



## **SOUTH LAKE MINNETONKA POLICE DEPARTMENT**

**24150 Smithtown Road  
Shorewood, Minnesota 55331**

Michael Meehan  
Chief of Police

Office: 952.474.3261  
Fax: 952.474.4477

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## **SOUTH LAKE MINNETONKA POLICE DEPARTMENT COORDINATING COMMITTEE**

### **Quarterly Meeting**

A quarterly Coordinating Committee meeting will be held at **5:00 p.m. on Wednesday, October 7, 2020**. This meeting will be held virtually, and the public is invited to join on the following link:

Any questions should be directed to Chief Mike Meehan at 952.474.3261

*Serving the South Lake Minnetonka Communities of Excelsior, Greenwood, Shorewood and Tonka Bay*



SOUTH LAKE MINNETONKA  
POLICE DEPARTMENT

24150 SMITHTOWN ROAD  
SHOREWOOD, MN 55331-8598

Mike Meehan  
Chief of Police

Office (952) 474.3261  
Fax (952) 474.4477

## **Coordinating Committee Meeting**

### **Quarterly Meeting Agenda**

**5:00 p.m. Wednesday, October 7, 2020**

#### **REGULAR MEETING – 5:00 p.m.**

1. CALL TO ORDER – ROLL CALL – APPROVAL OF AGENDA
2. CONSENT AGENDA
  - A. Summary Minutes
    1. July 8, 2020 – Quarterly Meeting
  - B. Verifieds
    1. July - September 2020 – Verifieds
3. MATTERS FROM THE FLOOR
4. BUILDING CONCRETE PROJECT
5. DEPARTMENT CELL PHONES
6. WEST COMMAND
4. CHIEF'S UPDATE
- . MEETING DATES FOR 2021
- . ADJOURNMENT

## SUMMARY MINUTES

CLOSED MEETING – 5:30 p.m.

*Pursuant to MN Statute 13D.05 Subd 3(b); The governing body of a public meeting may close a meeting if the closure is permitted by attorney client privilege. Public meetings closed by attorney-client privilege need not be recorded.*

1. CALL TO ORDER – ROLL CALL – APPROVAL OF AGENDA

Mayor Zerby called the regular meeting to order at 6:09 P.M.

Present: Committee Members Carlson, Kind, De La Vega, and Zerby; Chief of Police Mike Meehan, Administrator Laura Holtan; Excelsior City Manager Luger; Greenwood City Clerk Young; Shorewood City Administrator Lerud; and Tonka Bay City Administrator Laur

**Mayor De La Vega moved to approve the agenda. Mayor Carlson seconded. Motion passed 4/0.**

2. CONSENT AGENDA

- A. Summary Minutes
  - (1) April 8, 2020 – Quarterly Meeting
- B. Verifieds
  - (1) April - June 2020 - Verifieds

**Mayor Kind moved to approve the agenda. Mayor De La Vega seconded. Motion passed 4/0.**

3. MATTERS FROM THE FLOOR - None

4. CHIEF UPDATES

- A. Staffing
  - a. 16 FT sworn officers – 3 just started field training; 1 out on injury (non-work related), 1 going out for surgery (non-work related)
  - b. Current staffing for community service officers is 2 PT – currently in hiring process
- B. NIBRS Transition
  - a. Went live June 1, 2020
  - b. Statistical coding mandated by FBI, that is administered by the BCA
    - i. Changes the way how things are coded and counted
  - c. Monthly coding reports will look different as LETG has not generated a report that will run NIBRS stats

5. 2021 PROPOSED SLMPD OPERATING BUDGET

- A. Totality increase of 5.5%
  - a. For cities it comes out to a 5.3% increase
    - i. Due to estimated 3% salary increase
    - ii. Due to 8% health insurance increase
    - iii. Moving from 15 to 16 officers increases WC insurance
      - 1. There was an increase to our experience modification due to a recent disability claim
  - b. Park and dock patrol will decrease due to no longer providing a licensed officer that was at a higher hourly rate
  - c. City increase dollar amount has been set in draft
  - d. Facilities number comes out around July 15, waiting for tax capacity numbers
  - e. SWMDTF is set at \$2,100
  - f. No number for 2021 Cornerhouse expense – estimated at 2%
  - g. Health insurance increase is unknown at this time

**Motion by Mayor Carlson to approve the 2021 SLMPD budget, with the change to the existing budget of insurance benefit being reduced from 8.9% to be reflected at a flat of 0% increase for 2021. Mayor De La Vega seconded to take percentage out. Motion passed 4/0.**

**Coordinating Committee board approval to bring to council with that change**

6. EXCELSIOR HEALTH PROTOCOLS

- A. Concerns from residents shopping/dining in Excelsior and not following COVID restrictions
  - a. Excelsior holding a special session on July 13 to ratify the declaration; and waiting for movement from Governor Walz
- B. SLMPD in support of wearing masks
- C. SLMPD has received minimal complaints COVID related
  - a. Current process in real time is to have officers respond, document, obtain BWC footage, give to Chief Meehan and will be sent to the state
- D. Proactively visit each liquor establishment once a month to document if there are any violations occurring concerning COVID. If applicable, approach manager and each instance will be reported back to the cities
- E. Question of what penalties would be and would this disproportionately be adding additional ICRs to Excelsior
  - a. Mayor Carlson to bring discussion back to the city council meeting on July 13
- F. Chief Meehan will temporarily have officers drive by establishments, and if it seems to be over capacity, that they approach and investigate – Keep it informal until something more formal is established by Excelsior city council
  - a. Mayor De La Vega asked for a recap of the Excelsior meeting

7. MEETING DATES FOR 2020

October 7 at 5:00 p.m.

**Chief Meehan will get budget packet out tomorrow and will attend council meetings asked**

8. ADJOURNMENT

**Motion by Mayor Carlson to adjourn the regular meeting. Seconded by Mayor Kind. Motion passed 4/0. Meeting adjourned at 7:31 p.m.**

Respectfully submitted,

Laura Holtan  
Administrator

# SOUTH LAKE MINNETONKA POLICE DEPARTMENT

## Transaction List by Date

### July 2020

Type	Date	Num	Name	Memo	Amount
Check	07/01/2020	20201	Sun Life Financial	Monthly Premium	-86.70
Check	07/01/2020	20202	HealthPartners	Monthly Premium	-23,019.19
Check	07/01/2020	DebitCard	Public Safety Center	Medical supplies	-106.78
Check	07/02/2020	DebitCard	Amazon.Com	FTO Folders	-23.96
Check	07/02/2020	DebitCard	Postmaster	Postage	-6.95
Check	07/06/2020	20203	Xcel Energy	Monthly Service	-6,078.69
Check	07/06/2020	20204	Center Point Energy	Monthly Service	-630.82
Check	07/06/2020	20205	Excelsior Fire District	Multiple Invoices	-250.00
Check	07/06/2020	20206	BelayHost	E-mail Server Filterering	-208.35
Check	07/06/2020	20207	Kenneth N. Potts	Forfeiture Proceeds	-450.00
Check	07/06/2020	20208	Alliance Mechanical Services	Quarterly Fees	-1,020.00
Check	07/06/2020	20209	Teamsters Local 320	Dental Premium	-1,824.00
Check	07/06/2020	20210	GSSC	Brivo Web Access	-526.20
Check	07/06/2020	20211	EATI	Shipping and handling	-600.54
Check	07/06/2020	20212	Emergency Medical Products, Inc.	Medical supplies	-461.23
Check	07/06/2020	20213	Uline	Supplies	-170.79
Check	07/06/2020	20214	Streicher's	Uniforms & Equipment	-1,606.81
Check	07/06/2020	20215	Thomas - CSO, Stephen J	Supplies Reimbursement	-17.95
Check	07/06/2020	20216	Verizon	Monthly Services	-1,145.91
Check	07/06/2020	20217	NCPERS Group Life Insurance	Monthly Premium	-80.00
Check	07/06/2020	20218	WatchGuard	Charging Base Station	-192.00
Check	07/06/2020	20219	Hennepin County Treasurer	HC Care of Persons	-1,588.20
Check	07/06/2020	20220	Youngstedts Collision Center	Squad Repair	-992.00
Check	07/06/2020	20221	League MN Cities Ins Trust	WC Policy	-75,713.00
Check	07/06/2020	DebitCard	Amazon.Com	FTO Supplies	-93.96
Check	07/06/2020	20222	On-Site Medical Services Inc	N95 Fit Testing	-1,140.00
Check	07/06/2020	20223	Streicher's	Gas Masks	-6,480.00
Check	07/06/2020	20224	Williams Towing	Towing & Storate Fees	-280.00
Check	07/06/2020	20225	WEX BANK	Fuel Expense	-26.00
Check	07/06/2020	20226	Kiesler Police Supply	Gray Firearm	-429.00
Check	07/06/2020	20227	Consolidated Communications	Monthly Service	-1,528.63
Check	07/06/2020	20228	Bureau of Criminal Apprehension	CJDN Access Fee	-390.00
Check	07/06/2020	20229	Republic Services	Monthly Service	-339.14
Check	07/06/2020	20230	Office Depot	Supplies	-64.30
Check	07/06/2020	20231	Minnesota Teamsters 320	Monthly Dues	-628.96
Check	07/06/2020	20232	Automotive Unlimited, Inc.	Squad Repairs/Maintenance	-1,222.06
Check	07/06/2020	20233	SLMPD Officer's Association	2nd Qtr Contributions - 2020	-792.00
Check	07/06/2020	DebitCard	Amazon.Com	Arlo Skins	-24.72
Check	07/07/2020	20234	VOYA	Deferred Comp	-2,895.00
Check	07/07/2020	DebitCard	Amazon.Com	Gas Mask Filters	-730.83
Check	07/07/2020	DebitCard	POST Board	Police Officer Licenses	-93.95

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**SOUTH LAKE MINNETONKA POLICE DEPARTMENT**  
**Transaction List by Date**  
**July 2020**

Check	07/07/2020	DebitCard	Vistaprint	Officer Cards	-125.15
Liability Check	07/08/2020		QuickBooks Payroll Service	Payroll Service on 07/07/2020	-42,641.06
Check	07/08/2020	eftps	Optum	HSA Contributions	-4,138.50
Check	07/08/2020	DebitCard	Paypal Bayly Hat Company	Uniform Hats	-186.95
Check	07/08/2020	DebitCard	Galls	Gray & Thomas Helmet	-298.76
Check	07/08/2020	20235	Youngstedts Bay Car Wash	Car Washes	-129.50
Check	07/08/2020	20236	Occupational Health Centers of MN	Pre-Employment Services	-878.50
Check	07/08/2020	20237	Martin-McAllister	Evaluation Services	-550.00
Check	07/08/2020	20238	Northstar Companies	Masks	-250.00
Check	07/08/2020	20239	Nordsletten - CSO, Katarina M	Supply Reimbursement	-17.88
Check	07/09/2020	eftps	MN Department of Revenue	State Withholding Taxes	-2,702.00
Check	07/09/2020	eftps	IRS	Taxes	-9,524.46
Check	07/09/2020	eftps	PERA	Pension Contributions	-17,685.96
Check	07/09/2020	DebitCard	Amazon.Com	Supplies	-28.58
Check	07/09/2020	DebitCard	Amazon.Com	Supplies	-73.29
Check	07/09/2020	DebitCard	Amazon.Com	Printer Cartridges	-124.78
Check	07/09/2020	DebitCard	Intuit	Monthly Fees	-150.78
Check	07/10/2020	DebitCard	Postmaster	Postage	-6.95
Check	07/13/2020	DebitCard	Northern Tool	Tire Inflator & Air Tool Coupler	-62.98
Check	07/13/2020	DebitCard	Amazon.Com	Prime	-13.97
Check	07/14/2020	DebitCard	Vistaprint	Officer Cards - Gray	-44.94
Check	07/16/2020	20240	Streicher's	Uniforms	-6,176.70
Check	07/16/2020	20241	Classic Cleaning Company	Cleaning Services	-695.00
Check	07/16/2020	20242	Laughlin's Pest Control Company	Quarterly Pest Control	-145.00
Check	07/16/2020	20243	City of Shorewood	WaterSewer Fees	-649.58
Check	07/16/2020	20244	Hennepin County Treasurer	HC Care of Persons	-934.60
Check	07/16/2020	20245	Hennepin County Treasurer	Radio Lease Fees	-2,676.37
Check	07/16/2020	20246	LMCC	CC Mtg Video Recording	-100.00
Check	07/16/2020	20247	Excelsior Fire District	ID's	-28.00
Check	07/16/2020	20248	Language Line Services	Translator Service	-82.89
Check	07/16/2020	20249	FP Mailing Solutions	Postmaster	-119.35
Check	07/16/2020	20250	Emergency Medical Products, Inc.	Medical supplies	-516.94
Check	07/17/2020	DebitCard	O'Reilly Auto Parts	Seatbelt Extender Squad 110	-15.47
Check	07/20/2020	DebitCard	Yankee Thunder	Firearm Targets	-185.54
Check	07/21/2020	20251	VOYA	Deferred Comp	-2,895.00
Liability Check	07/22/2020		QuickBooks Payroll Service	Payroll Service on 07/21/2020	-41,697.48
Check	07/22/2020	20252	Ricoh USA, Inc.	Lease Fees	-337.26
Check	07/22/2020	20253	Atlantic Safety Products	Supplies	-198.00
Check	07/22/2020	20254	WEX BANK	Fuel Expense	-2,162.58
Check	07/22/2020	20255	NCPERS Group Life Insurance	Monthly Premium	-80.00
Check	07/22/2020	20256	Kennedy & Graven, Chartered	Legal Services	-1,217.50
Check	07/22/2020	20257	City of Shorewood	Supply Reimbursement	-2,207.00
Check	07/22/2020	20258	O'Keefe, Michael		-52.17
Check	07/22/2020	20259	Terry A. Meland	Boiler Fees	-150.00

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**SOUTH LAKE MINNETONKA POLICE DEPARTMENT**  
**Transaction List by Date**  
**July 2020**

Check	07/22/2020	DebitCard	Amazon.Com	Hand Sanitizer	-74.99
Check	07/23/2020	eftp	MN Department of Revenue	State Withholding Taxes	-2,565.00
Check	07/23/2020	eftp	IRS	Taxes	-8,543.16
Check	07/23/2020	eftp	PERA	Pension Contributions	-17,261.46
Check	07/23/2020	eftp	Optum	HSA Contributions	-4,138.50
Check	07/23/2020	DebitCard	Amazon.Com	Office Supplies	-17.98
Check	07/23/2020	DebitCard	Calibre Press	Officer Training	-99.00
Check	07/23/2020	DebitCard	Amazon.Com	Cyber Power UPS System	-78.95
Check	07/24/2020	DebitCard	Postmaster	Postage	-7.80
Check	07/24/2020	DebitCard	O'Reilly Auto Parts	Car Wash Supplies	-50.79
Check	07/27/2020	DebitCard	Amazon.Com	Gas Mask Tags	-9.99
Check	07/27/2020	DebitCard	Amazon.Com	Steubs - Notary Stamp	-21.65
Check	07/27/2020	DebitCard	Vistaprint	Officer Cards	-36.33
Check	07/29/2020	DebitCard	Postmaster	Postage	-10.20
Check	07/31/2020			Service Charge	-16.15
	<b>Total</b>				<b>-309,847.99</b>



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09/02/20

## SOUTH LAKE MINNETONKA POLICE DEPARTMENT

### Verifieds

August 2020

Type	Date	Num	Name	Memo	Amount
Check	08/03/2020	DebitCard	Amazon.Com	Garage Opener Batteries	-29.60
Check	08/04/2020	20260	VOYA	Deferred Comp	-2,895.00
Check	08/04/2020	20261	Teamsters Local 320	Dental Premium	-1,824.00
Check	08/04/2020	20262	Center Point Energy	Monthly Service	-563.13
Check	08/04/2020	20263	Republic Services	Monthly Service	-224.14
Check	08/04/2020	20264	Minnesota Teamsters 320	Monthly Dues	-728.96
Check	08/04/2020	20265	SWATMOD LLC	Basic MRAP Operations	-600.00
Check	08/04/2020	20266	Alliance Mechanical Services	Maintenance Fees	-2,650.25
Check	08/04/2020	20267	BelayHost	E-mail Server Filterering	-208.35
Check	08/04/2020	20268	Xcel Energy	Monthly Service	-6,596.39
Check	08/04/2020	20269	Verizon	Monthly Services	-1,608.50
Check	08/04/2020	20270	HealthPartners	Monthly Premium	-21,886.59
Check	08/04/2020	20271	NovaCare Rehabilitation	Employment Testing	-120.00
Check	08/04/2020	20272	Lynn Peavey Company	Supplies	-79.50
Check	08/04/2020	20273	Steubs, Kelley K	Notary Reimbursement	-20.00
Check	08/04/2020	20274	Peterson Counseling and Consulting	Services Rendered	-270.00
Check	08/04/2020	20275	Sommergate Landscaping	Parking Clean Up	-125.00
Check	08/04/2020	20276	Berkley Risk Administrators	Propcerty/Casualty Coverage	-64,667.00
Check	08/04/2020	20277	Excelsior Fire District	ID's	-28.00
Check	08/04/2020	20278	Sun Life Financial	Monthly Premium	-87.20
Check	08/04/2020	20279	Office Depot	Supplies	-244.82
Liability Check	08/05/2020		QuickBooks Payroll Service	Payroll Service on 08/04/2020	-41,714.65
Check	08/05/2020	DebitCard	Postmaster	Postage	-300.00
Check	08/06/2020	eftps	MN Department of Revenue	State Withholding Taxes	-2,554.00
Check	08/06/2020	eftps	IRS	Taxes	-8,514.42
Check	08/06/2020	eftps	PERA	Pension Contributions	-95.48
Check	08/06/2020	eftps	PERA	Pension Contributions	-17,301.45
Check	08/06/2020	eftps	Optum	HSA Contributions	-4,260.91
Check	08/06/2020	20280	WEX BANK	Fuel Expense	-235.89
Check	08/10/2020	20281	State of Minnesota DVS	Vehicle Registration	-21.75
Check	08/10/2020	DebitCard	Intuit	Monthly Fees	-58.33
Check	08/11/2020	DebitCard	Amazon.Com	Prime	-13.97
Check	08/12/2020	20282	Personnel Evaluation Inc	CSO PEP	-280.00
Check	08/12/2020	20283	Consolidated Communications	Monthly Service	-1,530.12
Check	08/12/2020	20284	Classic Cleaning Company	Cleaning Services	-695.00
Check	08/12/2020	20285	Emergency Medical Products, Inc.	Medical supplies	-599.10
Check	08/12/2020	20286	Symbol Arts	Mayors Plaque	-79.90
Check	08/12/2020	20287	Hennepin County Treasurer	Radio Lease Fees	-2,676.37
Check	08/12/2020	20288	Hennepin County Treasurer	HC Care of Persons	-164.60
Check	08/12/2020	20289	Thomas - Officer, Stephen J	Uniform Reimbursement	-75.21
Check	08/12/2020	DebitCard	Postmaster	Postage	-11.00

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## SOUTH LAKE MINNETONKA POLICE DEPARTMENT

### Verifieds

August 2020

Check	08/18/2020	20290	VOYA	Deferred Comp	-2,895.00
Check	08/18/2020	20291	Ricoh USA, Inc.	Lease Fees	-287.22
Check	08/18/2020	20292	WEX BANK	Fuel Expense	-852.11
Check	08/18/2020	20293	Streicher's	Uniforms	-3,546.20
Check	08/18/2020	20294	Youngstedts Bay Car Wash	Car Washes	-87.43
Check	08/18/2020	20295	Intoximeters	Supplies	-112.91
Check	08/18/2020	20296	Enterprise FM Trust	Fleet Expenses	-898.63
Check	08/18/2020	20297	GSSC	Brivo Web Access	-244.12
Check	08/18/2020	20298	EATI	Shipping and handling	-99.60
Check	08/18/2020	DebitCard	Postmaster	Postage	-11.00
Liability Check	08/19/2020		QuickBooks Payroll Service	Payroll Service on 08/18/2020	-41,105.21
Check	08/19/2020	eftps	Optum	HSA Contributions	-5,365.49
Check	08/19/2020	DebitCard	CPR Cell Phone Repair	Surface Pro Repair	-299.99
Check	08/20/2020	eftps	MN Department of Revenue	State Withholding Taxes	-2,511.00
Check	08/20/2020	eftps	IRS	Taxes	-8,254.62
Check	08/20/2020	eftps	PERA	Pension Contributions	-16,960.36
Check	08/20/2020	DebitCard	Secretary of State	Notary Registration Fee	-120.00
Check	08/24/2020	DebitCard	Minnesota Sheriffs' Association	Expungement Training	-80.00
Check	08/25/2020	20299	Peterson Counseling and Consulting	Services Rendered	-270.00
Check	08/25/2020	20300	Office Depot	Supplies	-69.99
Check	08/25/2020	20301	Kennedy & Graven, Chartered	Legal Services	-2,849.50
Check	08/25/2020	20302	Terry A. Meland	Boiler Fees	-150.00
Check	08/25/2020	DebitCard	Amazon.Com	Clorox Wipes	-71.60
Check	08/26/2020	DebitCard	Postmaster	Postage	-6.95
Check	08/28/2020	DebitCard	BCA Training & Education	Moore - 3 classes	-750.00
Check	08/31/2020	DebitCard	BCA Justice Training & Education	Perrier - DMT	-375.00
Check	08/31/2020	DebitCard	John E. Reid and Associates	IIT Training	-525.00
Check	08/31/2020			Service Charge	-11.40
<b>Total</b>					<b>-275,448.91</b>

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10/03/20

# SOUTH LAKE MINNETONKA POLICE DEPARTMENT

## Verifieds

### September 2020

Type	Date	Num	Name	Memo	Amount
Check	09/01/2020	DebitCard	HealthPartners	Monthly Premium	-22,155.53
Check	09/01/2020	DebitCard	Telecom Creations USA Inc	Admin Telephone Console	-411.33
Liability Check	09/02/2020		QuickBooks Payroll Service	Payroll Service on 09/01/2020	-41,612.16
Check	09/02/2020	20303	VOYA	Deferred Comp	-2,895.00
Check	09/02/2020	20304	BelayHost	E-mail Server Filterering	-208.35
Check	09/02/2020	20305	Minnesota Elevator, Inc.	Quarterly Service	-184.37
Check	09/02/2020	20306	Sommergate Landscaping	Landscaping	-150.00
Check	09/02/2020	20307	Morris Electronics	IT Services	-2,068.70
Check	09/02/2020	20308	NCPERS Group Life Insurance	Monthly Premium	-80.00
Check	09/02/2020	20309	Twin City Garage Door Co.	Repair Main Garage Door	-518.50
Check	09/02/2020	20310	Hennepin County Treasurer	HC Care of Persons	-75.00
Check	09/02/2020	20311	EATI	Squad Equipment	-157.18
Check	09/02/2020	20312	MN Chiefs of Police Association	Training	-450.00
Check	09/02/2020	20313	Sirchie Finger Print	Evidence Supplies	-58.66
Check	09/02/2020	20314	Teamsters Local 320	Dental Premium	-1,938.00
Check	09/02/2020	20315	MN County Attorney's Association	2020 Code Books	-90.00
Check	09/02/2020	20316	BCA	MacElroy - DMT	-75.00
Check	09/02/2020	eftps	Verizon	Monthly Services	-1,173.35
Check	09/02/2020	eftps	Xcel Energy	Monthly Service	-6,667.83
Check	09/02/2020	eftps	Enterprise FM Trust	Fuel Expense	-1,656.19
Check	09/02/2020	eftps	Center Point Energy	Monthly Service	-523.73
Check	09/02/2020	eftps	Republic Services	Monthly Service	-454.14
Check	09/03/2020	eftps	MN Department of Revenue	State Withholding Taxes	-2,561.00
Check	09/03/2020	eftps	IRS	Taxes	-8,506.62
Check	09/03/2020	eftps	PERA	Pension Contributions	-17,143.25
Check	09/03/2020	eftps	Optum	HSA Contributions	-5,365.49
Check	09/03/2020	20317	BCA	Student Reference #21351	-375.00
Check	09/03/2020	DebitCard	Intuit	Checks/Envelopes	-552.97
Check	09/03/2020	DebitCard	O'Reilly Auto Parts	Car Wash Supplies	-9.64
Check	09/04/2020	DebitCard	Postmaster	Postage	-6.95
Check	09/04/2020	DebitCard	Pospaper	Printer Paper for Squads	-89.85
Check	09/08/2020	DebitCard	Verified Credentials	Pre-employment Services	-30.00
Check	09/09/2020	DebitCard	Amazon.Com	Phone Cases/Screens	-126.09
Check	09/09/2020	DebitCard	Goodwill	Training Supplies	-4.28
Check	09/15/2020	20319	VOYA	Deferred Comp	-2,895.00
Check	09/15/2020	20320	Sun Life Financial	Monthly Premium	-87.20
Check	09/15/2020	20321	Streicher's	Uniforms	-4,005.67
Check	09/15/2020	20322	Safariland, LLC	Training	-895.00
Check	09/15/2020	20323	Symbol Arts	Mayors Plaque	-319.50
Check	09/15/2020	20324	Northstar Companies	Masks	-375.00
Check	09/15/2020	20325	Barnum Gate Services, Inc.	Gate Repair	-937.71

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10/03/20

## SOUTH LAKE MINNETONKA POLICE DEPARTMENT

### Verifieds September 2020

Check	09/15/2020	20326	Office Depot	Supplies	-254.82
Check	09/15/2020	20327	Village Chevrolet	Squad Repair	-874.95
Check	09/15/2020	20328	Minnesota Teamsters 320	Monthly Dues	-728.96
Check	09/15/2020	20329	Ziegler, Inc.	Preventive Maintenance	-2,205.00
Check	09/15/2020	20330	Berkley Risk Administrators Co	Deductible	-100.00
Check	09/15/2020	20331	MN Dept of Labor & Industry	Elevator Annual Oper	-100.00
Check	09/15/2020	20332	O'Keefe, Michael	Supply Reimbursement	-46.96
Check	09/15/2020	20333	Youngstedts Bay Car Wash	Car Washes	-117.67
Check	09/15/2020	20334	Guardian Tracking	Annual Subscription	-1,189.00
Check	09/15/2020	20335	Hennepin County Treasurer	Radio Lease Fees	-2,676.37
Check	09/15/2020	20336	WatchGuard	Charging Base Station	-681.30
Check	09/15/2020	20337	Atlantic Safety Products	Supplies	-256.00
Check	09/15/2020	20338	Consolidated Communications	Monthly Service	-1,528.63
Liability Check	09/16/2020		QuickBooks Payroll Service	Payroll Service on 09/15/2020	-42,279.28
Liability Check	09/16/2020		QuickBooks Payroll Service	Payroll Service on 09/15/2020	-2,856.00
Check	09/16/2020	eftps	Optum	HSA Contributions	-5,365.49
Check	09/16/2020	DebitCard	Axon	Taser Cartridges	-136.00
Check	09/16/2020	20343	Terry Neuberger	Settlement Payment	-50,000.00
Check	09/17/2020	eftps	MN Department of Revenue	State Withholding Taxes	-2,902.00
Check	09/17/2020	eftps	IRS	Taxes	-9,508.44
Check	09/17/2020	eftps	PERA	Pension Contributions	-19,000.31
Check	09/17/2020	20340	Enterprise FM Trust	Fleet Expenses	-78.00
Check	09/17/2020	20341	WEX BANK	Fuel Expense	-52.00
Check	09/17/2020	20342	David Born	Background Services	-1,057.50
Check	09/21/2020	DebitCard	Cub Foods	Water for Range	-2.69
Check	09/22/2020	DebitCard	Napa Auto Parts	Auto Supplies	-42.98
Check	09/22/2020	DebitCard	Home Depot	Paint for Range	-10.71
Check	09/23/2020	DebitCard	Intuit	Tax Forms	-184.97
Check	09/23/2020	DebitCard	BCA	Steubs - Training	-100.00
Check	09/23/2020	20344	HC Chiefs of Police Association	Meeting Expense	-30.00
Check	09/23/2020	20345	Ricoh USA, Inc.	Lease Fees	-268.11
Check	09/23/2020	20346	Prehall Electric Inc.	Electrician Service Calls	-1,600.00
Check	09/23/2020	20347	Classic Cleaning Company	Cleaning Services	-695.00
Check	09/23/2020	20348	Kennedy & Graven, Chartered	Legal Services	-190.00
Check	09/23/2020	DebitCard	Postmaster	Postage	-6.95
Check	09/23/2020	DebitCard	Cub Foods	Kitchen Supplies	-19.26
Check	09/24/2020	DebitCard	Amazon.Com	Jump Pack & Supplies	-117.90
Check	09/28/2020	DebitCard	Postmaster	Postage	-11.00
Check	09/29/2020	DebitCard	COSTCO	POTUS Detail 09/30/2020	-87.71
Check	09/29/2020	20349	Occupational Health Centers of MN	Pre-Employment Services	-405.00
Check	09/29/2020	20350	Twin City Garage Door Co.	Repair Main Garage Door	-175.00
Check	09/29/2020	20351	Alliance Mechanical Services	Service Date Fees	-7,502.75
Check	09/29/2020	20352	Emergency Medical Products, Inc.	Medical supplies	-91.47
Check	09/29/2020	20353	Hennepin County Treasurer	HC Care of Persons	-1,261.80

10:49 AM  
10/03/20

## SOUTH LAKE MINNETONKA POLICE DEPARTMENT

### Verifieds September 2020

Check	09/29/2020	20354	Office Depot	Supplies	-80.79
Check	09/29/2020	20355	Peterson Counseling & Consulting	Services Rendered	-420.00
Check	09/29/2020	20356	Excelsior Fire District	Utility Portion	-1,608.88
Check	09/29/2020	20357	Wareham, John	Uniform Reimbursement	-20.84
Liability Check	09/30/2020		QuickBooks Payroll Service	Payroll Service on 09/29/2020	-48,193.45
<b>Total</b>					<b>-335,011.18</b>



# CITY OF SHOREWOOD, MN

## CONSTRUCTION PLANS FOR

# SOUTH LAKE MINNETONKA PUBLIC SAFETY FACILITY IMPROVEMENTS

AUGUST 2020

RESOURCE LIST

CITY OF SHOREWOOD, MN

City Hall  
5755 Country Club Lane  
Shorewood, MN 55331

City Administrator:  
Greg Lerud

Mayor:  
Scott Zerby

City Council Members:  
Jennifer Labadie  
Debbie Siakel  
Kristine Sundberg  
Patrick Johnson

City Engineer:  
(Consultant)  
Andrew Budde P.E.  
Bolton & Menk, Inc.

Director of Public Works  
Larry Brown

UTILITIES

GAS  
Centerpoint Energy

TELEPHONE

CenturyLink  
520 2nd Street  
Excelsior, MN

CABLE

Mediacom Cable  
2381 Wilshire Blvd  
Mound, MN 55364

ELECTRIC

Xcel Energy  
5309 W 70th Street  
Edina, MN 55439

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



SHEET INDEX

SHEET NUMBER	SHEET TITLE
CIVIL	TITLE SHEET
C0.01	CONSTRUCTION DETAILS
C0.02	SITE PLAN
C0.03	

MAP OF THE  
CITY OF SHOREWOOD  
HENNEPIN COUNTY, MN



0 500 1000  
SCALE FEET



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

*Andrew L. Budde*  
ANDREW L. BUDDÉ  
LIC. NO. 46585 DATE 08/10/2020



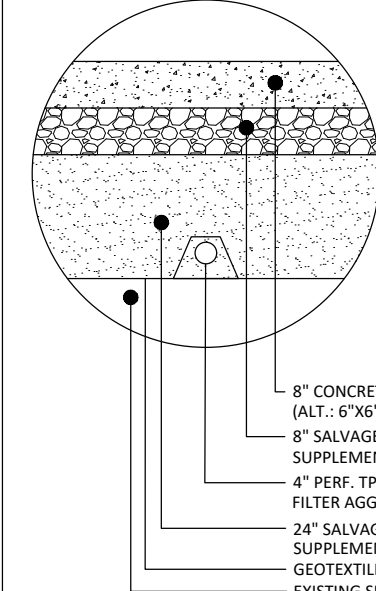
2638 SHADOW LANE, SUITE 200  
CHASKA, MINNESOTA 55318  
Phone: (952) 448-8838  
Email: Chaska@bolton-menk.com  
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
MSB	1	ALB	09/23/2020
DRAWN	SCD		
CHECKED	ALB		
CLIENT PROJ. NO.	C16.120985		

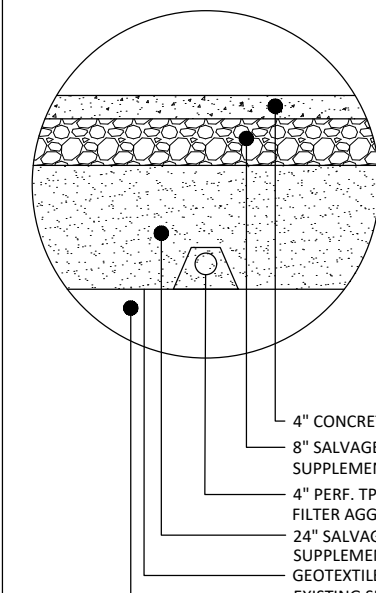
CITY OF SHOREWOOD  
SOUTH LAKE MINNETONKA PUBLIC SAFETY FACILITY IMPROVEMENTS  
TITLE SHEET

SHEET  
C0.01

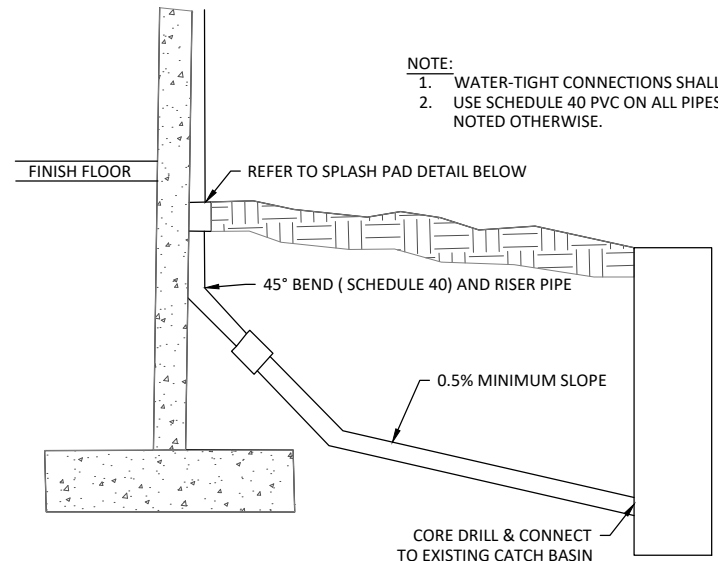




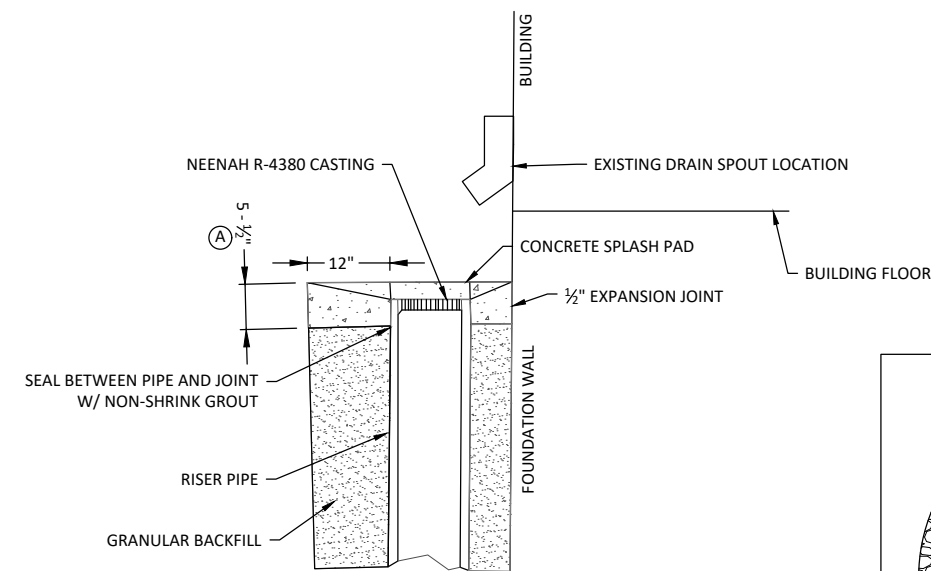
8" CONCRETE SECTION



4" CONCRETE SIDEWALK

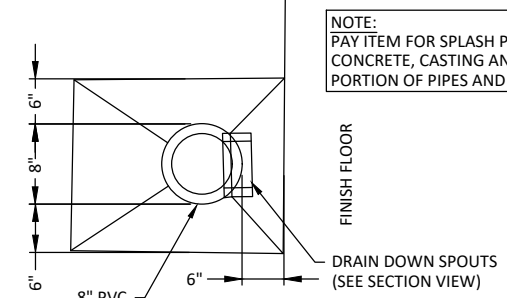


NOTE:  
1. WATER-TIGHT CONNECTIONS SHALL BE USED  
2. USE SCHEDULE 40 PVC ON ALL PIPES, UNLESS NOTED OTHERWISE.



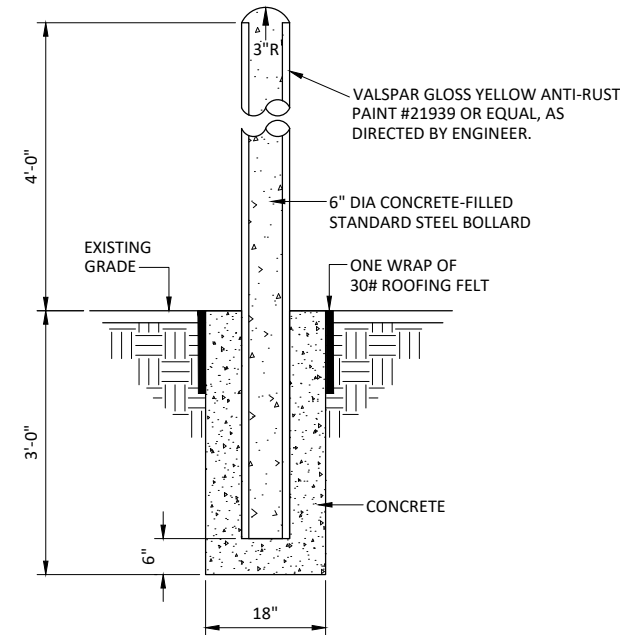
SECTION VIEW

(A) 5 1/2" IN GREEN SPACE OTHERWISE 8"

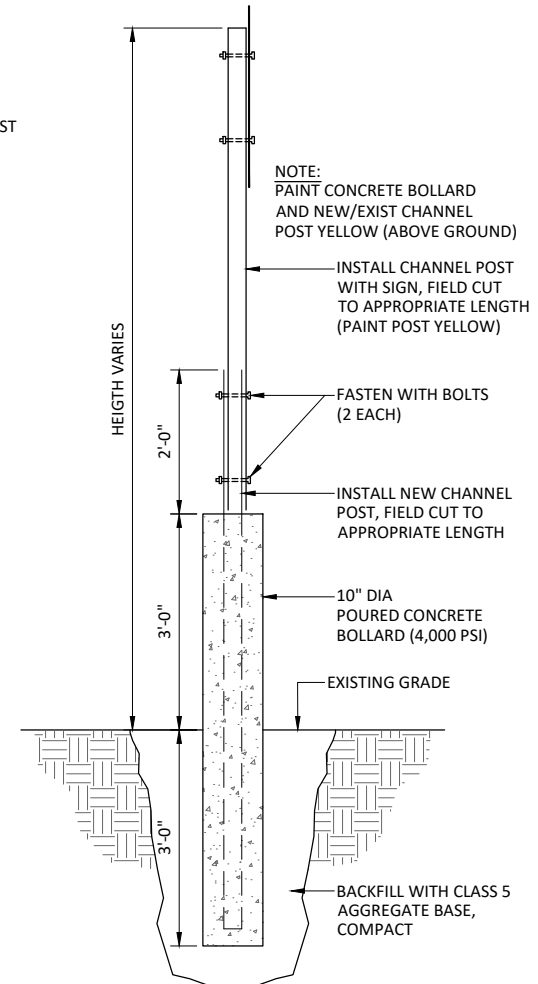


PLAN VIEW

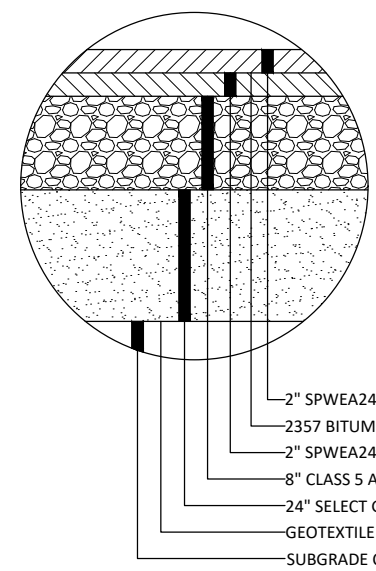
DOWNSPOUT DRAIN WITH SPLASH GUARD AND CASTING  
NOT TO SCALE



BOLLARD GUARD POST  
NOT TO SCALE

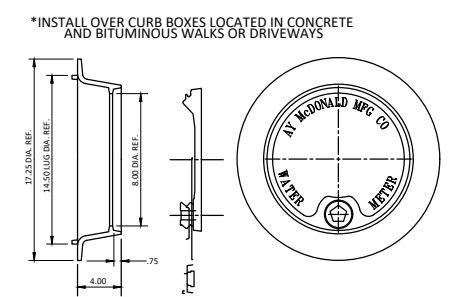


NEW SIGN POST INSTALLATION, PARKING LOT  
NOT TO SCALE



NOTE:  
INCREASE PAVEMENT THICKNESS TO MATCH EXISTING SECTION IF DIFFERENT THAN SHOWN  
(A) PLACE AS DIRECTED BY THE ENGINEER

BITUMINOUS PATCHING



WATER SERVICE LID COVER  
NOT TO SCALE

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**Andrew L. Budde**  
ANDREW L. BUDDÉ  
LIC. NO. 46585 DATE 08/10/2020



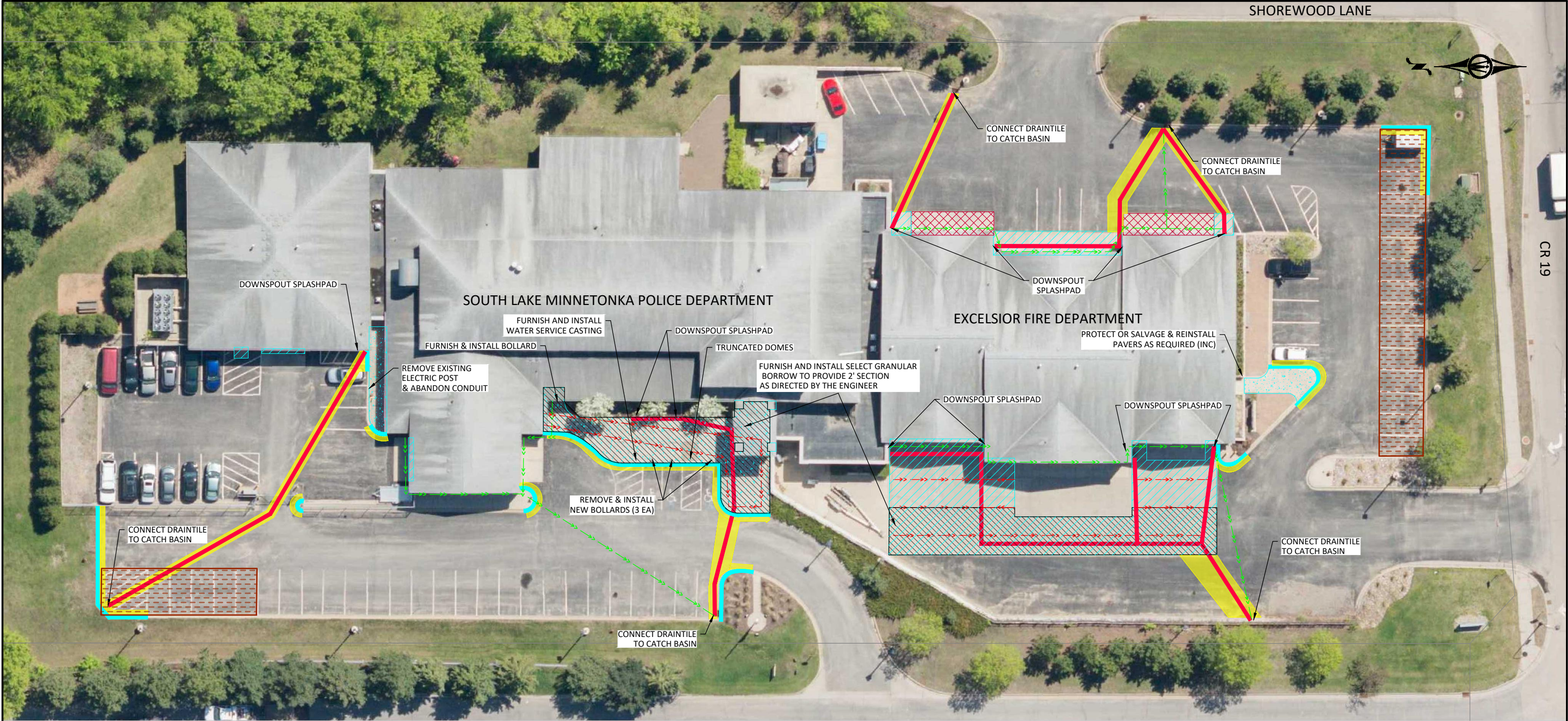
2638 SHADOW LANE, SUITE 200  
CHASKA, MINNESOTA 55318  
Phone: (952) 448-8838  
Email: Chaska@bolton-menk.com  
www.bolton-menk.com

DESIGNED	MSB	NO.	1	ISSUED FOR	ALB	DATE	09/23/2020
DRAWN	SCD						
CHECKED	ALB						
CLIENT PROJ. NO.	C16.120985						

CITY OF SHOREWOOD
SOUTH LAKE MINNETONKA PUBLIC SAFETY FACILITY IMPROVEMENTS
CONSTRUCTION DETAILS

SHEET  
C0.02





SHOREWOOD LANE

CR 19

REMOVE & REPLACE 8" REINFORCED CONCRETE

REMOVE & REPLACE CONCRETE SIDEWALK

SEAL CONCRETE CRACKS

2' SELECT GRANULAR BORROW

LEGEND

BITUMINOUS REPLACEMENT

INSTALL 4" PERFORATED DRAINTILE

INSTALL 8" SOLID PVC DRAINTILE

EXISTING DRAINTILE SYSTEM

REMOVE & REPLACE CONCRETE CURB

ALLOWABLE STAGING AREA

NOTES:

1. COORDINATE PHASING TO ALLOW ONE SIDE FIRE ACCESS AT ALL TIMES.
2. COORDINATE PHASING TO ALLOW ONE MAIN (UPPER LEVEL) FRONT ENTRANCE ACCESS AT ALL TIMES.
3. SALVAGE AND REUSE EXISTING AGGREGATE MATERIALS TO THE EXTENT PRACTICABLE.
4. PLACE INLET PROTECTION AND BIOLOG FOR EROSION AND SEDIMENT CONTROL PRIOR TO ANY WORK. RESTORE DISTURBED TURF AREAS WITHIN 7 CALENDAR DAYS OF CONCRETE PLACEMENT.
5. COMMON EXCAVATION INCLUDES THE REMOVING, SALVAGING, REPLACING SALVAGED SAND AND GRAVEL, AND COMPACTING THE EXISTING SAND AND GRAVEL SECTION. AS WELL AS REMOVING AND DISPOSING OF EXCESS MATERIAL. COMPUTED ONLY FOR PERFORATED TILE AREAS ONLY.
6. COORDINATE DRAINTILE GRADES IN THE FIELD WITH THE ENGINEER.
7. PROTECT EXISTING DOOR THRESHOLDS.
8. PROTECT EXISTING BOLLARDS NOT NOTED FOR REPLACEMENT.
9. REPLACE EXISTING CURB & GUTTER AS DIRECTED IN THE FIELD BY THE ENGINEER.
10. PROVIDE 1.5:1 TRANSITION BETWEEN DISSIMILAR SOILS AT JOINT BETWEEN PROPOSED CONCRETE SECTION AND EXISTING.
11. MATCH EXISTING GUTTER IN/GUTTER OUT.
12. DOWEL NEW CONCRETE TO EXISTING TO PREVENT DIFFERENTIAL MOVEMENT.
13. PLACE CAULK AT ALL BUILDING FACES WHERE WORK DISTURBS SEAL.
14. RESTORE DISTURBED TURF AND LANDSCAPING TO MATCH EXISTING CONDITIONS.
15. ALL 8" REINFORCED CONCRETE PAVEMENT SHALL BE SAWED AND SEALED WITH SILICONE. JOINTS SHALL LINE UP WITH ANY EXISTING JOINTING AND BE APPROVED BY THE ENGINEER. REFER TO MnDOT'S STANDARD PLAN FOR PAVEMENT JOINTS.
16. RESTRIPE ENTIRE PARKING LOT.

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A:\SHW\16120985\16120985.dwg 9/23/2020 11:45 AM

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

ANDREW L. BUDDÉ  
LIC. NO. 46585 DATE 08/10/2020

**BOLTON & MENK**

2638 SHADOW LANE, SUITE 200  
CHASKA, MINNESOTA 55318  
Phone: (952) 448-8838  
Email: Chaska@bolton-menk.com  
www.bolton-menk.com

DESIGNED	MSB	NO. 1	ISSUED FOR	ALB	DATE	09/23/2020
DRAWN	SCD					
CHECKED	ALB					
CLIENT PROJ. NO.	C16.120985					

CITY OF SHOREWOOD  
SOUTH LAKE MINNETONKA PUBLIC SAFETY FACILITY IMPROVEMENTS  
SITE PLAN

SHEET

C0.03



# South Lake Minnetonka Public Safety Facility Improvements

City of Shorewood

Engineers Estimate

BMI # C16.120985

DATE: 9/23/2020

ITEM NO.	ITEM DESCRIPTION	NOTES	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION		LUMP SUM	1	\$11,000.00	\$11,000.00
2	REMOVE CONCRETE CURB AND GUTTER		LIN FT	330	\$4.00	\$1,320.00
3	REMOVE CONCRETE SIDEWALK		SQ FT	2,660	\$2.00	\$5,320.00
4	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ FT	5,280	\$2.00	\$10,560.00
5	REMOVE BITUMINOUS PAVEMENT		SQ FT	2,500	\$5.00	\$12,500.00
6	REMOVE ELECTRIC POST AND ABANDON CONDUIT		EACH	1	\$500.00	\$500.00
7	REMOVE AND REPLACE SIGN BOLLARD	(1)	EACH	3	\$800.00	\$2,400.00
8	BOLLARD POST		EACH	1	\$600.00	\$600.00
9	SAWCUT BITUMINOUS PAVEMENT		LIN FT	1,065	\$2.00	\$2,130.00
10	GEOTEXTILE FABRIC TYPE 5		SQ YD	770	\$2.50	\$1,925.00
11	COMMON EXCAVATION (EV)	(2)	CU YD	651	\$35.00	\$22,785.00
12	SELECT GRANULAR BORROW (CV)	(3)	CU YD	334	\$30.00	\$10,020.00
13	AGGREGATE BASE CLASS 5 (CV)	(3)	CU YD	120	\$50.00	\$6,000.00
14	2" TYPE SP 9.5 WEARING COURSE (2,C)		TON	65	\$150.00	\$9,750.00
15	CONCRETE CURB & GUTTER DESIGN B612		LIN FT	240	\$30.00	\$7,200.00
16	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE		LIN FT	90	\$30.00	\$2,700.00
17	4" CONCRETE WALK		SQ FT	2,660	\$5.00	\$13,300.00
18	8" REINFORCED CONCRETE PAVEMENT	(4)	SQ FT	5,280	\$10.00	\$52,800.00
19	EXISTING CONCRETE CRACK SEALING		LIN FT	90	\$9.00	\$810.00
20	TRUNCATED DOMES		SQ FT	16	\$50.00	\$800.00
21	4" PERF TP PIPE DRAIN	(5)	LIN FT	530	\$15.00	\$7,950.00
22	8" SCHEDULE 40 PVC PIPE		LIN FT	703	\$25.00	\$17,575.00
23	DOWNSPOUT SPLASHPAD WITH SPLASH GUARD AND CASTING		EACH	10	\$850.00	\$8,500.00
24	CONNECT TO EXISTING DRAINAGE STRUCTURE		EACH	5	\$800.00	\$4,000.00
25	STORM DRAIN INLET PROTECTION		EACH	6	\$200.00	\$1,200.00
26	WATER SERVICE LID COVER	(6)	EACH	1	\$350.00	\$350.00
27	4" SOLID LINE PAINT		LIN FT	2,000	\$0.50	\$1,000.00
28	PAVT MSSG PAINT - HANDICAP SYMBOL		EACH	3	\$75.00	\$225.00
29	SEDIMENT CONTROL LOG TYPE WOOD FIBER	(7)	LIN FT	100	\$5.00	\$500.00
30	TURF & LANDSCAPING RESTORATION	(8)	LUMP SUM	1	\$2,500.00	\$2,500.00
	<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$218,220.00</b>
	<b>25% PROJECT DEVELOPMENT COSTS:</b>					<b>\$43,644.00</b>
	<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$261,864.00</b>



**SOUTH LAKE MINNETONKA  
POLICE DEPARTMENT**

24150 SMITHTOWN ROAD  
SHOREWOOD, MN 55331-8598

Mike Meehan  
Chief of Police

Office (952) 474-3261  
Fax (952) 474-4477

**M-E-M-O-R-A-N-D-U-M**

**TO: Chief Mike Meehan**

**FROM: Lieutenant Steve Neururer**

**DATE: October 5, 2020**

**RE: Department Issued Cell Phones**

Per your instructions, I have completed a cost analysis on issuing all full-time personnel with department issued cell phones. Currently the department has 15 cell phones and pays for 15 lines of service. Six (6) of these lines and devices are shared amongst the Patrol Officers and the on-duty part-time CSO. The remaining nine (9) lines of service are for the Administration, Sergeants, Detectives and the full-time CSO, all of whom have been issued their own cell phones.

If we transition over to the proposed plan where all full-time personnel are issued cell phones, we would also need one additional cell phone for the on-duty part-time CSO. This would mean that we would actually need to have an additional six (5) lines of service for a total of twenty (20) lines of service. Twenty (19) phones/lines would be for full-time staff and one (1) would be for the part-time CSO to be used while on-duty.

**Cost Analysis**

The following cost analysis is under the pretense that we are moving to a plan of having a total of twenty (20) lines of service. As I reviewed our monthly statements from Verizon Wireless, I noticed the fees for cell phones varied slightly from month to month. To get a more accurate cost analysis, I averaged the cell phone costs from October 2019 to September 2020.

Currently we pay \$642.20 per month on average for all fifteen (15) lines of service. If we increased our cell phone fleet to twenty (20) lines of service, our monthly bill would be \$854.80 on average. This would be an increase of \$212.60 per month or \$2,551.20 per year. This of course is just for our cell phones and not factoring in the additional fees associated with data/air cards for MDCs etc. Adding these additional cell phone lines would not result in any new hardware costs for cell phones because we would select the free phone currently offered by Verizon Wireless. However, there would be some one-time ancillary fees for cell phone cases.

Here are the specific details:

Qty	Description	Monthly
15	Current number of lines of service averaged since October 2019.	\$642.20

20	Proposed number of lines of service (using the same monthly averaged rate since October 2019).	\$854.80
Monthly Increase		\$212.60

#### Current Average Monthly Cell Phone Fees

1	Patrol 1	\$42.52
2	Patrol 2	\$42.52
3	Patrol 3	\$42.52
4	Patrol 4	\$42.52
5	Patrol 5	\$42.52
6	Patrol 6	\$42.52
7	Ballsrud	\$42.52
8	Holtan	\$42.52
9	Hohertz	\$42.52
10	Williams	\$42.52
11	Olson	\$42.52
12	Neururer	\$42.52
13	Meehan	\$42.52
14	O'Keefe	\$42.52
15	Hybrid Detective	\$46.92
<b>Current Total</b>		<b>\$642.20</b>

#### Proposed Average Monthly Cell Phone Fees

1	Meehan	\$42.52
2	Neururer	\$42.52
3	Williams	\$42.52
4	Ballsrud	\$42.52
5	O'Keefe	\$42.52
6	Thomas	\$42.52
7	Nelson	\$42.52
8	Protivinsky	\$42.52
9	Perrier	\$42.52
10	Gray	\$42.52
11	MacElroy	\$42.52
12	Werner	\$42.52
13	Wareham	\$42.52
14	Moore	\$42.52
15	Olson	\$42.52
16	Kuipers	\$42.52
17	Hohertz	\$42.52
18	Holtan	\$42.52
19	Steubs	\$42.52
20	Part-time CSO	\$42.52
21	Hybrid Hotspot	\$4.40
<b>Proposed Total</b>		<b>\$854.80</b>

### Explanation on Hybrid Detective Cell Phone Fees

The table on the left shows the monthly cell phone fees of 42.52 for all lines except the Hybrid Detective, which is 46.92. The table on the right shows \$4.40 for a Hybrid Hotspot. Verizon Wireless is supposed to charge us \$5.00 per month to have “hotspot” capability for the Hybrid Detective line which allows the detective the ability to access internet on a laptop. This was a cheaper option instead of providing the hybrid detective with a regular hotspot or jetpack at \$35.00 per month. Please note that the full-time detective has a separate hotspot or jetpack which is not factored in this cost analysis.

However, there were some months that Verizon Wireless did not charge us the \$5.00 monthly hotspot fee for the Hybrid Detective (not sure why) which lowered the overall average to \$4.40. The table on the left shows the combined total for the hybrid detective’s cell phone of \$46.92 (combination of \$42.52 for cell phone fee and \$4.40 for the hotspot). For the table on the right, I just added a separate line item of \$4.40 because I don’t know who the hybrid detective will be at this time. Please note that this hotspot fee will most likely continue to be \$5.00 per month as Verizon is now correctly billing us for this service.

Steve