.

Silverwood Park & 19605 Waterford Place (in red):





City Council Item 4.C.

Title/Subject: Deer Management Program Evaluation
Meeting Date: April 27, 2026
Prepared By: Jake Griffiths, Planning Director

Attachments

1. Wildlife Management Plan - White Tailed Deer
2. City of Shorewood 2026 Aerial Deer Survey
3. Resolution 26-22

Background

Since 2007, the City has partnered with Metro Bowhunters Resource Base (MBRB) to conduct an annual deer management program where volunteer sharpshooter status bow hunters harvest deer from select properties in the community. As part of the ongoing operation of that program, the City's Wildlife Management Plan for White-Tailed Deer requires the City Council to conduct an annual evaluation of the deer management program. This evaluation is based on the results of the aerial deer survey and feedback from residents of the community. A copy of the Wildlife Management Plan is attached for reference, which also includes information on the history and logistics of the program. During the 2025 hunt over three weekends, 20 deer were harvested which is consistent with yearly averages for the program.

Aerial Deer Survey Results

As specified in the Wildlife Management Plan, the City contracts with Three Rivers Park District to conduct an aerial survey of the deer population in the area annually. Some years, this survey is not possible due to a lack of snowpack which is required to collect accurate data. However, the survey was able to be completed in early 2026 while weather conditions were favorable. The results of that survey are attached, which found 44 deer within Shorewood city limits. The Wildlife Management Plan's goal is to maintain an overall deer population in the community of 75 deer or less (15 deer per square mile), and the results of this survey estimate that the City is exceeding that goal by 41%.

Resident Feedback

Resident feedback regarding the deer management program is mixed. Supporters of the program appreciate its potential benefits such as limiting damage to private property and limiting vehicle/deer collisions. Opponents are most often concerned with safety during the hunts, or are opposed to the program based on their personal beliefs and ethics. During the 2025 hunt, the City had 31 property owners volunteer to participate in the hunt, and the City received 16 complaints from residents who were opposed to the hunts. In addition to these complaints, the hunters spoke with a number of concerned residents throughout each of the hunt weekends. The following specific incidents involving residents were reported to the City:

- One deer was shot on Enchanted Island that ended up expiring on a neighboring property. The neighboring property owner allowed the hunters entry to recover the

deer, but was not happy about the situation. After this incident, the hunters did not utilize this area for the remainder of the hunt.

- One hunter was approached by a concerned resident after harvesting a deer near Silverwood Park. The hunter responded by explaining that they were a part of the authorized hunt, which the resident was already aware of. The resident later contacted SLMPD to verify that the hunter was allowed to be there.

Logistical Challenges

Since the first deer hunt in 2007, it has become increasingly difficult to find suitable properties for the program to utilize. Many of the original properties that were used by the program when it first started have been sold and developed and are no longer suitable for hunting. For example, one of the most successful hunt locations during the early years of the program was the Minnetonka County Club property, which has since been redeveloped into housing and has not been utilized since. During the 2025 hunt, there were originally 31 groups of properties which volunteered for the hunt. However, after being reviewed by MBRB only 16 were used during the hunt. Of those 16 groups of properties, one additional area was not utilized based on resident opposition during the first hunt weekend, reducing the number of suitable areas further. Looking ahead to 2026, at least one additional property which was historically used for the hunt has been sold and redeveloped into housing which will reduce the number of suitable areas down to 14. Based on the character of the community, this trend is expected to continue and it is not likely that new areas suitable for hunting will become available in the future. Of the 14 areas that could potentially be utilized during the 2026 hunt, 7 are City-owned properties.

Deer also have a tendency to run after being struck, which can cause them to leave the properties who have volunteered to participate in the hunt and eventually perish on other properties outside the hunt limits or be lost entirely. Historically, MBRB's sharpshooters have done an excellent job limiting this issue and take rigorous steps to track and recover almost every deer that is harvested. However, incidents have occurred in nearly every year of the program. During the 2025 hunt, 2 deer which were struck were not able to be recovered after being tracked by MBRB over the course of multiple days.

Strategic Alignment

Environmental Stewardship

- Clear and strategic environmental policies and practices

Evaluation of the deer management program supports the City Council's strategic priority of environmental stewardship through clear and strategic policies and practices.

Budget Impact

While Metro Bow Hunters Resource Base provides their services at no cost, there are staff time and materials costs associated with the program. City staff tracked time and material costs during the 2025 hunt and found that 43 hours of staff time were devoted to the project, totaling \$1,993.27 in expenses. In addition to staff time, material costs for mailings and postage were \$102.50. The cost to contract with Three Rivers Park District to conduct the aerial deer survey was \$1,500.00, bringing the total cost of the program to \$3,595.77 in 2025. If the program continued to operate as status quo, it's anticipated that these costs would increase in the future due to material and labor costs.

Staff Recommendation

Based on the results of the aerial deer survey showing the City is well under its deer management goal, as well as the mixed feedback from residents and logistical challenges, City staff would recommend not conducting a deer management hunt until the completion of the 2050 Comprehensive Plan update. This process is anticipated to be completed by the end of 2028. As part of the Comprehensive Plan update, a significant amount of community engagement will occur around topics like natural systems and wildlife management. By pausing the program, City staff would have time to engage the community and also compare the results of the most recent aerial deer survey with future surveys to gauge the effectiveness of the program. If in the interim, aerial deer surveys show that the deer population has rebounded above the City's management goal, staff would bring this item back before the City Council to consider the need for a management hunt sooner.

Action Requested

Motion to adopt Resolution 26-22 pausing the deer management program. A simple majority vote is required.

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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.



City Council Item 5.A.i.

Title/Subject: Response: Duane Laurila, Matter from the Floor
Meeting Date: May 26, 2026
Prepared By: Marc Nevinski, City Administrator

Attachments

Background

At Matters from the Floor at the May 11 Council meeting, Mr. Daune Laurila, 5595 Eureka Rd, asked several questions about his utility bill.

In 2025 the City engaged Northland Securities to develop a Financial Management Plan to serve as a guide for the city's ongoing financial management, which was discussed with Council on June 23, 2025. The plan functions as a model to estimate the taxes and fees needed to fund operations and capital improvements expected over the next ten years. The plan included a rate analysis for utilities, and the Council approved adjustments to utility fees in September to the 2026 Master Fee Schedule based the analysis as well as discussion at the June 9, 2025 meeting where water utility policy was discussed. To review, the following adjustments were made for 2026:

Water

The City separated the base fee from the consumption fee. Historically, the base fee included the charge for the first 5,000 gallons of water consumed and was charged to only those connected to City water. This new structure removes the base fee from the consumption fee. The base fee of \$32.51 is designed to cover the fixed operation and maintenance costs of the water system and is now charged to all properties that have City water service available. Only properties using water are charged a consumption fee. Changes were also made to the consumption tier structure to promote conservation and fairness. The first tier of 0 to 5,000 gallons remained the same. The second tier of 5,001 to 50,000 gallons was split into two tiers: 5,001 to 25,000 gallons and 25,001 to 50,000 gallons. The split resulted in a fourth tier for those consuming over 50,000 gallons. The water access charge remained unchanged.

Sanitary Sewer

The sanitary sewer fee increased 30% in 2026 (\$142.25-\$184.93) to fund planned capital improvements and sewer treatment costs. The fee increases are expected to level off at 6% in 2027 and 3-4% in the following years.

Stormwater

The stormwater fee increased 60% for 2026 (\$43.49 - \$69.58) and is planned to increase 35% in 2027 and then level off to 2% annually in the following years. The increase is to fund improvements to the City's stormwater system and replace franchise fee dollars which were reallocated to the street fund. The increases average approximately \$4.50 annually between

2026–2035.

Mr. Laurila also commented that if the City is not going to assess a water access charge when installing watermain, a refund should be given to those who have paid the charge. While this is not feasible, it is worth noting that the city's policies and practices relating to water have changed over the years. Those who have paid the access charge have locked in that cost and will not face any increased cost if and when the charge increases in the future. The Council spent considerable time at a meeting last June considering options to promote connections to the water system. Expansion of the system is also expected to be discussed as part of the 2050 Comprehensive Plan process where objectives and goals, along with implementation steps, such as plans and policies, can be identified.

Strategic Alignment

NA

Budget Impact

NA

Action Requested

No action is requested.