Shakopee City Council Regular Meeting

Tuesday, February 4, 2025
7:00 PM
City Hall, 485 Gorman Street

Vision: Shakopee is a distinctive river town with a variety of business, cultural, and recreational opportunities in a safe, welcoming, and attractive environment. Our vision is for Shakopee to continue being the place people want to live, work, and play!

Mission: Our mission is to deliver high quality services essential to maintaining a safe and sustainable community. We commit to doing this cost-effectively, with integrity and transparency.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda

   These items are considered routine and will be enacted by one motion. There will be no separate discussion of these unless a council member or staff requests, in which event the item will be removed from the consent agenda for separate discussion & action.

   5.a Declare property and one vehicle as Surplus Property

   5.b LED Lighting Upgrades

   5.c Approve a Special Event Permit and a Temporary Liquor License for the Shakopee Chamber & Visitors Bureau

   5.d Approve plans and authorize bidding for the Stagecoach Road Improvement Project, CIF-25-001.

   5.e Approve plans and authorize bidding for the 2025 Pavement Rehabilitation Project

   5.f Accept Proposal from Kimley-Horn and Associates, Inc. for Design Services for

the Old Carriage Court Corridor Improvements.

5.g Approve a proposal from CTI for upgrades to Council Chambers broadcast equipment

5.h FEMA Staffing for Adequate Fire and Emergency Response Program Grant Application

5.i Department of Energy's Energy Efficiency & Conservation Block Grant Award

5.j Approve plans and authorize bidding for the 2025 SCADA System Expansion Project, Sewer-25-001

5.k Fee Schedule Modification

5.l Cooperative Agreement with Scott County for the Construction and Maintenance of a Roundabout at the County Highway 79 and 78 Intersection

5.m Hire the Community Outreach Coordinator position at grade 160 step 4

5.n Approve a Gambling Premises Permit for the Shakopee Trap Club

5.o Approve a Gambling Premises Permit for AMVETS Post 1

6. Public Comment
Individuals may address the City Council about any item not on the regular agenda. Speakers are requested to come to the center table, state their name and address for the clerk's record, and limit their remarks to three minutes. The City Council will not take official action on items discussed at this time, but may refer the matter to staff for a follow up report or direct that matter be scheduled on an upcoming agenda.

7. Business removed from consent agenda

8. Recess for Economic Development Authority Meeting

9. Reconvene

10. General Business

10.a 2025 City of Shakopee Strategic Plan Report

10.b Discussion on Pawn Shop Fees.

10.c Amend the Shakopee City Code by adding section 130.23 prohibiting camping on city-owned property and street right-of-way.

11. Workshop

11.a Discussion on e-bikes, motorized bicycles, and foot scooters.

12. Reports
Liaison and Administration

12.a City Bill List

13. Other Business

14. Adjourn to February 18, 2025 at 7:00 p.m.

Agenda Item: Declare property and one vehicle as Surplus Property
Prepared by: Josh Davis, Sergeant
Reviewed by:

Action to be considered:
Declare property and one vehicle as Surplus Property and authorize sale and disposal.

Motion Type:
Approve

Background:

The following is surplus property that is no longer used/needed by the Police Department:

- Omnichrome machine with security glasses
- Smoke detector package with 2 detectors
- Briefcase with laptop and accessories
- Sony Multi Pix case
- Box with coats and body armor vests
- Blackhawk holster for a Glock-Right handed
- 4 MNDOT signs
- Dry erase calendar
- Pro Laser II with case
- Agent Portable Security case
- Silver briefcase with misc. equipment
- Pro Laser III X2
- Minolta instant camera
- 3 duffle bags containing breathing apparatuses
- Weight scale
- Box containing explorer t shirts/jackets/duty belts
- Box containing SWAT body armor
- Box containing SPD jackets
- CPR skill dummy along with equipment bag
- Empty impact case
- Case containing metal detection wands
- Empty black case
- Box of misc. equipment/flashlights

- Misc. box of duty gear
- 16 Sets of Getac Squad Cameras with mounting brackets
- 8 bay docking station for Getac Cameras (2)
- 50 Getac Body Worn Cameras with charging docs and wiring

The property suitable for resale will be sold. The property that is unsuitable for resale will be junked.

- 2020 Ford Explorer, VIN: 1FM5K8AB7LGB66294

The vehicle is suitable for resale but will be traded to Dakota County Technical College in exchange for training time at their facility. This type of agreement has been in the past, and the police department is planning to continue to use their facility for department training.

Recommendation:
Approve policy/action as requested

Budget Impact:
None

Attachments:

Shakopee City Council
February 4, 2025

5.b

Agenda Item: LED Lighting Upgrades
Prepared by: Chelsea Petersen, Assistant City Administrator
Reviewed by:

Action to be considered:
Approval replacement and upgrade of existing lighting in the Community Center and Ice Arena to LED fixtures.

Motion Type:
Simple Majority

Background:
At its July 18, 2023 meeting, Council approved the application to the Department of Energy's EECBG. The Department of Energy's Energy Efficiency & Conservation Block Grant program provides funding to municipalities and counties to implement strategies to reduce fossil fuels, reduce the total energy use of the applicant's entities, improve energy efficiencies, and build a clean and equitable energy economy. Within this block grant, the Department of Energy has calculated available funds to municipalities and counties across the United States, allocating $76,550 available for the City of Shakopee.

The largest part of this grant will cover lighting upgrades to the Community Center and Ice Arena, which is being requested for approval at this time. This portion of the project will remove and replace 67 light fixtures in the Shakopee Ice Arena for an estimated cost of $8,965.00, and 270 fixtures in the Shakopee Community Center for an estimated cost of $40,348.00. Staff has exhausted all in-house supply and needs to move forward with replacement in order to continue to have adequate lighting in these spaces. Based on the quotes received and attached, staff is recommending awarding the bid on this portion of the project to Choice Electric.

Staff is working on identifying areas of the next greatest need of updating based on usage, remaining useful life, and in-house supply stock. The remainder of the grant is anticipated to be used to finish up smaller areas of Public Works facility that was previously largely converted to LEDs, and/or aging water heaters in multiple city facilities. All of these items were included as part of the grant application that was recently approved.

Recommendation:
Approval as requested.

Budget Impact:
The project is 100% funded through the Department of Energy's Energy Efficiency & Conservation Block Grant.

Attachments:
Resolution R2025-021

RESOLUTION R2025-021
A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA ACCEPTING BIDS AND AWARDING A CONTRACT IN THE AMOUNT OF $49,313 TO CHOICE ELECTRIC FOR THE REMOVAL OF EXISTING LIGHT FIXTURES AND REPLACEMENT WITH LED LIGHT FIXTURES AT SHAKOPEE COMMUNITY CENTER AND ICE ARENA

WHEREAS, bids were solicited for the removal of existing lighting and replacement with energy efficient LED fixtures at Shakopee's Public Works facility, and the following bids were received:

Choice Electric	$49,313.00
Landmark Electric	$55,232.80

WHEREAS, Choice Electric, 3080 4th Ave East, Shakopee, MN 55379, is the lowest responsive and responsible bidder for the aforementioned project; and

WHEREAS, staff recommends budgeting 10% in contingency costs ($4,931); and

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

1. The appropriate city officials are hereby authorized and directed to enter into a contract with Choice Electric, in the name of the City of Shakopee for the removal of existing light fixtures and replacement with LED light fixtures at Shakopee Community Center and Ice Arena.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February 2025.

_____
Mayor of the City of Shakopee

ATTEST:

_____
Deputy City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Agenda Item: Approve a Special Event Permit and a Temporary Liquor License for the Shakopee Chamber & Visitors Bureau
Prepared by: Heidi Emerson, Deputy City Clerk
Reviewed by:

Action to be considered:
Approve a special event permit and a temporary liquor license, and suspend city code 114.11 to allow consumption on city streets for the Shakopee Chamber & Visitors Bureau for the Shakopee Brew Hall Bock Party event being held March 22, 2025.

Motion Type:
Simple Majority

Background:
The Shakopee Chamber & Visitors Bureau has submitted a Special Event application, and an application for a temporary liquor license, for the Shakopee Brew Hall's Bock Party Event being held on March 22, 2025 from 12:00 p.m. to 6:00 p.m..

They are requesting that First Avenue, between Lewis Street and Holmes Street, be closed starting at 11:00 a.m. on March 22nd for event set-up, and reopen at 7:00 p.m. They are requesting street closure signs be posted on Wednesday March 19th. The are also requesting six garbage cans and four recycling cans to be placed according to the attached event map, along with road closure barricades.

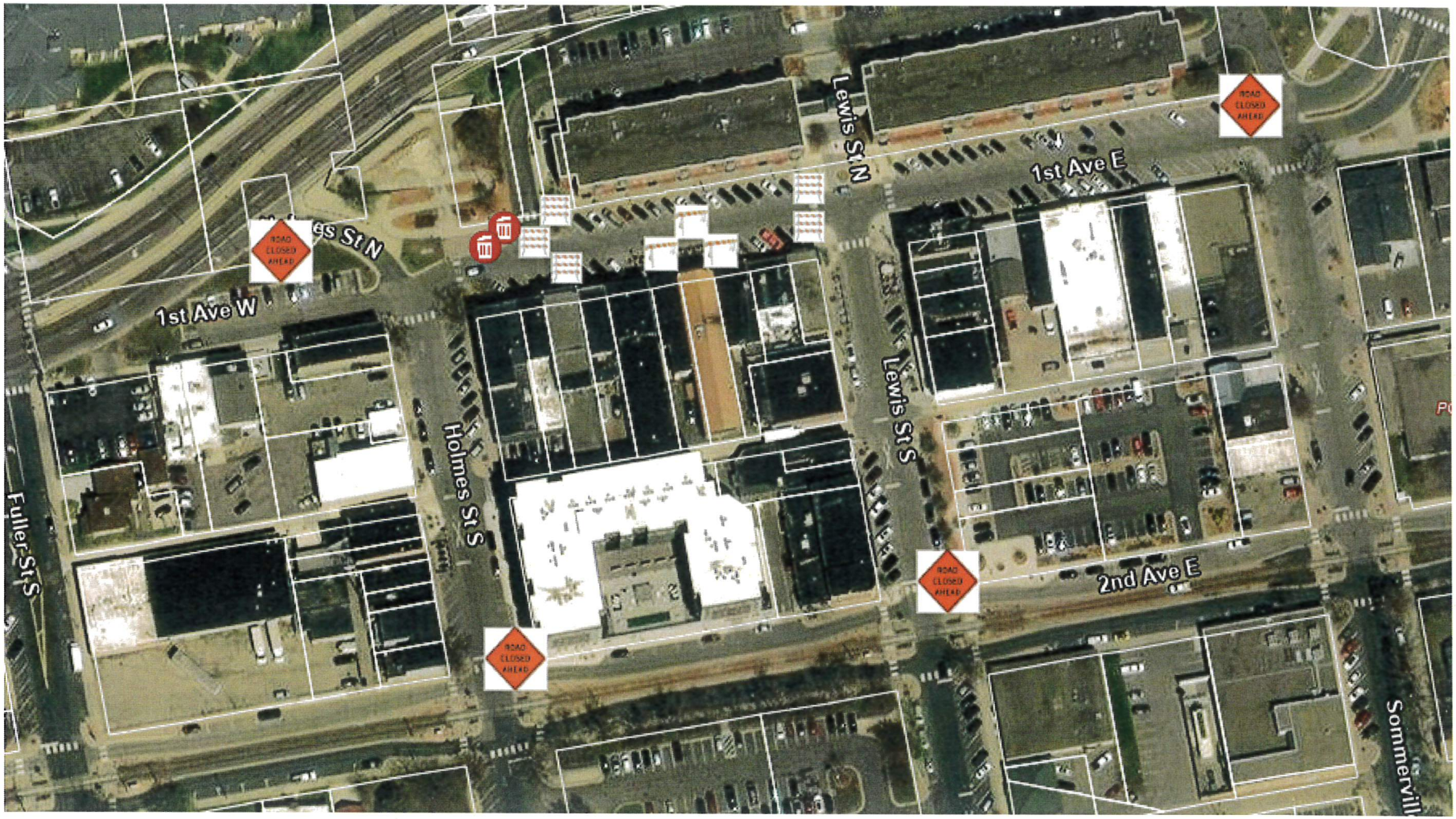
Alcohol will sold from one beer tent in the event area. Anyone purchasing alcohol will be required to show ID and they will be wrist-banded. The event will also include four food trucks, a vendor market place with 30 vendors, beer-poking on-site and live entertainment.

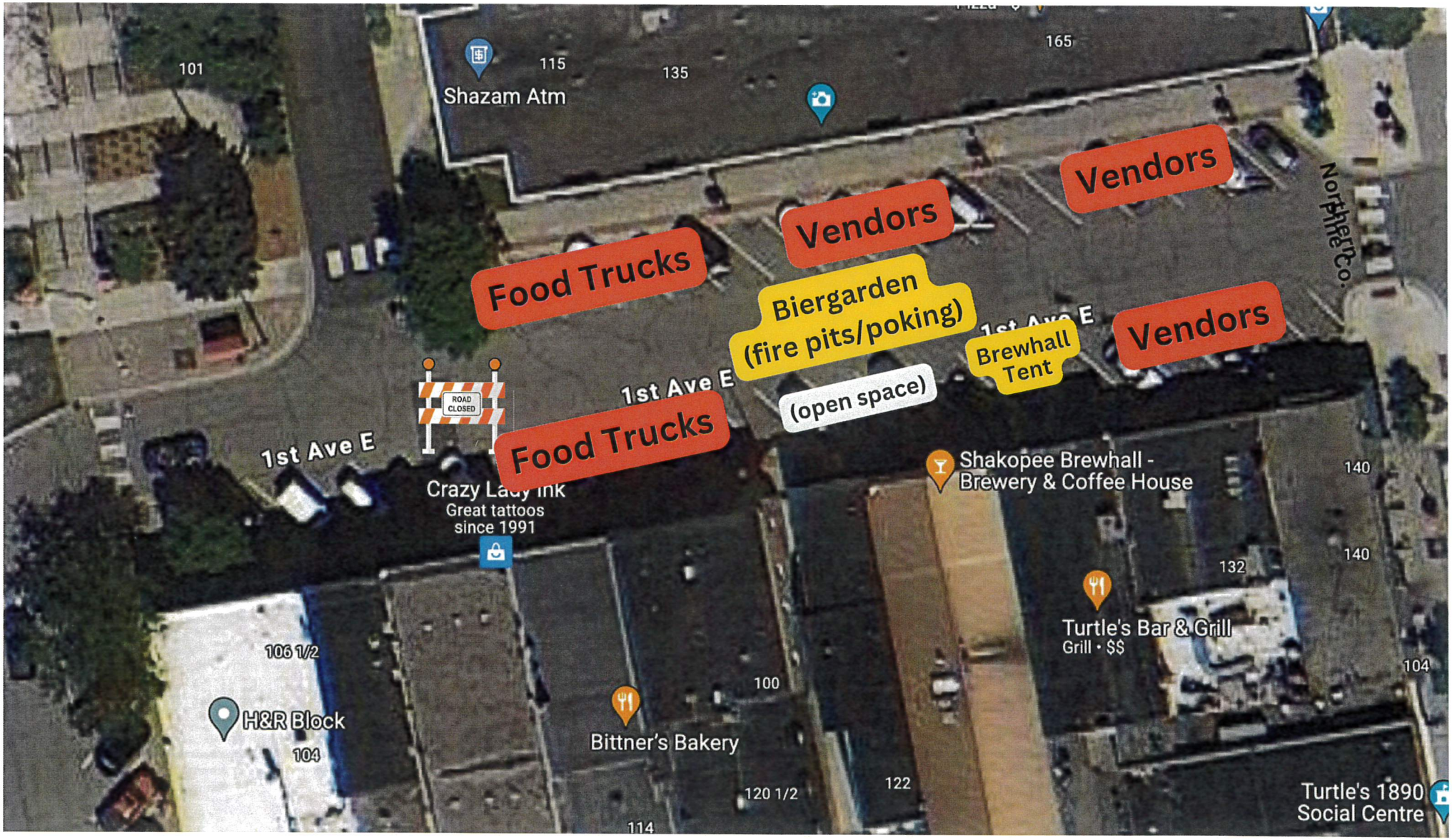
The application is in order and the fee has been paid.

Recommendation:
Approve the above requested motion.

Budget Impact:
Staff time will be needed to drop off and pick up street barricades and garbage cans, post street closing signs and clear the streets. Most of this can be accomplished during normal working hours.

Attachments:
Road Closure Map
Event Map


ROAD CLOSED AHEAD
ROAD CLOSED AHEAD
ROAD CLOSED AHEAD
ROAD CLOSED AHEAD
1st Ave W
1st Ave E
2nd Ave E
Holmes St S
Lewis St N
Lewis St S
Fuller St S



SCHEDULE

11 am - 7 pm Street Closing
12-6p Biergarten / Spring Market / Beer poking
12-2p Music
4-6p Music

FACTS

30 Vendors
4 Food Trucks
1 Biergarden (Fire Pits & Beer Poking)
1 Beer Tent - serving Brewhall Beer

Agenda Item: Approve plans and authorize bidding for the Stagecoach Road Improvement Project, CIF-25-001.
Prepared by: Micah Heckman, Assistant City Engineer
Reviewed by: Alex Jordan, City Engineer

Action to be considered:
Adopt Resolution R2025-013, approving plans and specifications and ordering advertisement for bids for the Stagecoach Road Improvement Project, CIF-25-001.

Motion Type:
Adopt

Background:
The City's 2025-2029 Capital Improvement Plan (CIP) programs the construction of the Stagecoach Road Improvement Project, CIF-25-001 (see attached CIP summary sheet) in 2025. This project is a continuation of the City's Pavement Preservation Program to maintain existing infrastructure.

The Stagecoach Road Improvement Project includes a full depth pavement reclamation, construction of curb and gutter along the north and east sides of the roadway, storm sewer improvements, construction of an off-street pedestrian trail along the north and east sides of the roadway, construction of ADA compliant pedestrian curb ramps, upgrades to the railroad crossing and bridge, replacing driveway aprons and paving a new bituminous pavement section on Stagecoach Road.

Plans have been prepared and staff is ready to solicit public bids to complete the improvements. Upon approval, subsequent advertising and bidding will commence with a scheduled bid opening in spring 2025. Bids would then be considered and awarded with construction of the improvements scheduled for summer 2025.

Recommendation:
Adopt Resolution R2025-013.

Budget Impact:
The CIP includes $5,244,400 for full depth reclamation projects in 2025, including Stagecoach Road, McGuire Court, McGuire Circle and Sunset Court. The budget for the

Stagecoach Road Improvement Project is $4,029,400 which includes engineering and administrative costs . The project is funded out of the Capital Improvement Fund.

Attachments:
CIF-25-001
Cover Sheet.pdf
RES-R2025-013.pdf

Project #	CIF-25-001
Project Name	2025 Full-Depth Pavement Reconstruction

Total Project Cost	$5,379,400	Department	Capital Improvements Fund
Type	Improvement	Category	Street Reconstruction
Priority	1 - Have to do	Status	Active
Useful Life	25 years	Accounting Code	5943/6943
Fund	Capital Improvement Fund	Project Code	CI2501

Description

This project is for the full depth reconstruction of the bituminous roadway for Sunset Court, McGuire Court, McGuire Circle and Stagecoach Road from the roundabout at CR101 to 13th Avenue, including the construction of a new bituminous trail. Utilities, the addition of curb and gutter and additional storm sewer and other improvements will be evaluated and included with this project. Project costs include the assumption that sanitary sewer will be extended to residents on McGuire Court and McGuire Circle.

Justification

This is a continuation of the City's Pavement Preservation Program to maintain existing infrastructure. The additional of a bituminous trail along Stagecoach Road has been identified in the parks & trails master plan.

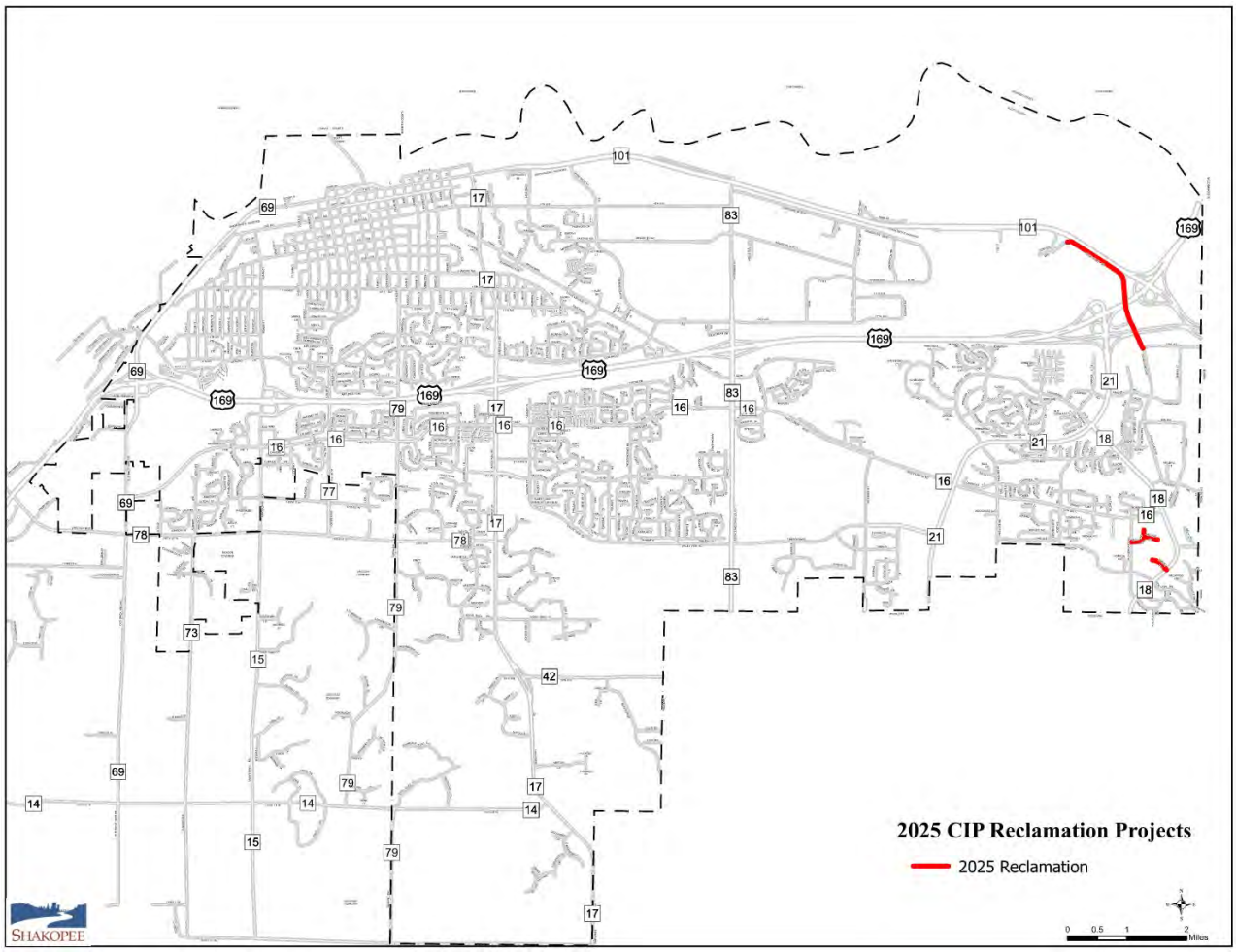
Prior	Expenditures	2025	2026	2027	2028	2029	Total
135,000	Construction/Maintenance	4,558,400	0	0	0	0	**4,558,400**
	Engineering/Administration	686,000	0	0	0	0	**686,000**
	Total	**5,244,400**	**0**	**0**	**0**	**0**	**5,244,400**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
135,000	Capital Improvement Fund	3,184,740	0	0	0	0	**3,184,740**
	Special Assessments	1,072,660	0	0	0	0	**1,072,660**
	Storm Drainage Fund	650,000	0	0	0	0	**650,000**
	Sanitary Sewer Fund	295,000	0	0	0	0	**295,000**
	Cost Sharing, SPUC	42,000	0	0	0	0	**42,000**
	Total	**5,244,400**	**0**	**0**	**0**	**0**	**5,244,400**

Budget Impact

Required ADA improvements are generally unfunded mandates to improve accessibility and to minimize liability.

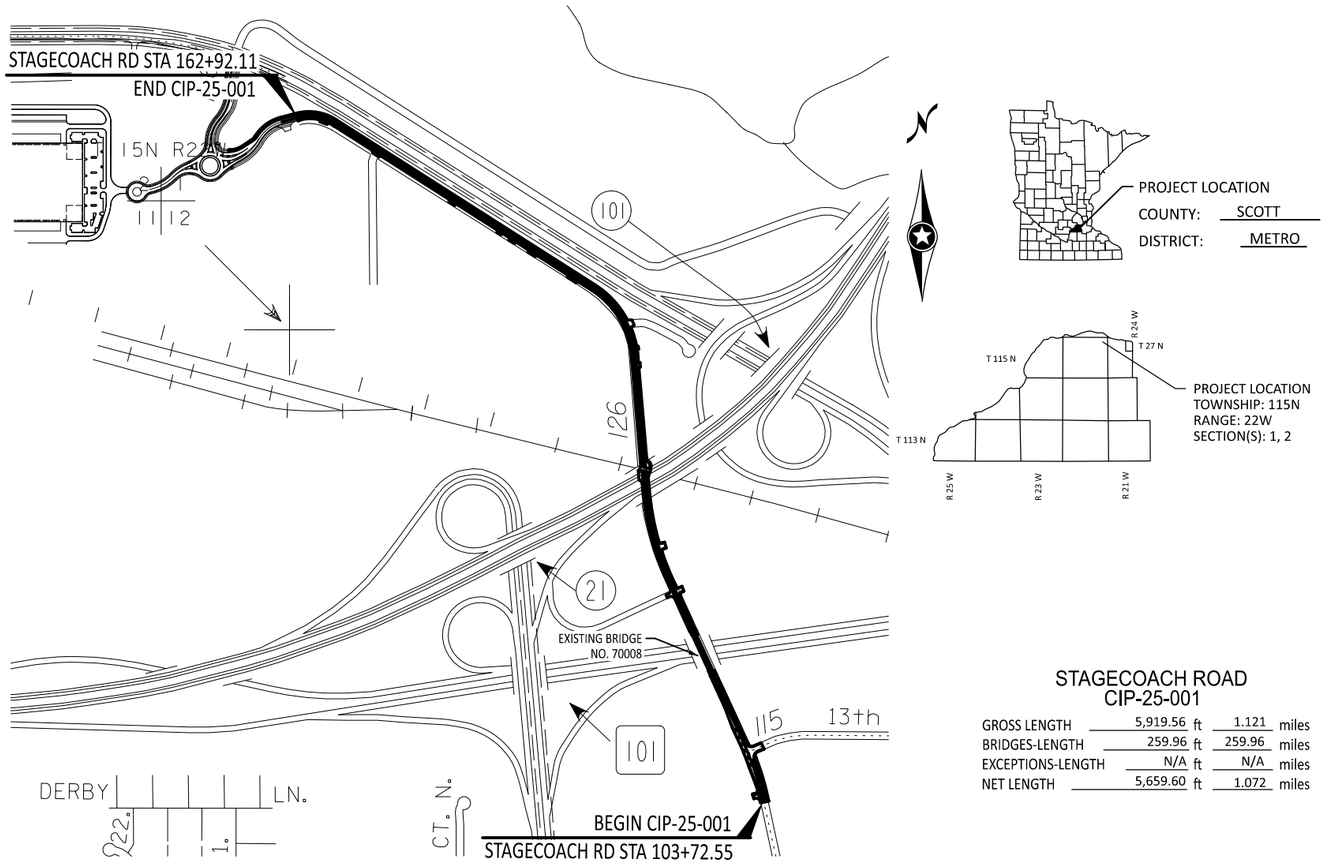
Project #	CIF-25-001	Department	Capital Improvements Fund
Project Name	2025 Full-Depth Pavement Reconstruction		



CITY OF SHAKOPEE

CONSTRUCTION PLAN FOR GRADING, BITUMINOUS SURFACING, CURB AND GUTTER. DRAINAGE, ADA IMPROVEMENTS AND APPURTENANT WORK

LOCATED IN STAGECOACH ROAD FROM 600' EAST OF STAGECOACH RD AND HENTGES WAY ROUNDABOUT TO 350' SOUTH/EAST OF 13TH AVENUE (Geographic Description)



BIKE TRAIL DESIGNATION

DESIGN SPEED: 20 MPH
BASED ON STOPPING SIGHT DISTANCE
HEIGHT OF EYE 4.0 FT
HEIGHT OF OBJECT 0.0 FT

DESIGN SPEED NOT ACHIEVED AT:
NA

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

SCALES

INDEX MAP 0 500 1000
PLAN 0 50 100
PROFILE HORIZ. 0 50 100
VERT. 0 5 10
CROSS SECTION 0 10 20

DESIGN DESIGNATION — STAGECOACH ROAD

STATION RANGE	103+72.55 - 162+92.11
GROSS LENGTH	5,919.56 FT
R VALUE	30
ADT (Current Year) 2025	2,750
ADT (Future Year) 2045	7,850
D (DIRECTIONAL DISTR.)	50/50
HEAVY COMMERCIAL	10.0%
ESALS	2,156,000
DESIGN SPEED	40 MPH
BASED ON SIGHT DISTANCE	STOPPING
HEIGHT OF EYE / HEIGHT OF OBJECT	3.5'/2.0'
FUNCTIONAL CLASS	MAJOR COLLECTOR
NO. OF TRAFFIC LANES	2
NO. OF PARKING LANES	0
SHOULDER WIDTH	3 FT URBAN / 6 FT RURAL
TON DESIGN	10
DESIGN SPEED NOT ACHEIVED AT	NA

STAGECOACH ROAD CIP-25-001

GROSS LENGTH	5,919.56 ft	1.121	miles
BRIDGES-LENGTH	259.96 ft	259.96	miles
EXCEPTIONS-LENGTH	N/A ft	N/A	miles
NET LENGTH	5,659.60 ft	1.072	miles

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/UESI/CI 38-22, ENTITLED "STANDARD GUIDELINE FOR THE INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST EDITION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
TSH1	TITLE SHEET
2	GENERAL LAYOUT
3 - 4	ESTIMATED QUANTITIES
5 - 6	QUANTITY TABULATIONS
EW1 - EW2	EARTHWORK TABULATION
7	CONSTRUCTION NOTES AND STANDARD PLATES
8 - 10	TYPICAL SECTIONS
-	MISCELLANEOUS DETAILS
11 - 24	STANDARD PLAN SHEETS
-	CONSTRUCTION STAGING & TRAFFIC CONTROL
AL1 - AL2	ALIGNMENT PLANS & TABULATION
25 - 27	INPLACE TOPOGRAPHY & UTILITIES PLAN
28 - 30	REMOVAL PLAN
31 - 36	CONSTRUCTION PLAN & PROFILE
37	RAILROAD CROSSING DETAILS
38 - 39	PEDESTRIAN RAMP DETAILS
-	DRIVEWAY DETAILS
DP1 - DP3	DRAINAGE PLAN
DRP1-DRP3	DRAINAGE PROFILES
DRN1-DRN4	DRAINAGE TABULATIONS
40 - 42	STORM WATER POLLUTION PREVENTION PLAN
43 - 46	TURF ESTABLISHMENT & EROSION CONTROL PLAN
SSA - SS3	SIGNING & PAVEMENT MARKING PLAN
X1 - X19	CROSS SECTIONS

THIS PLAN CONTAINS 65 SHEETS

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITHIN THE CONSTRUCTION OF THIS PROJECT.

wsb

SIGNATURE: _____ TYPED OR PRINTED NAME: ANDREW J. PLOWMAN, PE

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN 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.

DATE: $SIGNDATE$ LICENSE NUMBER 44200

_____ DATE: _____
APPROVED: CITY OF SHAKOPEE ENGINEER

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, OF THE PLAN WERE MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

_____
DATE: _____ LICENSE NUMBER _____

CIP-25-001

Date Printed: 1/17/2025
WSB Filename: Projects\Minnesota\02176i-000\05_Discipline\Roadway\Sheets\02176i-000-1001sh-001

RESOLUTION R2025-013

A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE STAGECOACH ROAD IMPROVEMENT PROJECT, CIF-25-001

WHEREAS, the City Engineer has prepared plans and specifications for improvements for the Stagecoach Road Improvement Project, by pavement reclamation and a new bituminous street section, installation of new curb and gutter and a trail and any appurtenance work and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, a copy of which is on file and of record in the Office of the City Engineer, are hereby approved.

2. The City Clerk shall prepare and cause to be placed on the city's website and on questcdn.com an advertisement for bids upon the making of such improvement under such approved plans and specifications. The Advertisement for Bids shall be published as required by law.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February 2025.

_____
Mayor of the City of Shakopee

ATTEST:

_____
City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Agenda Item: Approve plans and authorize bidding for the 2025 Pavement Rehabilitation Project
Prepared by: Micah Heckman, Assistant City Engineer
Reviewed by: Alex Jordan, City Engineer

Action to be considered:
Adopt Resolution R2025-014, approving plans and specifications and ordering advertisement for bids for the 2025 Pavement Rehabilitation Projects, CIF-25-001, CIF-25-002, CIF-25-003, CIF-25-004, PA-25-01, PA-22-10 and BA-24-005.

Motion Type:
Adopt

Background:
The City's adopted 2025-2029 Capital Improvement Plan (CIP) contains the following CIP projects (see attached CIP summary sheets):

- 2025 Full Depth Reclamation Project CIF-25-001, which consists of reconstruction of McGuire Court, McGuire Circle and Sunset Court.
- Annual Bituminous Mill and Overlay Project CIF-25-002, which consists of joint and crack repair, patching, milling, constructing ADA compliant pedestrian curb ramps and paving a bituminous overlay of various streets throughout the city.
- Annual Trail Rehabilitation Project CIF-25-003, which consists of reclaiming and reconstructing the bituminous trail surface and constructing ADA compliant pedestrian curb ramps for trails along Valley View Road, Moraine Drive, Alysheba Road and Jeffery Allen Drive.
- Annual Pavement Rehabilitation Project CIF-25-004, which consists of joint and crack repair, patching and a chip seal coat of streets including 6th Avenue from Spencer Street to Main Street, 7th and 8th Avenues from Spencer Street to Dakota Street, Shakopee Avenue from Main Street to Market Street, Spencer Street from Shakopee Avenue to 10th Avenue, Main Street from 6th Avenue to 10th Avenue, Minnesota Street from 7th Avenue to 10th Avenue and Dakota Street from 4th Avenue to 10th Avenue.
- Annual Park Trail Rehabilitation Project PA-25-01, which consists of reclaiming and reconstructing the bituminous trail surface of trails within city parks.
- Memorial Park Conversion PA-22-10, which consists of milling and paving a bituminous overlay of the parking lot at Memorial Park.

- 500 Gorman Parking Lot Full Depth Reclaim BA-24-005, which consists of full depth pavement rehabilitation of the front parking lot of the Public Works facility.

These projects are a continuation of the City's overall Pavement Preservation Program to maintain existing infrastructure. These projects are proposed to be combined for bidding and construction due to the similar nature of the proposed improvements, to realize economies of scale and to save staff time in coordination.

The size, scope and costs associated with the projects generally remain the same as identified in the CIP plan.

Plans have been prepared and staff is ready to solicit public bids to complete the improvements. Upon approval, subsequent advertising and bidding will commence with a scheduled bid opening in spring 2025. Bids would then be considered and awarded with construction of the improvements scheduled for summer 2025.

Recommendation:
Adopt Resolution R2025-014.

Budget Impact:
Table 1 below provides the CIP budgets for each project. The overall CIP budget for all seven projects is $4,465,000, which includes engineering and administration cost.

Table 1. CIP Project Budgets

CIP Project No.	CIP Project Name	CIP Budg
CIF-25-001	2025 Full Depth Reclamation	$ 580,000
CIF-25-002	Annual Bituminous Mill and Overlay	$ 2,980,0(
CIF-25-003	Annual Trail Rehabilitation	$ 240,000
CIF-25-004	Annual Pavement Rehabilitation	$ 240,000
PA-25-01	Annual Park Trail Rehabilitation	$ 90,000
PA-22-10	Memorial Park Conversion	$ 205,000
BA-24-005	500 Gorman Parking Lot Full Depth Reclaim	$ 130,000
Total		**$ 4,465,0(**

Attachments:
CIP Sheets
RES-R2025-014
Cover Sheet

Project #	CIF-25-001
Project Name	2025 Full-Depth Pavement Reconstruction

Total Project Cost	$5,379,400	Department	Capital Improvements Fund
Type	Improvement	Category	Street Reconstruction
Priority	1 - Have to do	Status	Active
Useful Life	25 years	Accounting Code	5943/6943
Fund	Capital Improvement Fund	Project Code	CI2501

Description

This project is for the full depth reconstruction of the bituminous roadway for Sunset Court, McGuire Court, McGuire Circle and Stagecoach Road from the roundabout at CR101 to 13th Avenue, including the construction of a new bituminous trail. Utilities, the addition of curb and gutter and additional storm sewer and other improvements will be evaluated and included with this project. Project costs include the assumption that sanitary sewer will be extended to residents on McGuire Court and McGuire Circle.

Justification

This is a continuation of the City's Pavement Preservation Program to maintain existing infrastructure. The additional of a bituminous trail along Stagecoach Road has been identified in the parks & trails master plan.

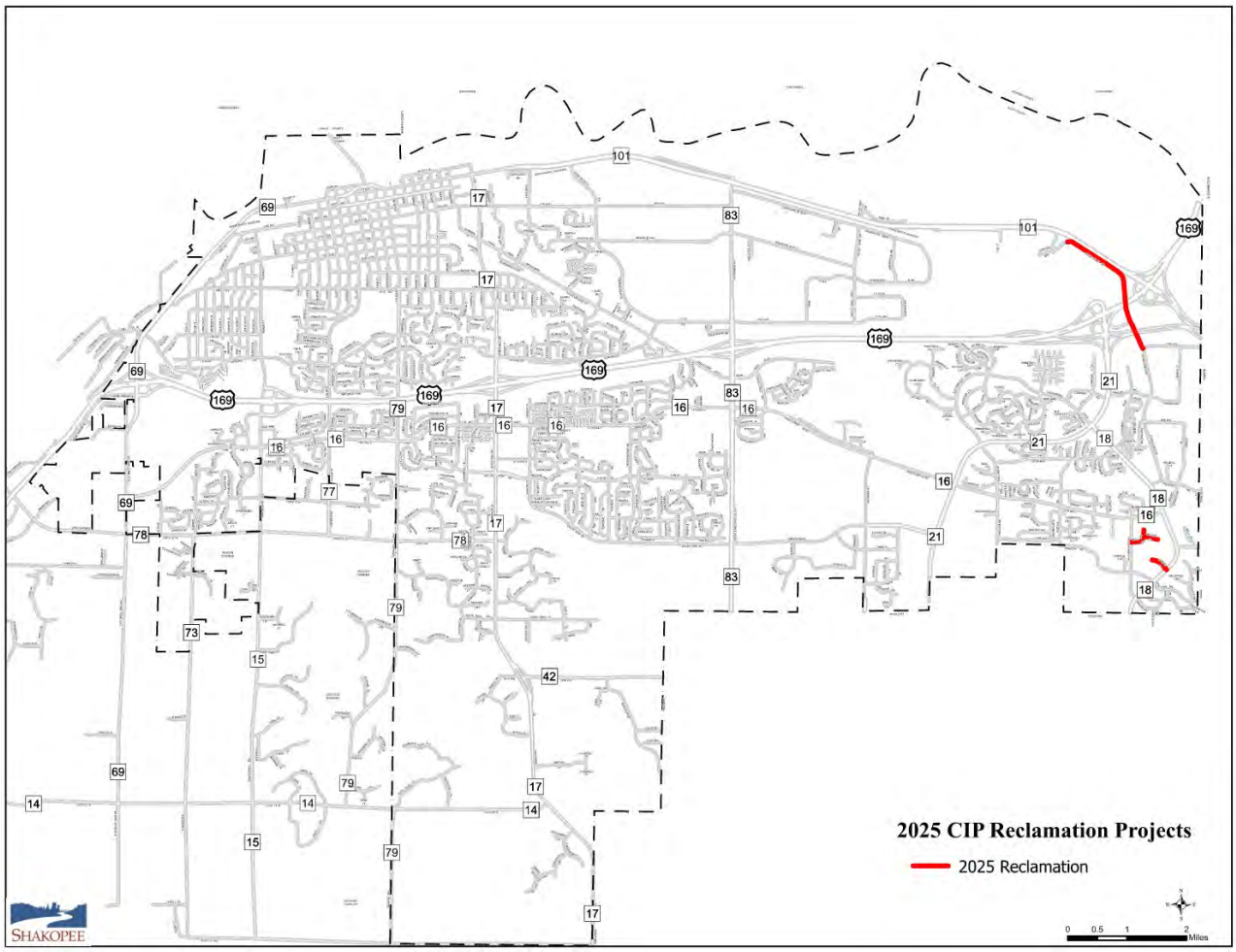
Prior	Expenditures	2025	2026	2027	2028	2029	Total
135,000	Construction/Maintenance	4,558,400	0	0	0	0	**4,558,400**
	Engineering/Administration	686,000	0	0	0	0	**686,000**
	Total	**5,244,400**	**0**	**0**	**0**	**0**	**5,244,400**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
135,000	Capital Improvement Fund	3,184,740	0	0	0	0	**3,184,740**
	Special Assessments	1,072,660	0	0	0	0	**1,072,660**
	Storm Drainage Fund	650,000	0	0	0	0	**650,000**
	Sanitary Sewer Fund	295,000	0	0	0	0	**295,000**
	Cost Sharing, SPUC	42,000	0	0	0	0	**42,000**
	Total	**5,244,400**	**0**	**0**	**0**	**0**	**5,244,400**

Budget Impact

Required ADA improvements are generally unfunded mandates to improve accessibility and to minimize liability.

Project #	CIF-25-001	Department	Capital Improvements Fund
Project Name	2025 Full-Depth Pavement Reconstruction		



Capital Improvement Plan

Shakopee, MN

Project #	CIF-25-002
Project Name	Annual Bituminous Mill and Overlay

Total Project Cost	$10,645,000	Contact	City Engineer
Department	Capital Improvements Fund	Type	Improvement
Category	Street Paving	Priority	1 - Have to do
Status	Active	Useful Life	15 years
Accounting Code	5954/6954	Fund	Capital Improvement Fund
Project Code	CI2412		

Description

The 2025 project includes the rehabilitation of the bituminous asphalt surface of the following streets: the Ridge View Estates neighborhood, the Riverside Fields neighborhood, the Dean Lakes neighborhood, and Pike Lake Road from County Road 21 to County Road 16. The rehabilitation work includes milling the pavement surface, crack sealing, full depth spot repair and patching, spot curb and gutter repair, spot sidewalk repair, upgrading sidewalk/trail pedestrian curb ramp facilities and a bituminous asphalt pavement overlay.

Justification

This is a continuation of the City's Pavement Preservation Program to maintain existing infrastructure. The City must reconstruct pedestrian ramp facilities to comply with its ADA Transition plan adopted in 2018, increasing the cost of these projects compared to previous years' projects.

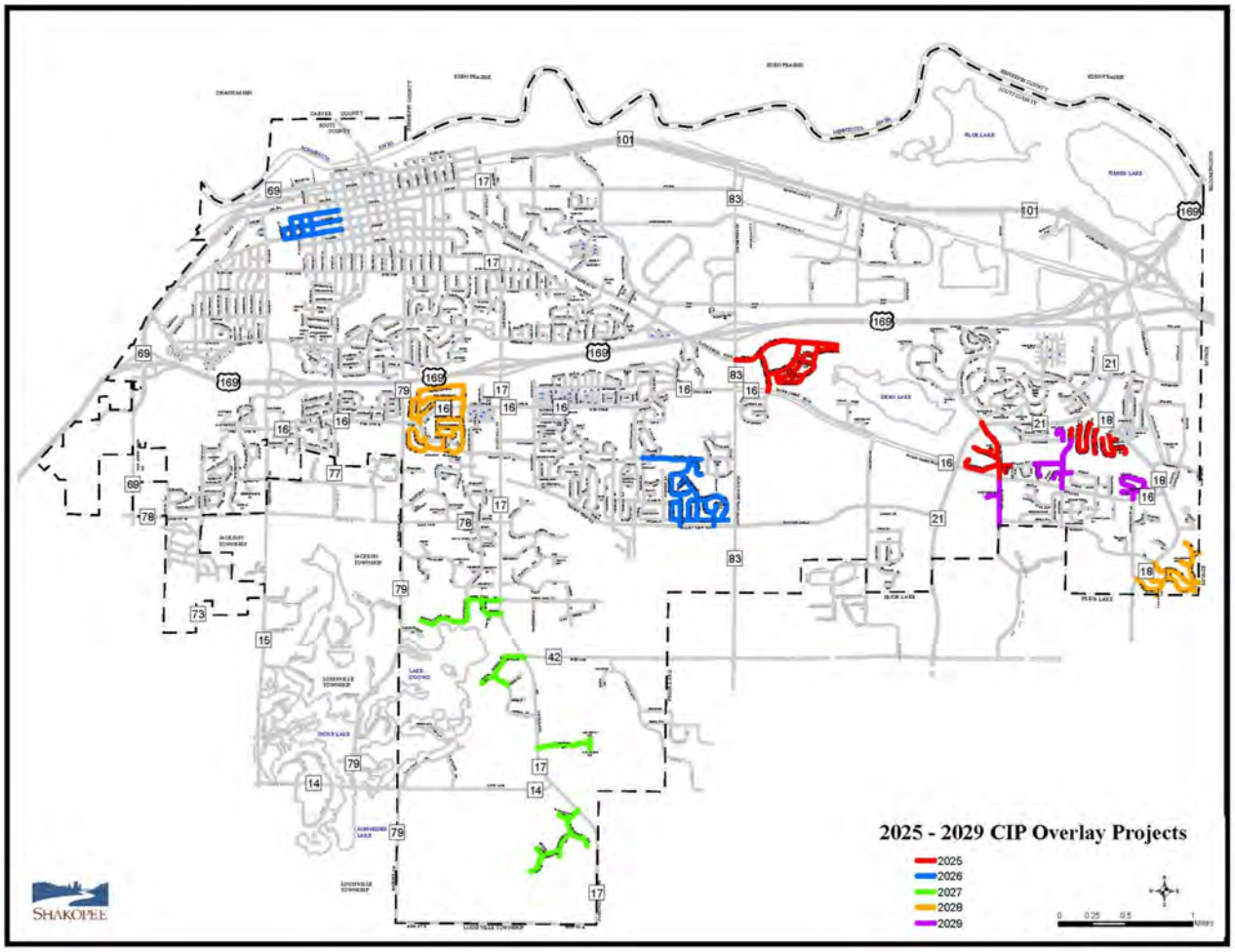
Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	2,655,000	2,195,000	1,015,000	2,660,000	1,015,000	**9,540,000**
Engineering/Administration	325,000	270,000	110,000	290,000	110,000	**1,105,000**
Total	**2,980,000**	**2,465,000**	**1,125,000**	**2,950,000**	**1,125,000**	**10,645,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	2,906,000	2,405,000	1,093,000	2,885,000	1,102,000	**10,391,000**
Sanitary Sewer Fund	29,000	35,000	10,000	20,000	5,000	**99,000**
Cost Sharing, SPUC	30,000	10,000	10,000	20,000	10,000	**80,000**
Storm Drainage Fund	15,000	15,000	12,000	25,000	8,000	**75,000**
Total	**2,980,000**	**2,465,000**	**1,125,000**	**2,950,000**	**1,125,000**	**10,645,000**

Budget Impact

Bituminous rehabilitation projects are more cost effective than reconstructing pavements. Streets will be evaluated on a yearly basis and may be moved up or moved back in the CIP. Required ADA improvements are generally unfunded mandates to improve accessibility and to minimize liability.

Project #	CIF-25-002	Contact	None None
Project Name	Annual Bituminous Mill and Overlay	Department	Capital Improvements Fund



Project #	CIF-25-003
Project Name	Annual Trail Rehabilitation (along roadways)

Total Project Cost	$1,285,000	Department	Capital Improvements Fund
Type	Improvement	Category	Trails
Priority	1 - Have to do	Status	Active
Useful Life	10 years	Accounting Code	5954/6954
Fund	Capital Improvement Fund	Project Code	CI2413

Description

This project includes the reconstruction of existing bituminous trails in the city, along city or county roadways. The 2025 project includes Valley View Road, Alysheba Road, Jeffery Allen Drive and Glacier Estates.

Justification

The age and condition of the bituminous trail segments require rehabilitation. The City must reconstruct pedestrian ramp facilities to comply with its ADA Transition plan adopted in 2018, increasing the cost of future overlay projects compared to previous years' projects.

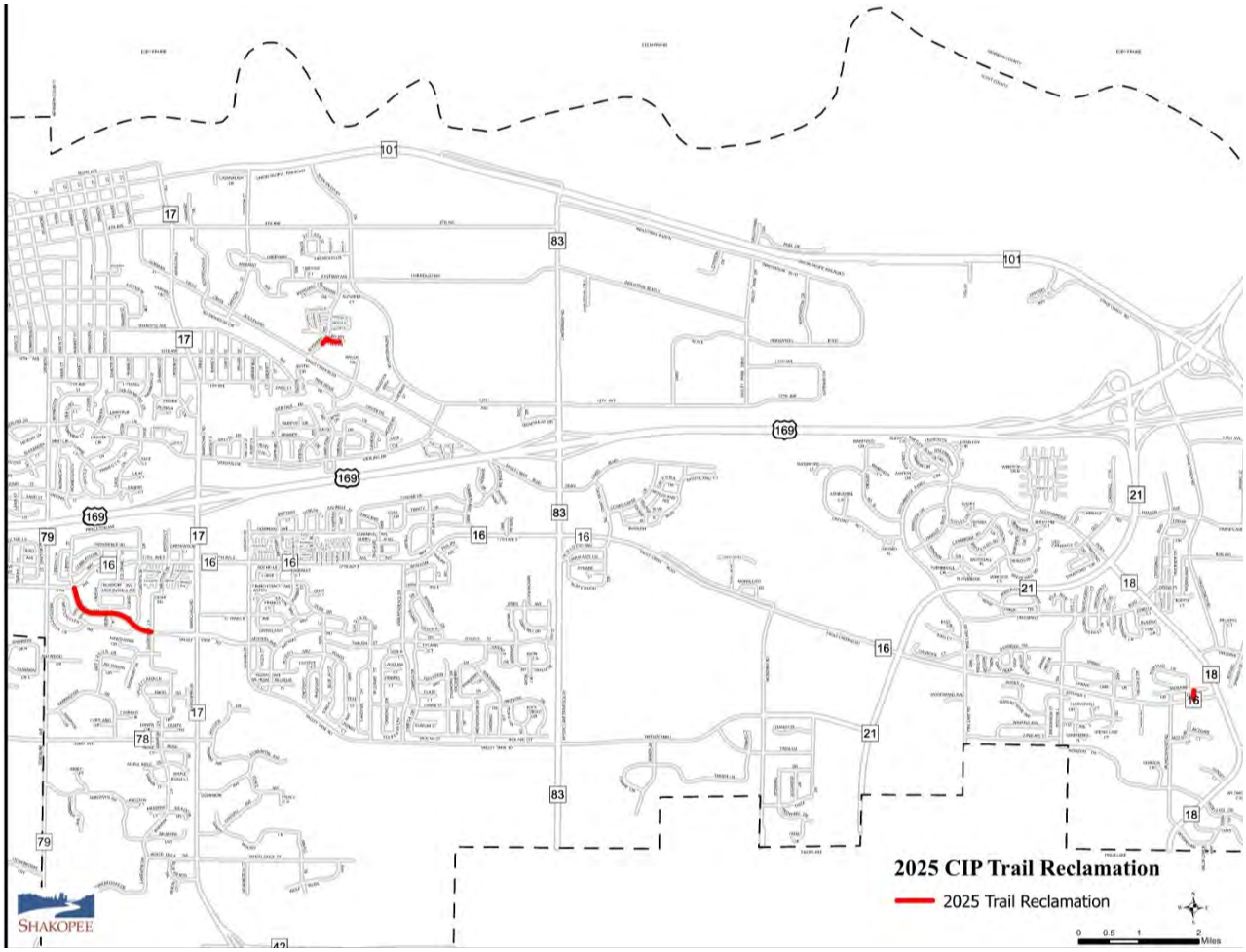
Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	210,000	196,000	201,250	305,000	213,500	**1,125,750**
Engineering/Administration	30,000	28,000	28,750	42,000	30,500	**159,250**
Total	**240,000**	**224,000**	**230,000**	**347,000**	**244,000**	**1,285,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	240,000	224,000	230,000	347,000	244,000	**1,285,000**
Total	**240,000**	**224,000**	**230,000**	**347,000**	**244,000**	**1,285,000**

Budget Impact

Required ADA improvements are generally unfunded mandates to improve accessibility and to minimize liability.

Project #	CIF-25-003	Department	Capital Improvements Fund
Project Name	Annual Trail Rehabilitation (along roadways)		



Project #	CIF-25-004
Project Name	Annual Pavement Rehabilitation

Total Project Cost	$1,095,000	Contact	City Engineer
Department	Capital Improvements Fund	Type	Improvement
Category	Street Paving	Priority	1 - Have to do
Status	Active	Useful Life	7 years
Accounting Code	5954/6954	Fund	Capital Improvement Fund
Project Code	CI2411		

Description

The 2025 project is for the rehabilitation of the bituminous roadways for 6th Avenue from Spencer Street to Main Street, 7th Avenue from Spencer Street to Dakota Street, 8th Avenue from Spencer Street to Dakota Street, Shakopee Avenue from Main Street to Market Street, Spencer Street from Shakopee Avenue to 10th Avenue, Main Street from 6th Avenue to 10th Avenue, Minnesota Street from 7th Avenue to 10th Avenue and Dakota Street from 4th Avenue to 10th Avenue. The rehabilitation work includes crack sealing and repair, minor concrete repairs, partial and full depth spot patching and pavement repair, utility repairs and a chip seal coat of the bituminous surface.

Justification

This is a continuation of the City's Pavement Preservation Program to maintain existing infrastructure.

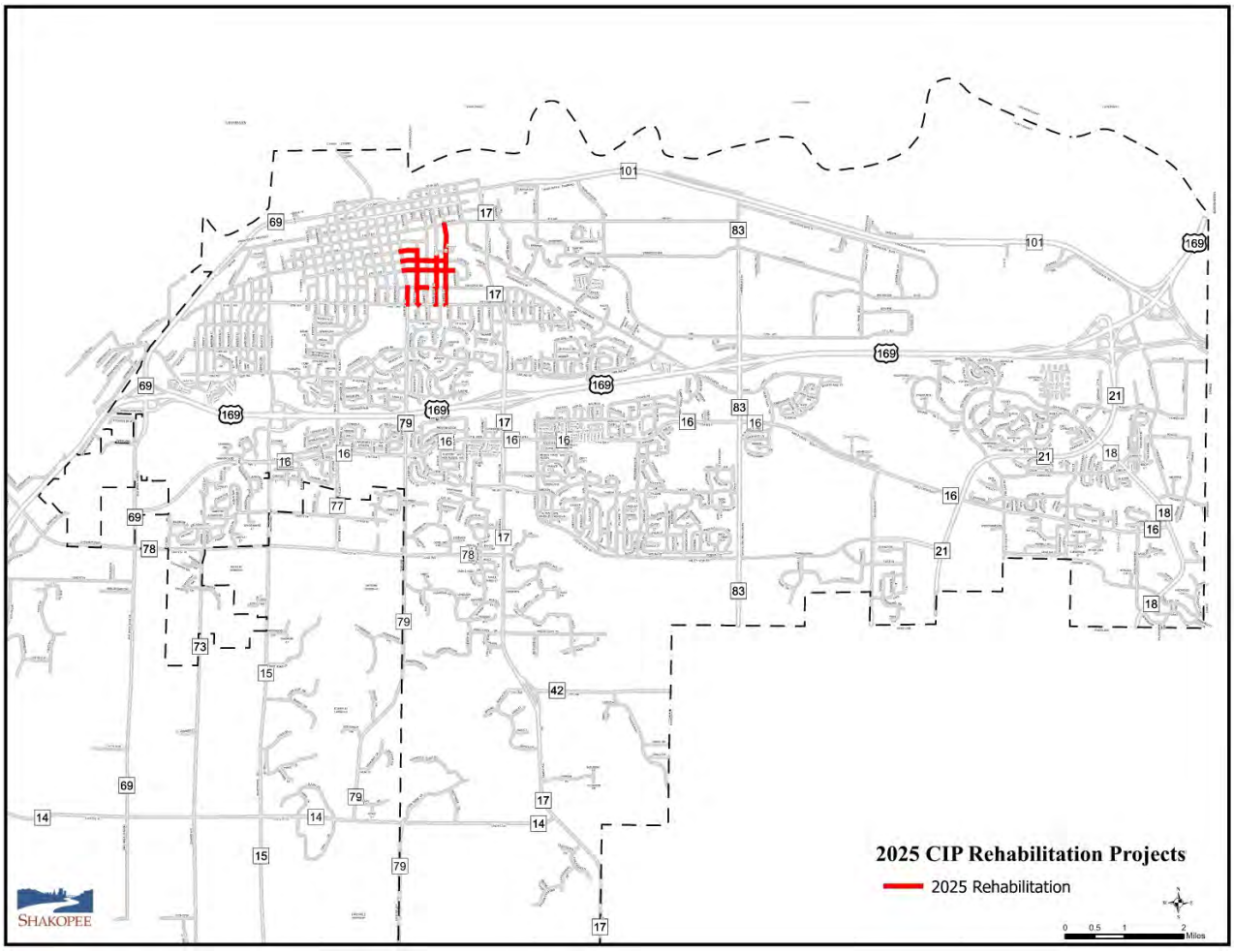
Expenditures	**2025**	**2026**	**2027**	**2028**	**2029**	**Total**
Construction/Maintenance	204,000	40,000	221,000	229,500	238,000	**932,500**
Engineering/Administration	36,000	5,000	39,000	40,500	42,000	**162,500**
Total	**240,000**	**45,000**	**260,000**	**270,000**	**280,000**	**1,095,000**

Funding Sources	**2025**	**2026**	**2027**	**2028**	**2029**	**Total**
Capital Improvement Fund	240,000	45,000	260,000	270,000	280,000	**1,095,000**
Total	**240,000**	**45,000**	**260,000**	**270,000**	**280,000**	**1,095,000**

Budget Impact

The rehabilitation of the pavements in the project area are necessary to preserve the existing pavement surface and delay the need for a bituminous overlayment or reclamation.

Project #	CIF-25-004	Contact	None None
Project Name	Annual Pavement Rehabilitation	Department	Capital Improvements Fund



Capital Improvement Plan

Shakopee, MN

Project #	PA-25-01
Project Name	Annual Trail Reconstruction

Total Project Cost	$434,500	Contact	Public Works Director
Department	Park Asset Internal Serv. Fund	Type	Improvement
Category	Park Improvements	Priority	2 - Smart to do
Status	Active	Useful Life	15 years
Fund	Park Asset IS Fund	Project Code	PA2501

Description

This project includes the rehabilitation of existing bituminous trails in the city, that serve parks or as regional trail systems.

* 2025-Vierling Greenway Trail from Vierling drive to Goldenrod

Justification

Ongoing maintenance of recreation trails as part of an overall pavement management program. The trails pavement condition has deteriorated as it nears life expectancy. Upgrade all trails old and new to meet ADA specifications

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	79,500	75,000	75,000	76,000	78,500	**384,000**
Engineering/Administration	10,500	10,000	10,000	10,000	10,000	**50,500**
Total	**90,000**	**85,000**	**85,000**	**86,000**	**88,500**	**434,500**

Funding Sources	2025	2026	2027	2028	2029	Total
Park Asset Internal Service Fund	90,000	85,000	85,000	86,000	88,500	**434,500**
Total	**90,000**	**85,000**	**85,000**	**86,000**	**88,500**	**434,500**

Budget Impact

The City must reconstruct pedestrian ramp facilities to comply with its ADA Transition plan adopted in 2018, increasing the cost of future trail projects compared to previous years' projects


Aster Ln
Viewing Dr E
Sage Ln

Capital Improvement Plan

2024 *thru* 2028

City of Shakopee, Minnesota

Department: Park Asset Internal Serv. Fun
Contact: Director of Planning & Devel

Project # PA-22-10
Project Name Memorial Park Conversion

Type: Memorial Park
Useful Life: 25
Category: Park Improvements
Priority: 3 Less Important/Future Cons
Status: Active
Total Project Cost: $635,000

Accounting Code
Fund: Park Asset IS Fund
Project Code

Description

The Parks System Master Plan provides guidance for the conversion of Memorial Park as follows:

Restoration of grass areas to native grasses with no disturbance.
Parking lot and drive aisle: partial removal (naturalized) and mill/overlay of remainder.
Facilities demolition: park shelter, miscellaneous internal trails, existing playground.
Trailhead facility: construct new trailhead facility per the Park's Master Plan
Construct new nature playground, interpretive facilities, signage and Pond site improvements.
Restroom Facilities: Complete replacement of plumbing systems, fixtures, flooring, tiling, lighting, doors and locks, and upgrades for ADA compliance. Consideration of daylighting to increase aesthetics/usability and reduce lighting needs.
Rehabilitation of remaining trails (majority of eastern trails would be eliminated, except regional trail.

Playground: Originally built in 1993. Complete replacement of playground equipment, surface material, ADA requirements, and border sections at Memorial Park. Playground may be relocated to west end of park, possibly a nature theme with no footing or impact to surface.

A detailed feasibility will be performed in advance of design to better guide actual improvements.

Justification

Memorial Park is both used for recreation and is also a historic site.

The Memorial Park parking lot is heavily used and has reached its useful life. This parking lot serves Memorial Park, mill pond and Shakopee Chamber of Commerce building.
Bathroom facility has reached its useful life and is in need of maintenance, repairs, and upgrades for accessibility and safety.
Ongoing maintenance of recreation trails as part of an overall pavement management program. The trails pavement condition has deteriorated as it nears life expectancy.
Playground has reached its useable life and is a heavily used park. It is beyond its 25 year replacement cycle and has been evaluated for parts availability and safety guidelines.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
430,000	Improvements	205,000					205,000
Total	Total	**205,000**					**205,000**

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
430,000	Park Asset Internal Service Fund	205,000					205,000
Total	Total	**205,000**					**205,000**



PROJECT LOCATION

Capital Improvement Plan

Shakopee, MN



Project #	BA-24-005
Project Name	500 Gorman Building Parking Lot Full Depth Reclaim

Total Project Cost	$950,000	Contact	Assistant City Administrator
Department	Building Internal Service Fund	Type	Improvement
Category	Public Works	Priority	1 Critical for Safety/Preservation of Assets
Status	Active	Useful Life	25 years
Accounting Code	5962/6962	Fund	Building Asset IS Fund
Project Code	BA2405		

Description

Project includes the rehabilitation of the bituminous asphalt surfaces at 500 Gorman St. The rehabilitation work includes removal of the pavement surface, full depth spot repair and patching, spot curb and gutter repair, upgrade of sidewalk/trail/pedestrian curb ramp, and a bituminous pavement reconstruction. Upgrade back parking lot and yard to concrete. 2024: Back parking lot and yard 2025: front parking lot

Justification

This is a continuation of the city's pavement preservation program to maintain existing infrastructure. The city must also reconstruct pedestrian ramp facilities with ADA transition plan adopted in 2018 increasing the cost of this project compared to previous project.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
820,000	Improvements	116,000	0	0	0	0	**116,000**
	Engineering/Administration	14,000	0	0	0	0	**14,000**
	Total	**130,000**	**0**	**0**	**0**	**0**	**130,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
820,000	Building Internal Service Fund	130,000	0	0	0	0	**130,000**
	Total	**130,000**	**0**	**0**	**0**	**0**	**130,000**

Budget Impact

The bituminous pavements in the project area have significantly deteriorated. Patching or overlayment are no longer effective options to extend the life of the asphalt surface. These pavement areas require more than usual maintenance. Required ADA improvements are generally unfunded mandates to improve accessibility and minimize liability.

RESOLUTION R2025-014

A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2025 BITUMINOUS PAVEMENT REHABILITATION PROJECTS CIF-25-001, CIF-25-002, CIF-25-003, CIF-25-004, PA-25-01, PA-22-10 & BA-24-005

WHEREAS, the City Engineer has prepared plans and specifications for improvements for the 2025 Bituminous Pavement Rehabilitation Project, by installation of a bituminous overlay, pavement reclamation and paving of new bituminous streets, trail reclamation and paving of a new bituminous trail, pavement reclamation and paving of a new bituminous parking lot and chip seal coat and any appurtenance work and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, a copy of which is on file and of record in the Office of the City Engineer, are hereby approved.

2. The City Clerk shall prepare and cause to be placed on the city's website and on questcdn.com an advertisement for bids upon the making of such improvement under such approved plans and specifications. The Advertisement for Bids shall be published as required by law.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February 2025.

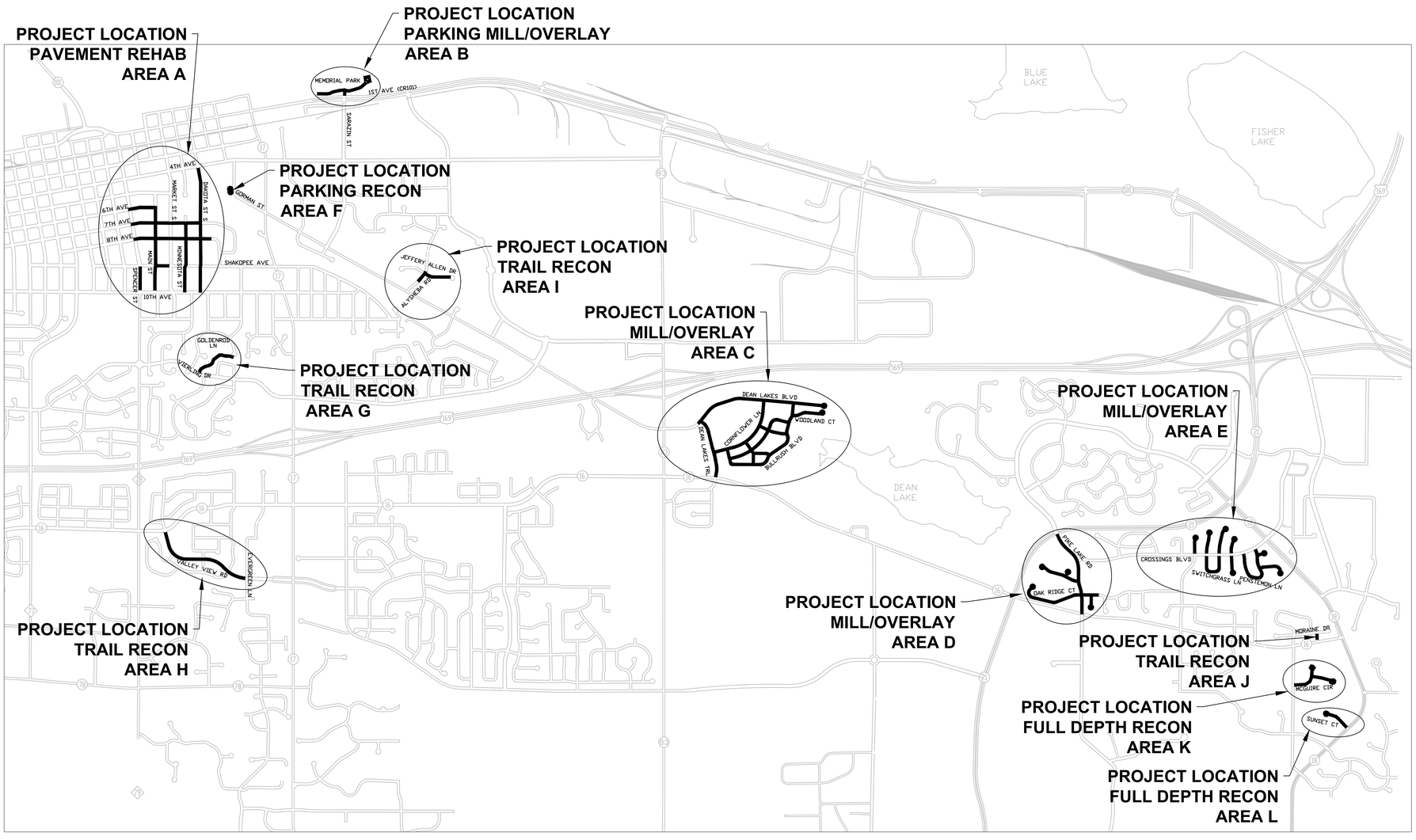
_____
Mayor of the City of Shakopee

ATTEST:

_____
City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

2025 BITUMINOUS PAVEMENT REHABILITATION
SHAKOPEE, MN
CITY PROJECT NOS. CIF-25-001, CIF-25-002, CIF-25-003, CIF-25-004, PA-25-01, PA-22-10, BA-24-005
MILLING, BITUMINOUS OVERLAY, RECLAMATION AND APPURTENANCE WORK



CITY OF SHAKOPEE, MN

THE LOCATIONS OF EXISTING SURFACE STRUCTURES AND UNDERGROUND UTILITIES THAT ARE SHOWN, ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED THAT ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES AND SURFACE STRUCTURES.
NOTIFY GOPHER STATE ONE-CALL: 1-800-252-1166 OR 651-454-0002

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS QUALITY 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."



PROJECT LOCATION

COUNTY : SCOTT

SCALE

INDEX MAP 0 750 1500 3000

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

GOVERNING SPECIFICATIONS

THE 2025 MILL AND OVERLAY AND BITUMINOUS REHABILITATION PROJECT SPECIFICATIONS, THE SHAKOPEE PUBLIC UTILITIES COMMISSION WATER POLICY MANUAL AND THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2024 SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MN MUTCD INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL TRAFFIC CONTROL DEVICES SHALL HAVE RETROREFLECTIVE SHEETING.

INDEX OF SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3-13	REFERENCE LAYOUT AREAS
14	CONSTRUCTION NOTES
15	STAGING NARRATIVE
16-28	DETAILS AND STANDARD PLANS
29-31	TYPICAL SECTIONS
32-35	CONSTRUCTION PLAN - AREA A
36	CONSTRUCTION PLAN - AREA B
37-42	CONSTRUCTION PLAN - AREA C
43-45	CONSTRUCTION PLAN - AREA D
46-48	CONSTRUCTION PLAN - AREA E
49	CONSTRUCTION PLAN - AREA F
50	CONSTRUCTION PLAN - AREA G
51-52	CONSTRUCTION PLAN - AREA H
53	CONSTRUCTION PLAN - AREA I
54	CONSTRUCTION PLAN - AREA J
55-57	CONSTRUCTION PLAN - AREA K
58	CONSTRUCTION PLAN - AREA L
59-80	PEDESTRIAN CURB RAMP PLANS
81-88	SIGNING AND STRIPING PLANS

THIS PLAN CONTAINS 88 SHEETS

ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN 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.

PRINT NAME: MICAH HECKMAN LIC. NO. 49589

DATE 1/27/2025 SIGNATURE: _____

SHAKOPEE

CITY OF SHAKOPEE, MN
485 GORMAN ST
SHAKOPEE, MN 55379
(952) 233-9300 phone
(952) 233-3801 fax

SHEET NO. 1 OF 88 SHEETS

Agenda Item: Accept Proposal from Kimley-Horn and Associates, Inc. for Design Services for the Old Carriage Court Corridor Improvements.
Prepared by: Micah Heckman, Assistant City Engineer
Reviewed by: Alex Jordan, City Engineer

Action to be considered:
Accept a proposal in the amount of $354,995 from Kimley-Horn and Associates, Inc. to perform design services for the Old Carriage Ct & Old Carriage Rd Roundabout Project (CIF-26-004).

Motion Type:
Approve

Background:
The adopted 2025-2029 Capital Improvement Plan (CIP) programs construction of the Old Carriage Ct & Old Carriage Rd Roundabout Project, CIF-26-004, in 2026 with design of the improvements taking place in 2025.

Since adoption of the CIP, the City has met with multiple developers with plans for potential redevelopment of properties along the corridor, which would significantly impact the traffic operations within the Southbridge Commerce Area. In order to analyze the extent of the development impacts, the City completed a traffic study in late 2024 to evaluate existing safety issues and future traffic operations along the corridor. The study provided recommendations for improvements to address congestion along the corridor and also improve safety at the intersection of Old Carriage Court and Old Carriage Road, beyond what was previously planned for in the CIP. These additional improvements include a traffic signal at the Old Carriage Ct/Wal-Mart Drive intersection, access modifications to address safety issues, and turn lane modifications to improve roadway operations. The improvements associated with the development impacts (traffic signal) will be funded by private development, while the roundabout, turn lane and safety improvements will be funded by the City.

Kimley-Horn's proposal identifies the scope of services and estimated costs to complete the preliminary engineering, final design and public engagement services for the improvements. Kimley-Horn has the experience, technical skill and capacity to provide the needed services and is part of the City's approved consultant pool. The attached proposal describes the scope of services and fees for their work on this project.

Recommendation:
Accept the proposal.

Budget Impact:
Kimley-Horn's proposal to complete the design and public engagement services is based on a not to exceed amount of $354,995. This exceeds the amount budgeted in the adopted 2025-2029 Capital Improvement Plan, with the additional costs being related to an expanded scope of work. The original CIP estimate included only the construction of a roundabout at the intersection of Old Carriage Court and Old Carriage Road. After completion of the traffic study, additional improvements are recommended to be included in the overall scope of the project.

In an effort to streamline the design of the proposed improvements, achieve efficiencies in construction costs and coordination during construction, the developer required improvements will be designed and constructed by the City. The City will require reimbursement for the developer required improvements with future Developer Agreements in conjunction with redevelopment of the properties. The remainder of the design costs for the project would be funded though the Capital Improvement Fund, through cost savings to be realized in multiple 2025 city pavement projects.

Once the preliminary design is completed, City staff will review the overall project construction costs and funding for the improvements and include any adjustments in the upcoming 2026-2030 Capital Improvement Plan preparation.

Attachments:
KH Letter Proposal_Old Carriage Court
CIF-26-004

January 28, 2025

Mr. Alex Jordan
City Engineer
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

RE: ***Old Carriage Road and Old Carriage Court Improvements***

Dear Mr. Jordan:
Kimley-Horn and Associates, Inc. (Kimley-Horn) is pleased to submit this proposal to the City of Shakopee (City) for professional engineering services for the Old Carriage Road and Old Carriage Court Improvements project. Our project understanding, proposed scope of services, schedule, and fee are detailed below.

PROJECT UNDERSTANDING

The City of Shakopee is planning for intersection and roadway improvements at the vicinity of the Old Carriage Court and Old Carriage Road intersection area. Existing traffic volumes generated by the area commercial businesses, Walmart, and Sam's Club stores and potential redevelopment of the old Best Buy site require improvements to the existing intersection configurations and roadways. We understand the following general improvements are proposed with the project:

- New roundabout at the intersection of Old Carriage Road and Old Carriage Court
- New traffic signal system at the intersection of the Walmart driveway and Old Carriage Court
- Right-in/Right-out intersection conversion at the first driveway south of the Old Carriage Road and Old Carriage Court Intersection
- Potential additional access modifications along Old Carriage Road between Old Carriage Court and TH 21

The project is planned for construction during the 2026 season and tentative letting is scheduled for February 2026. We understand the City has already completed a traffic study to recommend intersection and access control modifications along Old Carriage Court. We understand the City is seeking professional services to develop a preliminary design, obtain geotechnical information, engage the public, prepare final design documentation, and provide bidding phase services.

Our detailed scope of work based on our understanding of the project is provided below.

SCOPE OF WORK

Task 1: Project Management

Task 1.1 – General Project Management

We will provide overall project management and utilize internal project management tools to monitor budgets, staff roles, and responsibilities of all team members throughout the project. We will communicate directly with the City's project manager on a regular basis to discuss project items and progress throughout the project. We will manage day-to-day activities and milestones within the project. We will coordinate with the project geotechnical subconsultant. Kimley-Horn will prepare monthly billing invoices and provide a summary of the work tasks completed at the end of each month upon request.

Task 1.2 – Project Management Team (PMT) Meetings

We will prepare materials for and conduct up to twelve (12) PMT meetings, including one (1) project kickoff meeting. We have assumed up to three (3) Kimley-Horn staff members will attend PMT meetings. We have assumed the PMT will be comprised primarily of City and Kimley-Horn staff with. Additional agency staff will be invited to PMT meetings on an as needed basis depending on the content of the meeting. We will prepare and distribute meeting summaries within one week of conducting the PMT meeting.

Task 2: Public, Agency, and Business Involvement

Task 2.1 – Public Engagement Plan (PEP)

We will prepare a communications and engagement plan to be reviewed with City staff as part of the project kick-off meeting. The public involvement and communications plan provides a roadmap for what, how, and when engagement will take place, and identifies the various stakeholder groups including:

- Target audience(s) and key stakeholders
- Partner agencies
- Key project messages
- Any major constraints to stakeholder involvement
- Anticipated timeframes or milestones for meetings or other activities
- Specific outreach techniques, strategies, and key messaging tailored to specific audiences
- Timing and review periods for engagement materials
- Online engagement strategy for social media and website updates

Task 2.2 – Project Website

We will design and host a standalone project website for up to one (1) year through the City's Social Pinpoint portal. We have assumed the City will provide their Social Pinpoint login information for our use in creating the project website. We have assumed up to four (4) website updates will be

necessary during the duration of the design project. The website will house general project information, updates on project status, and any relevant public engagement materials.

Task 2.3 – Communication Materials

We will design and distribute the following communication materials to assist with informing the surrounding community with the latest project updates:

- Up to two (2) physical semi-permanent signs large enough for drivers to see
- Up to one (1) direct mailer to businesses that includes a window decal for them to display
- Project handout
- Up to four (4) social media graphics

Task 2.4 – Business Owner Engagement

Our team will coordinate and attend up to four (4) one-on-one coordination meetings with businesses. Early engagement with these groups will be critical to bring awareness to the project and discuss any impacts the project will have. We have assumed we will lead the initial property owner contacting and coordination. City staff will be copied on all correspondence and also be included on all business owner engagement meetings. We will prepare materials for and summarize notes for each meeting. We will also conduct an employee/business owner survey in the beginning of the project to understand their project needs.

We will partner with the City to form a business advisory committee (BAC) for the project that will include City staff, KH staff, and representatives from local businesses. We have assumed we will meet with the BAC quarterly up to three (3) meetings to provide updates on the project and obtain feedback. We will prepare materials for and facilitate discussion with the BAC. Meetings are assumed to be held at one of the businesses along the project corridor.

Task 2.5 – Public Open House

We will prepare materials for and conduct up to one (1) open house meeting for the project. We have assumed this meeting will be in person and open house materials will be posted to the project website. We have assumed the focus of the open house will be construction schedule and phasing to keep the general public informed on the project. The open house will be held at a nearby location to the project such as the Red Oak Elementary School or Stagecoach Dog Park. Social media advertisements and window decal in Task 2.3 will be utilized to advertise the project and open house meeting.

Task 3: Data Collection

Task 3.1 – Geotechnical Investigation and Report

Braun Intertec, as a Kimley-Horn sub-consultant, will provide professional geotechnical services for the project. Braun will perform up to eight (8) standard penetration test borings for the project. Six borings will be drilled to a depth of approximately 5-feet for roadway design, one boring will be drilled to a depth of 25-feet for signal foundation design, and one boring will be drilled to a depth of 14.5-feet with an infiltrometer test for stormwater design at a location to be determined during design.

Information attained with the borings will be summarized in a geotechnical investigation report which will include pavement recommendations for the roadways, roundabout, and utility improvements.

Task 3.2 – Topographic Survey

Based on our review, the topographic survey provided by the City (completed by ISG, Inc), will need to be supplemented with additional data to fully capture the limits of the project. ISG, Inc as a Kimley-Horn sub-consultant, will complete supplementary topographic survey following the completion of the preliminary layout and construction staging review phase. We have assumed the additional survey work will completed without snow cover. We have assumed a budget of $5,000 for the completion of the additional survey necessary to complete final construction documents.

Task 4: Traffic Analysis

Task 4.1 – Limited Traffic Analysis Review

We will complete a limited review of the previous traffic analysis work completed and provided by the City dated January 3rd, 2024. Our review will be limited to confirming the lane configuration recommendations for the new roundabout at the Old Carriage Road and Old Carriage Court intersection and reviewing the signal recommendations at the Old Carriage Court and Walmart/Sherwin Williams Access. We will prepare a short technical memorandum to summarize our findings for City review and documentation.

Task 4.2 – Roundabout Justification Report and Signal Justification Report

Kimley-Horn will prepare up to one (1) roundabout justification report (RJR) for the intersection of Old Carriage Road and Old Carraige Court based on the previous traffic analysis and report completed and provided to KH by the City dated January 3rd, 2024. We will also prepare up to one (1) signal justification report (SJR) for the intersection of Old Carriage Court & Walmart/Sherwin Williams Access. The RJR and SJR will be prepared consistent with previous documents submitted to MnDOT State Aid for approval. It is assumed that any additional information pertinent to the required traffic analysis in the RJR/SJR process will be provided by the City, including traffic counts, traffic modeling files and results, and crash data.

Task 4.3 – Construction Staging Traffic Analysis

We have assumed that no further traffic analysis or data collection will be necessary with this project and the traffic analysis completed in the report dated January 3rd, 2025 is sufficient for the project. We will perform a high-level traffic operations review of the driveways and major intersections within the project area during the construction staging alternatives evaluated with task 6. The intent of the construction staging traffic analysis will be to understand the disruptions to regular traffic operations in the area during roundabout construction at the intersection of Old Carriage Road and Old Carriage Court. We will summarize the interim construction staging operations results in a memorandum for the project record and also format the information for use in public engagement meetings as a part of task 2.

Task 4.4 – Signal Timing Review

We will utilize the previously provided traffic report date January 3rd, 2025 to recommend signal phases and timing at new traffic signal to be located at the intersection of Old Carriage Court & Walmart/Sherwin Williams Access. We will coordinate signal timing recommendations with City staff and include the recommended phasing in the final construction plans developed in task 7.

Task 5. Preliminary Design

Task 5.1 –Base Mapping

We will utilize topographic survey provided by the City to prepare an overall basemap for use during design on the project. We have assumed the City will provide available GIS and as-built data for existing public utilities and provide access to any relevant property line information for incorporation into the project basemap.

Task 5.2 – Preliminary Roundabout Design

We will prepare a preliminary roundabout design at the intersection of Old Carriage Road and Old Carriage Court. We have assumed the lane configuration for the proposed roundabout will be as follows:

- Two southbound lanes (1 SBLT & 1 SBTR)
- Two northbound lanes (1 NBLT & 1 NBRT)
- 1 eastbound lane
- 2 westbound lanes (1 WBTL & 1 WBR)

Considerations for the preliminary roundabout design will include existing right-of-way, construction staging, design vehicle (assumed WB-62), accommodations for potential oversized delivery vehicles to Sam's Club or Walmart, roadway lighting, existing public and private utilities, and pedestrian crossings/accommodations.

We have assumed multiple alternative roundabout configurations or designs will not be considered but up to three (3) iterations of roundabout geometrics will be necessary to finalize the geometrics for the preliminary layout. The final roundabout design will be incorporated into the overall project preliminary layout as a part of task 5.3.

We will prepare the necessary fast path radii and speeds diagram and design vehicle path turning movement diagrams for insertion into the overall project RJR in task 4.

Task 5.3 – Preliminary Layout

We will prepare a preliminary layout for the proposed intersection, roadway, and storm sewer improvements. We have assumed the layout will be prepared consistent with previous roadway layouts prepared for the City of Shakopee. We have assumed the preliminary layout will include the following:

- Roundabout layout and geometrics

- Other roadway geometric improvements on Old Carriage Court
- Proposed roadway profiles
- Storm sewer improvements
- Public utility improvements as necessary (sanitary sewer and watermain)
- Roundabout lighting
- Proposed sidewalk modifications and improvements
- Pedestrian crossing recommendations, specifically on the multi-lane legs of the roundabout

We have assumed up to two (2) rounds of City comments will be provided and addressed as a part of Task 5.2. No 30% construction plans will be prepared and the preliminary layout is assumed to be the 30% submittal document for the project.

Task 6. Construction Staging Alternatives

We will prepare construction staging alternatives for the proposed improvements. We have assumed the construction staging will require the following:

- Maintain access to businesses north of Old Carriage Road including Walmart, Sam's Club, Texas Roadhouse, and Southbridge One building
- Consider full closure and construction under traffic options for the new roundabout at Old Carriage Court and Old Carriage Road
- Consider temporary access routes through the Best Buy redevelopment site
- Coordinate with MnDOT on potential impacts to the Old Carriage Road exit from TH 21
- Consider construction staging impacts on private utilities and services to area businesses

We will prepare up to three (3) potential construction staging concepts consisting of the following options:

- Old Carriage Road/Old Carriage Court construction under traffic
- Full closure of Old Carriage Road/Old Carriage Court and consideration for temporary bypass route
- One additional staging option as determined by the PMT

We will prepare materials for and conduct up to one (1) dedicated meeting with City staff to discuss construction staging options. This meeting will be held separate from regular monthly PMT meetings and will be focused on evaluating different staging and phasing alternatives to identify a preferred project approach.

Preparation of construction staging plans is included in Task 7.1 below.

Task 7. Final Design

Task 7.1 – Final Design (60%, 95%, 100%)

Kimley-Horn will prepare and submit to the City 60%, 95%, and 100% Plans for the proposed improvements. We have assumed the 95% and 100% plans will be submitted to MnDOT State Aid for review and approval. The following plan sheets are assumed to be needed to complete the plan set:

- Cover sheet
- Statement of Estimated Quantities
- General Layout
- General Notes and Quantity Tabulations
- MnDOT Standard Plans
- Existing Utility Tabulations
- Typical Sections
- Construction Details
- Staging and Traffic Control Plans (see task 8)
- Alignment Plan and Tabulation
- Removal and Existing Conditions Plans
- Construction Plan and Profiles
- Storm Sewer Laterals and Tabulation
- Stormwater BMP Plan, if needed
- Utility Improvement Plans
- SWPPP
- Turf Establishment and Erosion Control Plan
- Intersection Detail Plans
- Signing and Pavement Marking Plans
- Traffic Signal Plans
- RRFB Plans
- Lighting Plans (Includes identifying light locations only and detailed light plans to be prepared by others)
- Landscape Plans (Includes roundabout center island only based on City standard design)
- Cross Sections

We have assumed the City will provide comments at each of the plan submittals. We will prepare a comments response letter to document addressing City comments at each plan submittal.

Task 7.2 – Project Manual and Technical Specifications

We will prepare a project manual and technical specifications for the proposed project improvements. We will prepare the project manual and technical specifications per the requirements on MnDOT State Aid and per City standard specifications. We have assumed the City will provide a recent project manual from a similar project for our use as a reference document.

Task 7.3 – Cost Estimating

We will prepare construction cost estimates at the 60%, 95%, and 100% plan levels. The cost estimates will be prepared in SEQ format and be included with the plan submittals at the 60%, 95%, and 100% completion levels.

Task 7.4 – MnDOT State Aid Coordination

We will prepare and submit the required documentation to MnDOT State Aid for approval at the 95% design completion level. We have assumed this will include the 95% plans, draft project manual, 95% cost estimate, design checklist, lab testing request form, RJR, SJL, drainage report, and submittal letter. We will resubmit to state aid at 100% design level incorporating any comments received at the 95% submittal.

Task 7.5 – Utility Coordination

We will prepare and submit a gopher one call ticket request for utility maps and incorporate any mapping into the overall project basemap. We will prepare materials for and conduct up to two (2) meetings with private utility companies to discuss the proposed improvements and necessary relocations. We have assumed these meetings will be held following the 60% and 95% project submittals. We will work with utility companies to identify impacts due to the proposed improvements and coordinate relocations ahead of construction. We will prepare a meeting summary following each utility coordination meeting.

Task 7.6 – Roundabout Photometrics

We will complete a photometric analysis of the proposed roundabout to confirm the proposed intersection lighting adheres to current roundabout standards. We have assumed the deliverable for this task includes an exhibit documenting the applicable photometric standards for the project and the project's proposed lighting improvements to meet the required standards.

Task 8. Temporary Bypass Staging Plans

We have assumed typical detour and construction staging plans will be required for the construction of the proposed roundabout at the intersection of Old Carriage Road and Old Carriage Court. Preparation of these plans is included in Task 7. However, we anticipate that construction of a temporary bypass may be necessary to maintain traffic access to local businesses within the surrounding business park area.

We will prepare detailed construction staging plans for a temporary bypass at the intersection of Old Carriage Road and Old Carriage Court. We have assumed this may include the need for temporary lighting at the bypass route and significant advance warning signage ahead of the construction zone, including along TH 21. We will obtain authorization from the City prior to performing work under task 8 and work will only be performed if deemed necessary based on the preferred construction staging approach.

Task 9. Stormwater Management and Hydraulic Evaluation

Kimley-Horn will work with city staff to determine the required stormwater management system to meet local and state-aid standards. Kimley-Horn assumes that there is sufficient water quality capacity in the stormwater basins west and north of Walmart to treat the reconstructed impervious surface. Kimley-Horn will evaluate the hydraulic capacity of the existing storm sewer system with the goal of reusing most, if not all, of the existing storm sewer system. Additional catch basin inlets at the roundabout will be routed to the existing storm sewer system.

A preliminary stormwater management report will be developed and submitted to the City along with the 60% design package. A final stormwater management report will be created from the preliminary report along with updates based upon comments from city staff. The draft final stormwater management report will be submitted with the 95% design package and submitted to State Aid for review. Any remaining City and State Aid comments or design changes will be documented and the final stormwater report will be resubmitted with the 100% design package. Effort to prepare construction documents and specifications for stormwater improvements is included in Task 7.1.

Task 10. Bidding

Kimley-Horn will manage and upload necessary documents to QuestCDN for bidding services. Kimley-Horn will also host the bid opening and prepare bid tabulation and summary following bidding. It is assumed that Kimley-Horn will prepare up to two (2) addendums as needed during bidding.

SCHEDULE

See attached schedule as Attachment 1.

ESTIMATED COSTS

Kimley-Horn will provide the scope of services identified above on an hourly basis. A detailed breakdown of hours and costs per task is provided as Attachment 2. Our total estimated cost for the Scope of Services is summarized in the table below.

Task 1 – Project Management	$25,800
Task 2 – Public, Agency, and Business Involvement	$49,630
Task 3 – Data Collection	$24,220
Task 4 – Traffic Analysis	$19,940
Task 5 – Preliminary Design	$26,895
Task 6 – Construction Staging/Phasing	$15,120
Task 7 – Final Design	$134,185
Task 8 – Temporary Bypass Staging Plans (as authorized)	$20,490
Task 9 – Stormwater Management and Hydraulic Evaluation	$13,030
Taks 10 – Bidding	$4,985
Subtotal	**$334,295**
Reimbursable Expenses	$20,700
Total	**$354,995**

We propose to complete the services detailed in this proposal in accordance with Kimley-Horn's Master Services Agreement with the City of Shakopee, dated August 7, 2024, on an hourly basis with a not-to-exceed cost of **$354,995** including all labor and reimbursable expenses. Labor fee will be billed according to our current standard hourly rate schedule. Fees and times stated in this Proposal are valid for 120 days after the date of this letter.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please feel free to contact me if you have any questions.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

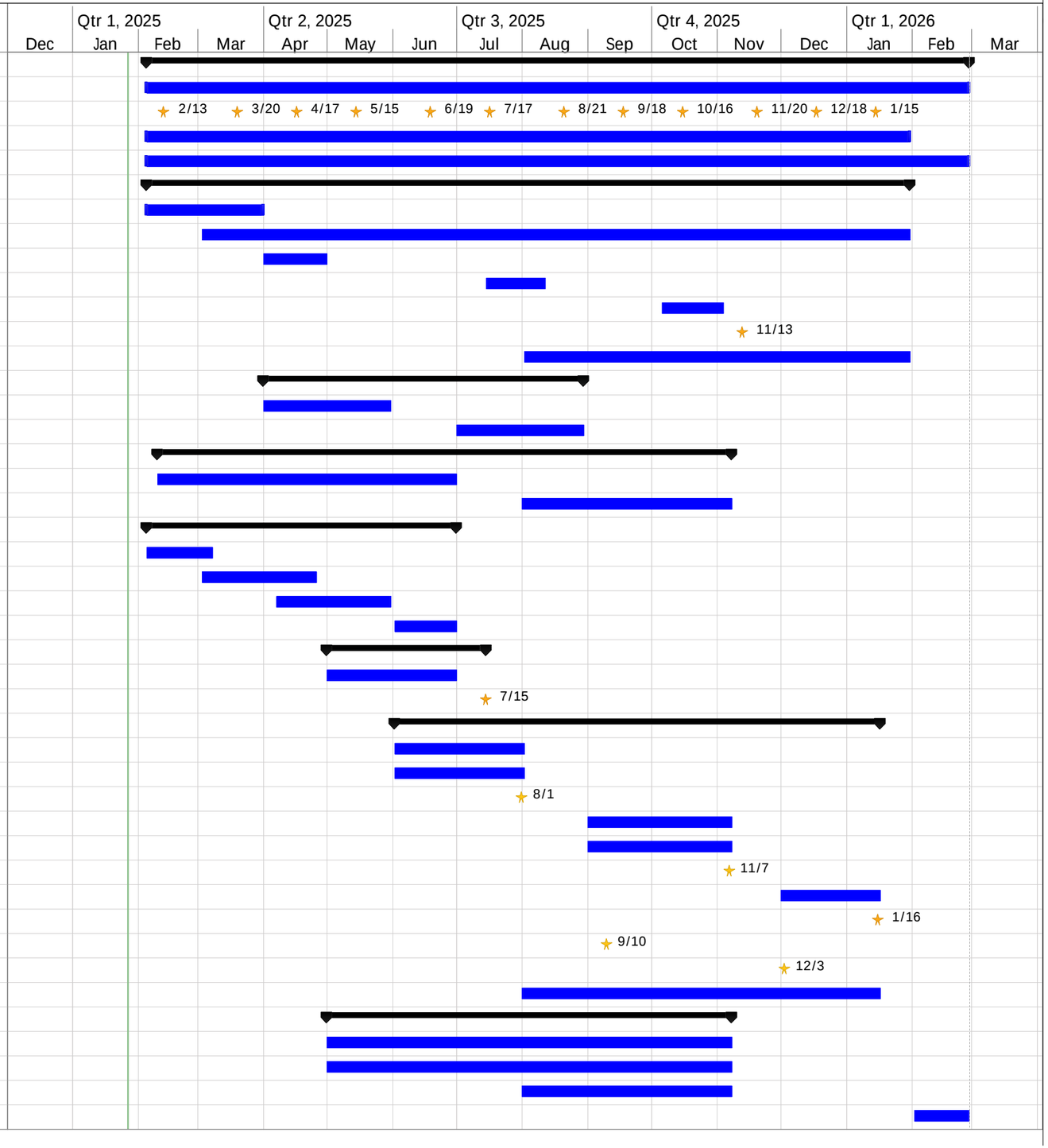
Luke Moren, P.E.
Project Manager

Eric Fosmo, P.E.
Vice President / Authorized Signer

Enclosures: Attachment 1 – Preliminary Project Schedule
Attachment 2 – Detailed Fee Spreadsheet

Old Carriage Road and Old Carriage Court Improvements - Attachment 1
January 2025

ID	Task Name	Start	Finish
1	TASK 1: PROJECT MANAGEMENT	Wed 2/5/25	Fri 2/27/26
2	General Project Management	Wed 2/5/25	Fri 2/27/26
3	Kickoff (1) and PMT Meetings (11)	Thu 2/13/25	Thu 1/15/26
16	Monthly Check-In Meetings	Wed 2/5/25	Fri 1/30/26
17	QA/QC Functions	Wed 2/5/25	Fri 2/27/26
18	TASK 2: PUBLIC, AGENCY, AND BUSINESS INVOLVEMENT	Wed 2/5/25	Fri 1/30/26
19	Develop Public Engagement Plan	Wed 2/5/25	Mon 3/31/25
20	Project Website and Interactive Map	Mon 3/3/25	Fri 1/30/26
21	BAC Meeting - Round One	Tue 4/1/25	Wed 4/30/25
22	BAC Meeting - Round Two	Tue 7/15/25	Mon 8/11/25
23	BAC Meeting - Round Three	Mon 10/6/25	Mon 11/3/25
24	Open House	Thu 11/13/25	Thu 11/13/25
25	On-Site Project Advertising	Sat 8/2/25	Fri 1/30/26
26	TASK 3: DATA COLLECTION	Tue 4/1/25	Fri 8/29/25
27	Perform Geotechnical Investigation and Prepare Report	Tue 4/1/25	Fri 5/30/25
28	Supplemental Survey (if needed)	Tue 7/1/25	Fri 8/29/25
29	TASK 4: TRAFFIC ANALYSIS	Mon 2/10/25	Fri 11/7/25
30	Construction Staging/Limited Traffic Analysis	Mon 2/10/25	Mon 6/30/25
31	SJR and RJR Preparation	Fri 8/1/25	Fri 11/7/25
32	TASK 5: PRELIMINARY DESIGN	Wed 2/5/25	Mon 6/30/25
33	Base Mapping	Wed 2/5/25	Fri 3/7/25
34	Preliminary Roundabout Geometrics	Mon 3/3/25	Fri 4/25/25
35	Draft Preliminary Layout	Mon 4/7/25	Fri 5/30/25
36	Final Preliminary Layout	Mon 6/2/25	Mon 6/30/25
37	TASK 6: CONSTRUCTION STAGING/PHASING	Thu 5/1/25	Tue 7/15/25
38	Develop Staging and Phasing Concepts	Thu 5/1/25	Mon 6/30/25
39	Workshop Meeting	Tue 7/15/25	Tue 7/15/25
40	TASK 7: FINAL DESIGN	Mon 6/2/25	Fri 1/16/26
41	Preparation of 60% Plans	Mon 6/2/25	Fri 8/1/25
42	Engineer's Opinion of Probable Cost (60%)	Mon 6/2/25	Fri 8/1/25
43	Submit 60% Plans	Fri 8/1/25	Fri 8/1/25
44	Engineer's Opinion of Probable Cost (95%)	Mon 9/1/25	Fri 11/7/25
45	Prepare 95% Special Provisions and Project Manual	Mon 9/1/25	Fri 11/7/25
46	Submit 95% Plans and Specifications to State Aid	Fri 11/7/25	Fri 11/7/25
47	Prepare 100% Plans and Specifications	Mon 12/1/25	Fri 1/16/26
48	Submit 100% Plans and Specifications	Fri 1/16/26	Fri 1/16/26
49	Utility Coordination Meeting #1	Wed 9/10/25	Wed 9/10/25
50	Utility Coordination Meeting #2	Wed 12/3/25	Wed 12/3/25
51	TASK 8: TEMPORARY BYPASS STAGING PLANS (AS AUTHORIZED)	Fri 8/1/25	Fri 1/16/26
52	TASK 9: STORMWATER MANAGEMENT AND HYDRAULIC EVALUATION	Thu 5/1/25	Fri 11/7/25
53	Stormwater Treatment	Thu 5/1/25	Fri 11/7/25
54	Hydraulic Evaluation	Thu 5/1/25	Fri 11/7/25
55	Stormwater and Hydraulic Report	Fri 8/1/25	Fri 11/7/25
56	TASK 10: BIDDING	Mon 2/2/26	Fri 2/27/26



DETAILED ESTIMATED COST SUMMARY - ATTACHMENT 2
Old Carriage Road and Old Carriage Court Improvements
Shakopee, MN

PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.

TITLE	PROJECT MANAGER	DESIGN LEAD	PROJECT ENGINEER	DESIGN ENGINEER	SURVEY SUB-CONSULTANT	GEO SUB-CONSULTANT	TOTAL COST	TOTAL HOURS
1. PROJECT MANAGEMENT								
1.1 General Project Management	48						$11,280	48
1.2 Project Management Team (PMT) Meetings and Monthly Check-In Meetings	24	48					$14,520	72
TOTAL	72	48	0	0	0	0	$25,800	120
2. PUBLIC, AGENCY, AND BUSINESS INVOLVEMENT								
2.1 Public Engagement Plan	1	4	6				$1,965	11
2.2 Project Website	1	8	8	14			$5,065	31
2.3 Communication Materials	10	12	32	32			$14,490	86
2.4 Business Owner Engagement (up to 3 BAC Meetings & up to 4 Property Owner Meetings)	16	24	40	40			$20,600	120
2.5 Public Open House (up to one)	4	6	12	24			$7,510	46
TOTAL	32	54	98	110	0	0	$49,630	294
3. DATA COLLECTION								
3.1 Geotechnical Investigation and Report		2	4			$16,000	$17,030	6
3.2 Topographic Survey		2	4	8	$5,000		$7,190	14
TOTAL	0	4	8	8			$24,220	20
4. TRAFFIC ANALYSIS								
4.1 Limited Traffic Analysis Review		2	8				$1,690	10
4.2 Roundabout Justification Report and Signal Justification Report	1	2	12	54			$10,415	69
4.3 Construction Staging Traffic Analysis	1	4	8	12			$4,035	25
4.4 Signal Timing Review		4	8	12			$3,800	24
TOTAL	2	48	114	78	0	0	$19,940	128
5. PRELIMINARY DESIGN								
5.1 Base Mapping		1		6			$1,055	7
5.2 Preliminary Roundabout Design	4	10	24	60			$15,450	98
5.3 Preliminary Layout	2	8	16	40			$10,390	66
TOTAL	6	19	40	106		0	$26,895	171
6. CONSTRUCTION STAGING ALTERNATIVES	6	18	26	42			$15,120	92
TOTAL	6	18	26	42	0	0	$15,120	92
7. FINAL DESIGN								
7.1 Final Design (60%, 95%, 100%)	32	108	180	398	0	0	$114,910	718
7.2 Project Manual and Technical Specifications	2	12		24			$6,170	38
7.3 Cost Estimating	2	6		8			$2,740	16
7.4 MnDOT State Aid Coordination	1	2	4	4			$1,845	11
7.5 Utility Coordination	2	16		16			$5,750	34
7.6 Roundabout Photometrics		2	4	12			$2,770	18
TOTAL	39	146	188	462	0	0	$134,185	835
8. TEMPORARY BYPASS STAGING PLANS (AS AUTHORIZED)	4	16	32	78			$20,490	130
TOTAL	4	16	32	78	0	0	$20,490	130
9. STORM MANAGEMENT AND HYDRAULIC EVALUATION	2	12	24	44			$13,030	82
TOTAL	2	12	24	44	0	0	$13,030	82
10. BIDDING	1	6	8	16			$4,985	31
TOTAL	1	6	8	16	0	0	$4,985	31
PROJECT SUBTOTALS	164	371	538	944			$334,295	1903
REIMBURSABLE EXPENSES							$20,700	
PROJECT TOTALS							$354,995	1903

Project #	CIF-26-004
Project Name	Old Carriage Ct & Old Carriage Rd Roundabout

Total Project Cost	$2,680,000	Department	Capital Improvements Fund
Type	Improvement	Category	Street Construction
Priority	1 - Have to do	Status	Active
Useful Life	30 years	Fund	Capital Improvement Fund
Project Code	CI2610		

Description

Intersection improvements to improve safety and operations at the intersection of Old Carriage Road and Old Carriage Court.

Justification

Improvements to the intersection are for vehicle safety. Currently the intersection is all-way stop controlled. A recent intersection evaluation revealed the intersection is operating with a crash rate above the statewide average and critical crash rates.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	0	2,200,000	0	0	0	**2,200,000**
Engineering/Administration	250,000	230,000	0	0	0	**480,000**
Total	**250,000**	**2,430,000**	**0**	**0**	**0**	**2,680,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	250,000	2,180,000	0	0	0	**2,430,000**
Storm Drainage Fund	0	250,000	0	0	0	**250,000**
Total	**250,000**	**2,430,000**	**0**	**0**	**0**	**2,680,000**

Project #	CIF-26-004	Department	Capital Improvements Fund
Project Name	Old Carriage Ct & Old Carriage Rd Roundabout		



PROJECT LOCATION

Agenda Item: Approve a proposal from CTI for upgrades to Council Chambers broadcast equipment
Prepared by: Amanda McKnight, Communications Manager
Reviewed by:

Action to be considered:
Approve a proposal from CTI in the amount of $56,630.90 to perform upgrades to Council Chambers broadcast equipment and $7,836.68 for a four-year service agreement

Motion Type:
Approve

Background:
When the current City Hall first opened in 2017, Council Chambers was equipped with a patchwork system consisting partially of equipment brought over from the old City Hall and partially of newly-purchased display equipment.

In 2021, staff was asked to eliminate redundancies and replace aging equipment. At that time, Council approved a proposal from CTI (Conference Technologies, Inc., formerly ASI) that involved the addition of virtual Zoom meetings, replacement of the Broadcast Pix Switcher, replacement of cameras, new speakers, and other audio functionality improvements.

The current proposal from CTI would phase out all remaining equipment that was migrated from the old City Hall, remove hardware that's no longer in use, and bring broadcast hardware components and software up-to-date with a service contract that would ensure technical support of the broadcast system for four years.

The proposal includes the following:

- Replacement of existing Crestron touch panels (purchased in 2017) with upgraded Crestron control processors
- Replacement of existing Cablecast Flex4 server (purchased in 2016) with the upgraded Cablecast VIOLite 800
- Zoom capabilities will be converted to Microsoft Teams for in-meeting video calls
- Replacement of existing digital audio signal units from the old City Hall with upgraded units
- Broadcast Pix Switcher (purchased in 2021) software will be brought up-to-date with

maintenance, with one year of additional support
- Removal of out-of-date and unused audio equipment from Chambers
- Removal of unused and expired equipment from the broadcast room rack

The City received two quotes for the project and selected CTI's quote. Because of CTI's extensive experience working with our somewhat complicated Chambers' setup, a design phase is unnecessary, lowering the overall proposed cost of the project. The purchase is being made under the University of Minnesota cooperative purchasing agreement.

Recommendation:
Accept the proposal and four-year service agreement

Budget Impact:
The total cost to perform the upgrades and enter into a four-year service agreement is $64,467.58. The project will be funded by PEG (Public, Educational, Governmental) funds with no impact on the general fund.

Attachments:
2025 Council Chambers Upgrade - CTI Proposal.pdf

PROPOSAL

City of Shakopee

Upgrade Live Broadcast Equipments

DATE

Friday, 17 January 2025

PREPARED BY

Brandon Carleton
Design Consultant

Overview and Goals

At CTI, we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Dear Andrew Coons,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service.

Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

Brandon Carleton
Design Consultant
CTI
952-954-2367
brandon.carleton@cti.com

Scope of Work

Proposal Number: J24370138

Proposal Date: 1/17/2025

Contract: UofM U140.13

Prepared for: City of Shakopee
Attn: Andrew Coons
Phone: 9528468971
Email: acoons@shakopeemn.gov

Prepared by: Brandon Carleton
Phone: 952-954-2367
Email: brandon.carleton@cti.com

Bill to: City of Shakopee
485 GORMAN ST
SHAKOPEE, MN
55379-2687

Ship to: City of Shakopee
485 GORMAN ST
SHAKOPEE, MN
55379-2687

Council Chambers

VIDEO
The existing owner furnished Zoom PC will be removed and replaced with the Crestron UC-ENGINE-BRKTX-T Upgrade kit for Microsoft Teams Rooms. This will require a Microsoft Teams Rooms account and portal access. The PC will be handed over to the client. The Kramer 1x16 HDMI DA that was originally brought over from the old building will be removed and replaced with two (2) AVPro Edge 1x8 HDMI DA's that will be cascaded together. The existing Extron SMP351 and AJA Helo will be removed as the client no longer needs backup recordings using this equipment.

Currently the Broadcast Pix is out of maintenance so this proposal includes bringing it current and providing support for one additional year.

Comcast is preferring the video output of the broadcast system be converted to 720p 59.94 instead of 1080. The AJA UDC will be installed to manage the signal sent to the broadcast encoder.

The existing Crestron DM-TX-201C and DM-RMC-SCALER-C that are used to send the video feed from the document camera in the ceiling will be removed. The existing Visionary Solutions encoder will be moved from the rack to where the DM transmitter is located.

AUDIO
The three (3) existing Biamp TesiraForte DSP units were brought over from the old building and will be replaced with two (2) QSC Core 110f audio DSP's. CTI will create and deploy a new audio profile along with new precision timing measurements so the room will function as good or better than it does currently. The following audio equipment will be removed during this upgrade:

- Biamp TesiraForte VT
- Biamp TesiraForte AVB CI x 2
- Biamp Tesira Connect TC-5
- RDL RU-SM16 Audio Meters

All other audio equipment will remain in place.

CONTROL
The existing Crestron CP3N will be replaced with the Crestron CP4 control processor. The existing TS-1070 located at the staff table will be converted to a Microsoft Teams Room with second page control similar to the current functionality with the exception of Teams instead of Zoom.

The existing Araknis network switch will be replaced with the Netgear AV line switch.

Broadcast Rack

The following items will be removed from the existing broadcast transmission rack.
Symetrix 422
AJA FS2 (FS02 Device)
Kramer VM-80VN (VDA01)
Swagit
TVM550 RF Modulator
Carousel Player 340

The existing Cablecast Flex4 will be replaced with the Cablecast VIOLite 800. This proposal includes 6 hours of telephone training/installation assistance along with migration assistance.

KUMO Router Inputs
Navori Slides
Chambers

KUMO Router Output
Livecast (osprey) - from chambers
Navori to Cablecast
Chambers feed
Comcast Encoder (feed from chambers 720p)

CTI can recycle any unused equipment that the client does not want to keep.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

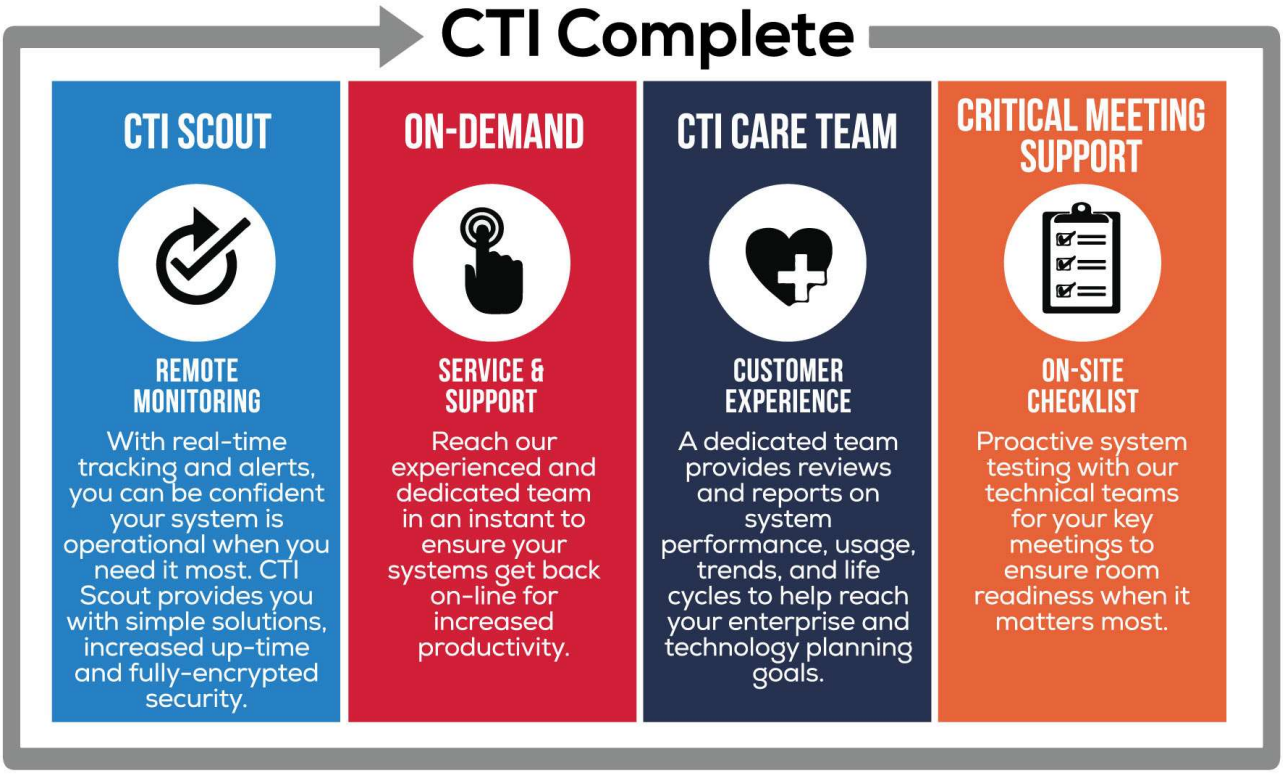
Description	Price
Equipment	$32,669.00
Implementation Services	$19,460.00
Installation Materials	$1,213.87
Freight	$1,328.86
CTI Complete	$1,959.17
Subtotal	$56,630.90
Tax	$0.00
Grand Total	**$56,630.90**

Recommended

Description	Price
2 Additional Years CTI Complete Service Agreement	$3,918.34
4 Additional Years CTI Complete Service Agreement	$7,836.68

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Broadcast TX Server Room

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$16,252.26**					
Cablecast	CBL-VIOLITE-800	2 Channel configurable 1x1 SD/HD SDI encode/decode, muli-format server with 8TB of storage in 1RU chassis. Includes graphics, crawl, bug, bug text on output. # year hardware warranty, system commissioning and one year of software assurance included.	1	$9,590.91	$9,590.91
Cablecast	CBL-VIOLITE-HA	Annual hardware assurance contract for the CBL-VIOLITE-600. This would bring total to 5 years	2	$809.66	$1,619.32
Cablecast	CBL-SVC-PH-HOURLY	One hour of telephone training, installation assistance or service. Train and installation support need to be scheduled 2 weeks in advance.	6	$100.00	$600.00
Cablecast	CBL-GOLD-CH-1YR	Annual support subscription per I/O (Input/Output). Same day email, phone, and remote login support. Includes all new software releases. Also includes premium features only available with Gold or Platinum assurance. VIO4-4 I/O. VIO2 = 2 I/O. Software upgrades are customer installed with guided instructions included, support assistance provided as needed.	8	$368.18	$2,945.44
Cablecast	CBL-CGPLAYER-LIC	Cablecast CG Bulletin board software for installation in VIO video servers.	1	$1,496.59	$1,496.59

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Engineering	8.00	$120.00/hour	$960.00
Installation Onsite	8.00	$110.00/hour	$880.00
Commissioning Onsite	2.00	$120.00/hour	$240.00
Project Management	4.00	$110.00/hour	$440.00
Travel Labor	1.00	$100.00/hour	$100.00
Labor: $2,620.00			

Bill of Materials

Council Chambers

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$16,416.74**					
Broadcast Pix	764	Maintenance Renewal for 1 year	1	$1,835.23	$1,835.23
QSC	SLDAN-16-P	Q-SYS Software-based Dante 16x16 Channel (8x8 Flows) License, Perpetual.	2	$381.82	$763.64
Crestron	CP4	4-Series™ Control System	1	$1,250.00	$1,250.00
AVPro Edge	AC-DA18-AUHD-GEN2	HDMI 1x8 18 GBPS Splitter w/HDR & EDID Mgmt, Audio De-embedding (Full HDR, 4K60 4:4:4); EDID Management via two Rotary dials	2	$453.41	$906.82
NETGEAR	GSM4248PX-100NAS	M4250-40G8XF-POE+ MANAGED SWITCH	1	$2,506.23	$2,506.23
Crestron	UC-FLEXCARE-C	Premium Crestron Flex Support for New C-Series Systems	1	$312.50	$312.50
QSC	CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	2	$2,870.45	$5,740.90
Crestron	UC-ENGINE-BRKTX-T-UPGRD	Crestron Flex Advanced Room Upgrade Solution with Microsoft Teams® Rooms	1	$2,352.27	$2,352.27
AJA	UDC	3G-SDI Up, Down, Cross-Conversion, 2-Channel Unbalanced Audio Output	1	$749.15	$749.15

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Programming In House	42.00	$120.00/hour	$5,040.00
Build/Mock Up In House	4.00	$120.00/hour	$480.00
Engineering	12.00	$120.00/hour	$1,440.00
Installation Onsite	40.00	$110.00/hour	$4,400.00
Commissioning Onsite	34.00	$120.00/hour	$4,080.00
Project Management	10.00	$110.00/hour	$1,100.00
Travel Labor	3.00	$100.00/hour	$300.00
Labor: $16,840.00			

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restock fees may apply. This proposal is valid for fourteen (14) days.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of City of Shakopee for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.

2. If you have questions about the process as we move forward, please contact me at brandon.carleton@cti.com or 952-954-2367.

3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J24370138 - $56,630.90

Customer Signature	CTI Signature
Printed Name	Printed Name
Title	Title
Date	Date

Agenda Item: FEMA Staffing for Adequate Fire and Emergency Response Program Grant Application

Prepared by: Andrea Harrell, Grants and Special Projects Coordinator
Reviewed by: Chelsea Petersen, Assistant City Administrator

Action to be considered:

Adopt Resolution R2025-016, approving an application to the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant program.

Motion Type:
Simple Majority

Background:

During the February 13, 2024 Council Meeting, Citygate Associates presented Council Members with a technical report and an overview of its findings from the comprehensive evaluation of the Shakopee Fire Department it had conducted. Within its report, Citygate noted 26 findings and 12 recommendations. Of those, 15 findings and 7 recommendations are regarding staffing or are recommendations that will impact staffing, if implemented. More specifically, it was recommended that the Shakopee Fire Department move away from its current combination department that relies primarily on paid on-call firefighters to a career department that relies on full-time firefighters, supplemented by part-time firefighters, and operating out of two fire stations. Additionally, Citygate provided a comprehensive staffing recommendation and phasing plan which laid out the addition of 25 full-time positions including 14 firefighters, 6 Captains, 3 Battalion Chiefs, an administrative support staff, and a Fire Inspector. These additional positions are recommended to take place over a four-year period and cost an estimated total of $1,713,932.

The City of Shakopee is applying to FEMA's SAFER grant program to offset the initial costs required to shift to a career department with a majority full-time staffing model, and had previously applied in 2024. FEMA's SAFER program provides funding to local, state, and regional fire departments to enhance the safety of the public and firefighters with respect

to fire and fire-related hazards. Funding provided would do so through assistance in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. The SAFER grant would fund the salary and associated benefits of additional firefighter positions added if hired with SAFER grant funds. Although there is no maximum request listed, FEMA has previously stated the total funding available is estimated at $360 million and assumes 300 awards will be given, resulting in an average award of $1.2 million.

Recommendation:

Adopt Resolution R2025-016.

Budget Impact:

The grant requires a 0% match.

Attachments:
Citygate_Technical_Report_â€“_Findings__Recommendations__Phasing_for_Shakopee_FD.p
Resolution R2025-016.pdf

Administrative Support Staffing Capacity Summary

Citygate's review and evaluation of the Department's administrative support organization finds that the management organization and most headquarters programs are inadequately staffed and not in conformance with Minnesota requirements and national best practices to provide a properly trained, equipped, and supported response force. Ensuring a prompt response with safe, competent service delivery requires management, planning, and compliance records. Compliance regulations for fire services operation have steadily increased over the last 20 plus years, mandating practices for the proper hiring, training, and supervision of operational personnel.

Findings and Recommendations

Following are Citygate's findings and recommendations as contained throughout this report.

Service Capacity

Findings

Finding #1: The Department's response unit types are appropriately configured to protect against the hazards likely to impact the City.

Finding #2: There is very little demand for Dive Team services despite the Dive Team representing an intensive program that creates substantial potential risk, training, and capital cost burdens for the City and Department.

Finding #3: Minnesota state law tasks county sheriff's departments with responsibility for underwater rescue and recovery.

Recommendations

Recommendation #1: The City should discuss with the County transferring underwater search and recovery services to the Scott County Sheriff's Office in conformance with state law responsibility while maintaining the City's programs for surface water and ice rescue capability.

Deployment

Findings

Finding #4: The City and Department have not yet established response performance goals consistent with best practice recommendations as published by the Commission on Fire Accreditation International and the National Fire Protection Association.

Doing so will guide future fire crew staffing, apparatus types, and deployment methods.

Finding #5: The Department's current deployment model provides only a single four-person crew at Station 1 daily to provide immediate response capacity for the 51.5-square mile service area. Additional response capacity is provided by automatic mutual aid from the Tribal Public Safety Department or callback of off-duty part-time personnel or mutual aid as needed and available.

Finding #6: The Department has a standard response plan that considers risk and establishes an appropriate initial response for each incident type; each type of call for service receives the combination of engines, trucks, specialty units, and command officers customarily needed to effectively control that type of incident based on Department experience.

Finding #7: The two fire station locations cover the sections of the City with the highest incident demand and a 5:00-minute travel time spacing of stations meets the City's needs.

Finding #8: Continued significant growth in Shakopee to the east, and township growth in the west and south, could drive the need for a third—or even a fourth—smaller neighborhood station with one staffed fire engine each.

Finding #9: Annual service demand has slightly increased post-Covid, but the Station 1 crew model also started within this period, and more EMS incidents have been responded to. However, the Department currently only responds to "high-priority" EMS calls as designated by Scott County Dispatch.

Finding #10: The rate of simultaneous incidents is growing, placing more pressure on a single on-duty unit.

Finding #11: The City provides little mutual aid to others and the contract townships do not materially affect the statistical demand for service.

Finding #12: The City should plan to transition EMS first response to the Fire Department. Police should also be utilized for the very infrequent life-threatening incidents along with Fire.

Finding #13: Call processing performance by Scott County's 9-1-1 Dispatch Center is substantially slower than any nationally recommended best practice goal.

Finding #14: Total response times from 9-1-1 answer to first-unit arrival are 4:21 minutes longer than best practice recommendations for positive outcomes in a suburban city. This is due to two reasons: (1) slow dispatch processing and (2) most responses only occurring from Station 1.

Finding #15: The City is not capable of fielding an effective multiple-unit response force to building fires, more so from only one fire station. To assemble the required number of total personnel, the City is also dependent on mutual aid also arriving quickly. The City needs to plan to staff both fire stations.

Finding #16: The burden on part-time firefighters is at its limit. After filling shifts for just one staffed unit, they are not keeping up with training when not on shift and emergency callbacks. It would take two or more times the number of part-time firefighters to staff a second unit and be available for training and callbacks. The costs to train, equip, and manage that large of a workforce would be significant.

Finding #17: Shakopee should follow federal wage and hour regulations and establish one pay rate for regular and overtime hours for career personnel. Firefighters should not be in unique "dual-role" functions.

Recommendations

Based on the technical analysis and findings contained in this section, Citygate makes the following deployment recommendations.

Recommendation #2: The City should obtain the appropriate legal opinions and enact changes to the Department to be that of a "combination" department of both career and part-time employees. Employees should have one clear set of positions and compensation and be in one pension system. One likely solution is to enact a set of processes like those already undertaken by other Twin Cities Metro Area cities:

2A: Create a new part-time firefighter/EMT position.

2B: Firefighters hired as paid-on-call personnel under the relief pension should be encouraged to reapply for a new, part-time firefighter/EMT position including new requirements for training compliance to state law and to be considered for staffing shifts.

2C: These new part-time firefighter/EMT positions should be included in the state's PERA-coordinated pension plan as opposed to a Fire Relief pension plan designed for volunteer and paid-on-call firefighters.

2D: Changing from relief to a state-based career employee PERA pension plan requires dissolving the relief association under Minnesota state statute. This allows those who transition to full-time work and those not wanting to reapply as part-time firefighter/EMTs to not be penalized in regards to losing their relief pension. In making this conversion, the City

must follow Minnesota State Statute 424B.22 for Relief Association Dissolution and Retirement Plan Termination.

Recommendation #3: **Adopt Deployment Policies:** The City Council should adopt complete performance measures to aid deployment planning and to monitor performance. The measures of time should be designed to deliver outcomes that will prevent death or more serious injury for EMS patients upon arrival when possible and keep small but serious fires from becoming more serious. With this is mind, Citygate recommends the following measures.

3.1 Distribution of Fire Stations: To treat pre-hospital medical emergencies and control small fires, the first-due unit should arrive within 8:30 minutes, 90 percent of the time, from receipt of the 9-1-1 call at the Scott County Dispatch Center from two staffed fire stations. This equates to a 1:30-minute call processing / dispatch time, a 2:00-minute crew turnout time, and a 5:00-minute travel time.

3.2 Multiple-Unit Effective Response Force for Serious Emergencies: To confine building fires near the room or rooms of origin, keep vegetation fires under one acre in size, and treat multiple medical patients at a single incident, a multiple-unit ERF of at least 12 personnel, plus at least one Chief Officer, should arrive within 12:30 minutes from the time of 9-1-1 call receipt, 90 percent of the time, within the suburban population density areas of the City. This equates to a 1:30-minute dispatch time, 2:00-minute crew turnout time, and a 9:00-minute travel time.

3.3 Hazardous Materials Response: To protect the City from the hazards associated with uncontrolled release of hazardous and toxic materials, the fundamental mission of the Department's response is to isolate the hazard, deny entry into the hazard zone, and minimize impacts on the community. This can be achieved with a first-due total response time of 8:30 minutes or less in the suburban population density areas of the City to provide initial hazard evaluation and/or mitigation actions. After the initial evaluation is completed, a determination can be made whether to request additional resources to mitigate the hazard.

3.4 Technical Rescue: To respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue, a first-due total response time of 8:30 minutes or less is required in the suburban population density areas of the City to evaluate the situation and initiate rescue actions. Additional

resources should assemble as needed, within a total response time of 12:30 minutes within the suburban population density areas of the City, to safely complete rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

Recommendation #4: Add career and part-time staffing at both stations to provide 4-person shift staffing 24 hours per day, 7 days per week.

Recommendation #5: As the career model expands, transition first responder EMS assistance from the Police to the Fire Department.

Recommendation #6: As soon as funds permit, remodel both fire stations to provide adequate spaces for 24-hour per day shift personnel.

Administrative Support Staffing Capacity

Findings

Finding #18: The Department's training program is informal, with no annual training needs assessment driving an annual training plan in conformance with Minnesota requirements. Since being made aware of training deficiencies in December, the Interim Fire Chief and administrative staff have made great progress in addressing these issues.

Finding #19: The training hours delivered are not close to being in balance to the Minnesota 11 Core Elements.

Finding #20: The Department lacks documentation of federally required annual hazardous material response training.

Finding #21: The Department is slightly understaffed to accomplish all of its administrative responsibilities and tasks.

Finding #22: The current interim administrative staff is at its limit and is working more hours (and managing more assignments) than it should be.

Finding #23: The Department is currently operating without a comprehensive set of administrative and operational policies and procedures but has contracted with a private company that specializes in policies for public safety and is currently working on creating new policies and procedures.

Finding #24: The fire prevention workload increased substantially over 2023 due to the additional building and development activity in the City, adversely impacting staff's ability to conduct all required annual fire and life safety inspections.

Finding #25: The full-time response personnel on the engine are also assigned to conduct field inspections under the direction of the Fire Marshal, often resulting in missed inspection appointments or interrupted inspections due to emergency responses by the engine crew.

Finding #26: The Fire Marshal intends to retire within the next few years; however, there is no succession plan in place for this highly technical position.

Recommendations

Recommendation #7: The City should consider funding an additional 1.0 FTE Administrative Assistant as soon as possible to resolve existing fire administrative workload capacity gaps, provide enhanced capacity, and minimize or eliminate any potential single points of administrative support failure.

Recommendation #8: The City should consider reorganizing the Department administrative staff to include a Deputy Chief to oversee field operations and training and ensure compliance with all federal and state mandates, and an Administrative Deputy Chief to supervise the administrative assistant and oversee the budget, apparatus, facilities, schedules, and grants to better fit the needs of a Department with both full-time and part-time response staff.

Recommendation #9: Complete the development and adoption of a comprehensive set of administrative and operational policies and procedures.

Recommendation #10: Consider focusing the inspection responsibilities of response personnel to existing businesses to minimize disruption to new building projects.

Recommendation #11: Develop and implement a succession plan for the Fire Marshal position to ensure continuity of services upon retirement of the current incumbent. This could include hiring a Fire Inspector for succession planning and additional life safety inspections should be a priority.

Recommendation #12: The City Administrator should consider transferring the Emergency Manager role and responsibilities to the Fire Chief.

COMPREHENSIVE STAFFING RECOMMENDATION AND PHASING

Based on Citygate's comprehensive review, the Department's current four-person crew model at Station 1 needs to be expanded to provide (1) a more equitable *speed of response* to all areas of the City and (2) an improved *weight of response* for more serious or concurrent incidents. To achieve this, Citygate recommends the City "reboot" the Department by converting the staffing system to that of a combination department, thus utilizing a modest number of full-time personnel

at both stations to provide a guaranteed minimum daily response staffing level under best practices and state regulations on fire services. The two-station staffing plan is then augmented by a part-time firefighter/EMT program, with the firefighters scheduled to work or called back under a singular hourly wage and state pension structure.

Citygate recommends the City consider funding additional personnel across a phasing period of a few fiscal years to eventually reach the master plan result of a ***minimum*** of eight personnel plus a chief officer on duty daily for supervision and incident command as summarized in the following table. The recommended staffing delivers a minimum, safe firefighting response for *speed of attack* and can enter burning structures under the two-in/two-out federal and state safety standard,[1] plus provide for incident command and a pump operator.

Table 2—Recommended Minimum Daily Response Staffing Model

Station	Career Personnel			Total On-Duty Staffing
	Battalion Chief	Captain	Firefighter	
1	1	1	3	**5**
2	0	1	3	**4**
Total	**1**	**2**	**6**	**9**

Citygate suggests that any full-time position vacancy be backfilled first with full-time personnel on overtime, and second with part-time personnel. Part-time personnel can be used for an additional staffing past four at each station, more so on busy community special event or bad weather days. As another option, with four or more firefighters at each station, a station could staff a fire engine *and* a quick response EMS unit.

The Department also needs to meet administrative and safety regulations, as an appropriately staffed headquarters team is needed to provide the leadership, training, and accountability necessary for the provision of safe and effective service delivery. This organization can be built in phases over a few fiscal years as summarized in the following table—ideally assisted by federal firefighter staffing grants. Once the Council provides policy direction, staff can provide the detailed expenses per fiscal year. Citygate recommends a four-year plan to recruit, train, and on-board the new and additional personnel that will be needed to achieve the recommended staffing model.

[1] https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134#1910.134(g)(4)

Phasing Plan

Gathering community input, designing and approving a funding plan for increased career staffing, and recruiting and hiring all take time. Given the cost and administrative burden on a small city to grow and gradually obtain the full funding needed, Citygate offers this phasing plan, which could be executed on a per-fiscal-year basis. The following are *career* personnel changes/additions:

Step 1: 2024 Budget Amendment

Increase career staff from 11 to 14. However, there were 3 new Battalion Chiefs in the approved 2024 budget. These positions are converted to 3 Fire Captains for line crew supervision. 2 firefighters and an Administrative Assistant are added. The budgeted Assistant Fire Chief and Administrative Captain positions are converted to 2 Deputy Chiefs. These moves improve headquarters capacity and add to the single fire engine shift staffing.

Step 2: 2025 Budget

Add 1 Fire Inspector, 3 Fire Captains, and 6 firefighters. Improve fire prevention and add a second staffed engine at Fire Station 2.

Step 3: 2026 Budget

Add 6 firefighters. Increase both engine crews to 4 career personnel each day, 1 Captain and 3 firefighters.

Step 4: 2027 Budget

Add 3 Battalion Chiefs, one per platoon, for 24/7/365 immediate response command and safety oversight.

The final career force will then be 18 career firefighters, 6 Fire Captains and 3 Battalion Chiefs. These personnel will staff two engines with a minimum of 6 personnel plus the Battalion Chief. One firefighter per shift will backfill for vacation and sick relief. The part-time staff will work scheduled assignments to add a fourth firefighter on each engine.

The following table shows these changes by year.

Table 3—Proposed Fire Department Staffing Summary

Step/Position	Total Career Personnel	Added Career Personnel	Annual Net Cost Increase[2]
Present	8		
Step 1 – 2024			
Headquarters		1	
Captains		3	
Firefighters		2	
Total Count and Costs	**14**	**6**	**$44,414**
Step 2 – 2025			
Headquarters		1	
Captains		3	
Firefighters		6	
Total Count and Costs	**24**	**10**	**$1,045,117**
Step 3 – 2026			
Firefighters		6	
Total Count and Costs	**30**	**6**	**$502,500**
Step 4 – 2027			
Battalion Chiefs		3	
Step 4 Net Costs	**33**	**3**	**$121,901**
		Total	**$1,713,932**

Note:

- The savings in Step 1 result from some of the added expenses being already budgeted, plus other savings in the part-time program and phasing of actual hiring.
- Step 1 does not reflect full 12 months of new position employment as hiring does not all occur on the first day of the new fiscal year.
- The added expenses in Steps 2 through 4 do reflect the full cost of the prior years' additions plus the new staff in the next step.
- The total added expense is in current employee costs; as such, the amount does not include inflation or future pay or benefit changes.

[2] City of Shakopee Fire and Finance Department estimates based on total compensation per position type.

NEXT STEPS

Citygate offers the following suggested sequential next steps.

Near-Term

- Review and absorb the content, findings, and recommendations of this report.
- Consider adopting revised response performance measures as recommended.
- Ask staff to return with the costs and phasing to implement the study's recommendations as desired by the City Council.
- Identify funding to begin phasing/implementation Step 1.

Longer-Term

- Consider applying for federal firefighter staffing (SAFER) grants.
- Identify funding for the repairs or modifications needed to provide 24/7 staffing from both fire stations.
- Work with other local fire departments and the Sheriff's Office to improve 9-1-1 center performance time for serious emergencies.
- Monitor response performance against adopted goals.

RESOLUTION R2025-016
A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING THE CITY TO SUBMIT A FEMA STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE PROGRAM GRANT APPLICATION

WHEREAS, the City of Shakopee supports the application made to the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Program grant, and

WHEREAS, the City hired Citygate Associates to complete a comprehensive evaluation of the Shakopee Fire Department and provide recommendations, and

WHEREAS, Citygate Associates recommended the Shakopee Fire Department move away from its current paid on-call staffing model to a career fire department operated primarily by full-time staff from its two fire stations, and

WHEREAS, the application is to obtain funding to expand the number of Shakopee Fire Department's full-time firefighter staff positions, in line with Citygate Associates' staffing recommendations, and

WHEREAS, the City of Shakopee recognizes a 0% match is required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA AS FOLLOWS: if the City of Shakopee is awarded a grant by the FEMA, the City of Shakopee agrees to accept the grant award and may enter into an agreement with FEMA for the above-referenced project. The City of Shakopee will comply with all applicable laws, requirements, and regulations as stated in the grant agreement.

Adopted in the regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February 2025.

_____
Matt Lehman,
Mayor of the City of Shakopee

ATTEST:

_____
Heidi Emerson
Deputy City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Agenda Item:
Department of Energy's Energy Efficiency & Conservation Block Grant Award

Prepared by: Andrea Harrell, Grants and Special Projects Coordinator
Reviewed by: Chelsea Petersen

Action to be considered:

Adopt Resolution R2025-015, accepting the Department of Energy's Energy Efficiency & Conservation Block Grant (EECBG) award and authorizing the City Administrator to execute the necessary contracts and agreements applicable to accepting this award.

Motion Type:
Simple Majority

Background:
At its July 18, 2023 meeting, Council approved the application to the Department of Energy's EECBG. The Department of Energy's Energy Efficiency & Conservation Block Grant program provides funding to municipalities and counties to implement strategies to reduce fossil fuels, reduce the total energy use of the applicant's entities, improve energy efficiencies, and build a clean and equitable energy economy. Within this block grant, the Department of Energy has calculated available funds to municipalities and counties across the United States, allocating $76,550 available for the City of Shakopee.

Recommendation:
Adopt Resolution R2025-015.

Budget Impact:
A 0% match is required.

Attachments:
Resolution R2023-085 US DOE EECBG Grant Application.pdf
Resolution R2025-015 AWARD.pdf

RESOLUTION R2023-085
A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING THE CITY TO SUBMIT DEPARTMENT OF ENERGY'S ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT PROGRAM APPLICATION

WHEREAS, the City of Shakopee supports the application made to the Department of Energy's Energy Efficiency and Conservation Block Grant.

WHEREAS, the application is to obtain funding to reduce fossil fuel emissions, reduce total energy use, and improve the energy efficiency of the City of Shakopee, and

WHEREAS, the City of Shakopee recognizes a 0% match is required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA AS FOLLOWS: if the City of Shakopee is awarded a grant by the Department of Energy, the City of Shakopee agrees to accept the grant award and may enter into an agreement with the Department of Energy for the above-referenced project. The City of Shakopee will comply with all applicable laws, requirements, and regulations as stated in the grant agreement.

Adopted in the regular session of the City Council of the City of Shakopee, Minnesota, held this 18th day of July 2023.

Matt Lehman,
Mayor of the City of Shakopee

ATTEST:

Lori Hensen
City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

RESOLUTION R2025-015
A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING THE DEPARTMENT OF ENERGY'S ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT AWARD

WHEREAS, the City of Shakopee applied to the Department of Energy's Energy Efficiency & Conservation Block Grant, previously approved via Resolution R2023-085 on 18th day of July 2023, and

WHEREAS, the grant award is to provide funding for retrofitting of existing light fixtures to upgraded LED light fixtures in several City buildings, and

WHEREAS, the City of Shakopee was awarded the Energy Efficiency & Conservation Block Grant for $76,550, and

WHEREAS, the City of Shakopee recognized a 0% match was required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA AS FOLLOWS: the City of Shakopee recognizes it has been awarded a grant by the Department of Energy, agrees to accept the grant award and grant agreement for the above-referenced project, and authorizes the City Administrator to execute the necessary contracts and agreements applicable to accepting this award. The City of Shakopee will comply with all applicable laws, requirements, and regulations as stated in the grant agreement.

Adopted in the regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February 2025.

_____
Matt Lehman,
Mayor of the City of Shakopee

ATTEST:

_____
Heidi Emerson
Deputy City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Agenda Item: Approve plans and authorize bidding for the 2025 SCADA System Expansion Project, Sewer-25-001
Prepared by: Josiah Ferguson, Graduate Engineer
Reviewed by: Alex Jordan, City Engineer

Action to be considered:
Adopt Resolution R2025-017, approving plans and specifications and ordering advertisement for bids for the 2025 SCADA System Expansion Project, Sewer-25-001.

Motion Type:
Adopt

Background:
The City's adopted 2025-2029 Capital Improvement Plan (CIP) programs the 2025 SCADA System Expansion, Sewer-25-002 (see attached CIP summary sheet), which was introduced after completion of a feasibility report in 2020.

The 2025 SCADA System Expansion Project includes improvements to four sites to monitor sanitary sewer flows in the city's trunk gravity line along the Minnesota River. The improvements are recommended to monitor for:

- Inflow/Infiltration (I/I)
- Proactively responding to emergency situations
- Safeguarding sensitive resources
- Timely alerting of leaks or backups
- Historical and real-time review of system usage

Plans have been prepared and staff is ready to solicit public bids to complete the improvements. Upon approval, subsequent advertising and bidding will commence with a scheduled bid opening in March 2025. Bids would then be considered and awarded with construction of the improvements scheduled for summer 2025.

Recommendation:
Adopt Resolution R2025-017.

Budget Impact:
The overall CIP budget is $375,000 which includes engineering and administrative costs.

The project is funded out of the Sanitary Sewer Fund.

Attachments:
RES-R2025-017.pdf
Sewer-25-002.pdf
Cover Sheet.pdf

RESOLUTION R2025-017

A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2025 SCADA SYSTEM EXPANSION SEWER-25-005

WHEREAS, the City Engineer has prepared plans and specifications for improvements for the 2025 SCADA system expansion project, and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, a copy of which is on file and of record in the Office of the City Engineer, are hereby approved.

2. The City Clerk shall prepare and cause to be placed on the city's website and on questcdn.com an advertisement for bids upon the making of such improvement under such approved plans and specifications. The Advertisement for Bids shall be published as required by law.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February 2025.

_____
Mayor of the City of Shakopee

ATTEST:

_____
City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Project Details

Shakopee, MN

Project #	Sewer-25-002
Project Name	SCADA System Expansion

Total Project Cost	$375,000	Contact	City Engineer
Department	Sanitary Sewer Fund	Type	Improvement
Category	Sanitary Sewer	Priority	1 - Have to do
Status	Active	Accounting Code	5857/6857
Fund	Sanitary Sewer Fund	Project Code	SS2501

Description

The proposed system expansion includes an automated supervisory control and data acquisition (SCADA) system using the city's fiber optic network and other communication modes (cell or wi-fi). A feasibility study was performed in 2020 that detail the scope and cost for this project. The system will integrate flow monitoring of the city's trunk gravity line along the Minnesota River.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
55,000	Construction/Maintenance	320,000	0	0	0	0	**320,000**
	Total	**320,000**	**0**	**0**	**0**	**0**	**320,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
55,000	Sanitary Sewer Fund	320,000	0	0	0	0	**320,000**
	Total	**320,000**	**0**	**0**	**0**	**0**	**320,000**

Project Details

Shakopee, MN

Project #	Sewer-25-002	Contact	None None
Project Name	SCADA System Expansion	Department	Sanitary Sewer Fund

3.4 Permanent Gravity Flow Meters



Figure 3.4.1: Proposed Permanent Gravity Flow Monitoring Locations

File: W:\S\Shakopee\05475-2024-004\CAD Dwgs\00-General\Plan Sheets\G1-Location and Vicinity Map.dwg



CITY OF SHAKOPEE, MN
--FOR REFERENCE ONLY--

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S

Certification of Individual Project Design Disciplines Are Included On Their Individual Drawings, Respectively

Advanced Engineering and Environmental Services, LLC
NOT FOR CONSTRUCTION
PRELIMINARY

STATUS: **PRELIMINARY - NOT FOR CONSTRUCTION**

SYM	DATE	APPR

PROJECT TITLE:
SHAKOPEE 2025 SCADA SYSTEM EXPANSION PROJECT

Advanced Engineering and Environmental Services, LLC www.ae2s.com

SHEET TITLE:
LOCATION AND VICINITY MAP

CLIENT:
CITY OF SHAKOPEE
SHAKOPEE, MINNESOTA

PREPARED BY: PGM
CHECKED BY: ASP
APPROVED BY: MAR

PROJECT NO: 05475-2024-004
DATE: JANUARY 2025
ALT. PROJECT NO: SAN-25-001
SHEET DESIGNATOR:
SHEET NO: **G002**

Plotted By: Peter Manfredini Date: Friday, January 10, 2025

Agenda Item: Fee Schedule Modification
Prepared by: Chelsea Petersen, Assistant City Administrator
Reviewed by:

Action to be considered:
Adopt Ordinance O2025-005, which modifies the 2025 City of Shakopee Fee Schedule.

Motion Type:
Simple Majority

Background:
On December 17, 2024 City Council adopted Ordinance O2024-012 adopting the city's Fee Schedule for 2025. Since that time staff has identified two recommended modifications:

- Adding additional tiers to the Cannabis and Hemp Retail Licenses. The fees are the same as originally adopted, but adding the additional tiers mirrors the licensure language established by the Office of Cannabis Management (OCM) and will provide clarity to both staff and applicants.
- Establishment of Tot Time and Group Rental fees for SandVenture Aquatic Park, along with the previously established park admission fees.

Recommendation:
Approval as requested.

Budget Impact:
If approved, fees will be collected as modified.

Attachments:
O2025-005 Fee Schedule Amendment

ORDINANCE O2025-005
AN ORDINANCE OF THE CITY OF SHAKOPEE, MINNESOTA,
AMENDING THE CITY'S ADOPTED 2025 FEE SCHEDULE

THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA, ORDAINS:

WHEREAS, by O2024-012, the City Council established a fee schedule effective January 1, 2025; and

WHEREAS, the City Council has determined that it is desirable to modify the portion of the 2025 Fee Schedule pertaining to Cannabis Retail Licenses and Facility Rentals.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Shakopee that following fees of the Adopted 2025 City Fee Schedule is amended to read as follows:

Cannabis and Hemp Retail Licenses (City Code 151.007)

- ~~Application initial fee: $500 or half the initial license fee charged by OCM, whichever is less~~
- ~~Retail registration fee: $1,000 or half the amount of the renewal license fee charged by OCM, whichever is less~~

Business Type	Initial Fee	Renewal Fee
Cannabis Retailer	$500	$1,000
Lower Potency Hemp Retailer	$125	$125
Medical Cannabis Combination Business	$500	$1,000
Cannabis Mezzobusiness	$500	$1,000
Cannabis Microbusiness	$0	$500

The actual registration and renewal fees charged shall be up to these amounts, or up to half of the fees imposed by the state (whichever is less).

SANDVENTURE ADMISSION FEES

RESIDENT RATES	(Includes tax)
Daily Pass Individual	$11
Daily Pass Senior/Military	$9
Daily Pass Under 3	$0
Daily Pass Individual TWILIGHT/Tot Time	$8
Daily Pass Senior/Military TWILIGHT/Tot Time	$6
Season Pass Individual	$110
Season Pass Family	$330
Season Pass Senior/Military	$94
10 Visit Punch Card	$105

NON-RESIDENT RATES	(Includes tax)
Daily Pass Individual	$16
Daily Pass Senior/Military	$13
Daily Pass Under 2	$0
Daily Pass Individual TWILIGHT/Tot Time	$12
Daily Pass Senior/Military TWILIGHT/Tot Time	$11
Season Pass Individual	$160
Season Pass Family	$480
Season Pass Senior/Military	$136
10 Visit Punch Card	$155

Aquatic Park Group Rental Fees

- Public Group Rate (minimum of 20 people) $11/person
- Private Group Rate (minimum of 200 people) $16/person
- Group Deposit $220
- SandVenture Birthday Party Package (12 children + 2 Adults) $200
- Jeffrey Rogers Shelter Rental (2 hour minimum) $30/hour

Adopted in regular session of the City Council of the City of Shakopee, Minnesota held this 4th day of February 2025.

_____
Mayor of the City of Shakopee

ATTEST:

_____

Deputy City Clerk

Shakopee City Council
February 4, 2025

5.I

Agenda Item: Cooperative Agreement with Scott County for the Construction and Maintenance of a Roundabout at the County Highway 79 and 78 Intersection
Prepared by: Alex Jordan, City Engineer
Reviewed by:

Action to be considered:
Approve Cooperative Agreement with Scott County for roundabout improvements.

Motion Type:
Approve

Background:
The Scott County adopted Transportation Capital Improvement Plan programs the construction of a single lane roundabout at the intersection of County Highway 79 and 78. The improvements are proposed to address safety and operational deficiencies. Scott County is in the process of preparing plans and specifications for the improvements and construction is planned for summer 2025.

The Cooperative Agreement will establish the maintenance responsibilities for the improvements. The City will be responsible for the following maintenance items within the City limits only: electrical energy and minor maintenance for streetlights, snow removal on trails (done at our discretion), and cost sharing for its share of stormwater management and trail maintenance.

Recommendation:
Approval of the Agreement

Budget Impact:
The City's share of the project costs is estimated to be $26,249.31, which is calculated based upon 50% of the final actual construction costs of the trail improvements on the east side of CH 79, only to the extent of those within the City of Shakopee corporate limits, including engineering.

Attachments:
Shakopee_CH78-79RAB-MaintCOOP.pdf

COOPERATIVE AGREEMENT

THIS AGREEMENT, by and between the **County of Scott**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the **"County"** and the **City of Shakopee**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the **"City".**

RECITALS:

A. County plans to improve the County Highway (CH) 78 and CH 79 intersection by constructing a roundabout to address safety and operational deficiencies. The Project includes grading, paving, curb and gutter, storm sewer, trails, and other related improvements (hereinafter referred to as the "Project").

B. The above-described Project lies partially within the corporate limits of the City.

C. City supports the planned Project and is willing to cooperate with County to complete the Project and share costs related to the Project, consistent with the County's City Local Cost Participation Policy.

D. The County Engineer has prepared an estimate of the City's cost share for the Trail contract work in the sum of twenty-six thousand two hundred forty-nine dollars and thirty-one cents ($26,249.31) (Exhibit A).

E. After completion of the Project, the County and City will have shared maintenance responsibilities for the improvements.

F. The Project will be constructed in 2025 in accordance with the 2025 County Project ("CP") 78-07 listed in the 2025-2034 Transportation Improvement Program.

G. It is contemplated that the Project shall be carried out by the parties under the provisions of Minn. Stat. §162.17, subd. 1 and Minn. Stat. §471.59.

NOW, THEREFORE, in consideration of the mutual undertakings and agreement contained within this agreement, the County and City hereby agrees as follows:

1. Incorporation

The recitals set out above are hereby incorporated into this Agreement as if fully restated herein.

2. Scope of Services

a. County shall advertise for bids for the work and construction of the aforesaid Project, receive and open bids pursuant to said advertisement and enter into a contract ("Contract") with the successful bidder at the unit prices specified in the bid of such bidder, according to law in such case provided for counties. The Contract will include the plans and specifications prepared by County or its agents, which plans and specifications are by this reference made a part hereof.

b. County shall have overall authority to administer the Contract and inspect the construction of the Contract work for the Project. County shall have ultimate authority in initiating and determining change orders, supplemental agreements, and final quantities. City Engineer shall cooperate with County Engineer and his staff at their request to the extent necessary but shall have no other responsibility for the supervision of the work.
c. County Engineer shall prepare monthly progress reports and shall furnish to the City upon request.

3. Payment

a. It is specifically agreed that the estimate(s) mentioned in this agreement is only a preliminary estimate of the cost for the work on the Project and that the unit prices set forth in the Contract and the final quantities as measured by the County Engineer shall govern in computing the total final construction cost for apportioning the cost of the Project according to the provisions of this section.
b. Based upon the total final construction costs:
    1) County shall pay one hundred percent (100%) of the Roundabout work.
    2) City shall reimburse the County fifty percent (50%) of the final actual construction costs of the Trail work on the east side of the CH 79 only to the extent of those within the City of Shakopee corporate limits.
c. City shall pay County an amount equal to six percent (6%) of the eligible final Project costs for its share of engineering for contract administration costs, which includes all actual costs of planning, design, environmental review, permits, preparation of bid, specifications and contract administration related to the Trail work.
d. Upon completion of the Project, County will submit an invoice to City for the payment due, and City shall pay all amounts due within thirty (30) days.

4. Ongoing Maintenance Items

a. Future Modifications. County reserves the right not to issue any permits for a period of five (5) years after completion of the Project for any service cuts in the roadway surfacing of the County Highway included in the Project for any installation of underground utilities which would be considered as new work; service cuts shall be allowed for the maintenance and repair of any existing underground utilities.
b. Snow and Ice Control. Upon completion of the Project, the City, at its expense, shall perform snow, ice, and debris removal on all trails, slip ramps, and sidewalks for portions within City limits constructed with the Project.
c. Stormwater. Upon completion of the Project, County shall maintain all stormwater quality, rate control, and volume control features such as ponds, infiltration basins and all aesthetic landscaping elements. All future maintenance of the stormwater features shall be the responsibility of County. City shall reimburse County annually for its share of the costs for maintenance of the stormwater features based on its percentage of contributing flow, determined as the area of drainage that flows to the basin outside of County Road right of way. City may in the future alter the stormwater quality, rate control, and volume control features to accommodate future development as long as County drainage is maintained at which time City's percentage of contributing flow will be recalculated.

d. Trail Maintenance. All future maintenance costs of Trail improvements within the City of Shakopee corporate limits constructed under this agreement will be shared equally between County and City regardless of which party performs the maintenance work. Either party can initiate and complete such maintenance work with notice given to the other party. Upon completion of such work the initiating party will invoice the other for fifty percent (50%) of the actual total cost. The preventative maintenance on trails constructed with this project, including sealcoating and crack-sealing, will be cost shared equally between County and City with County administering the process.

e. Lighting. As part of the Project, sixteen (16) integral streetlights will be installed. The ownership and maintenance expenses shall be as follows:
   1) Electrical energy shall be split equally between County (fifty percent (50%)) and City (fifty percent (50%)).
   2) County shall be the owner of the integral streetlights and shall perform all major maintenance, including, but not limited to Gopher State One Call (GSOC) locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system, at the sole cost of the County.
   3) City shall be responsible for minor maintenance of the eight (8) integral streetlights located within the east half, including, but not limited to re-lamping or LED luminaire replacement, repair or replacement of all damaged luminaire glassware, luminaires when damaged or when ballasts fail, and photoelectric control on luminaires at the sole cost of the City.
   4) Any future annexation by City will require an update to the lighting maintenance responsibilities stated in this Agreement.

f. A future County Global Maintenance Agreement, upon execution, may supersede maintenance responsibilities stated in this Agreement.

5. Effective Date of Contract

This agreement shall be effective upon execution by all parties to the agreement.

6. Term of Contract

This Agreement will terminate upon County's project completion and close out, provided that the Ongoing Maintenance section shall survive the agreement termination.

7. Authorized Agents

The Parties shall appoint an authorized agent for the purpose of administration of this agreement. City is notified of the authorized agent of Scott County as follows:

Nathan Thomas, or his successor
Highway Division Program Manager
Scott County Transportation Services
200 Fourth Avenue West
Shakopee, MN 55379
(952) 496-8479
nthomas@co.scott.mn.us

The County is notified the authorized agent for City is as follows:

Alex Jordan, or his successor
City Engineer
City of Shakopee
485 Gorman Street
Shakopee, MN 55379
(952) 233-9361
ajordan@shakopeemn.gov

8. County and State Audit

Pursuant to Minn. Stat. Sec. 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the County and City pursuant to this Agreement shall be subject to examination by the County, City and the State Auditor. Complete and accurate records of the work performed pursuant to this Agreement shall be kept by the County and City for a minimum of six (6) years following termination of this Agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the County or the City regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County or City notifies each party in writing that the records no longer need to be kept.

9. Liability and Indemnity

a. Neither party, its officers, agents or employees, either in their individual or official capacity, shall be responsible or liable in any manner to the other party for any claim, demand, action or cause of action of any kind or character arising out of, allegedly arising out of or by reason of the performance, negligent performance or nonperformance of the described maintenance, restoration, repair or replacement work by the other party, or arising out of the negligence of any contractor under any contract let by the other party for the performance of said work; and each party agrees to defend, save, keep and hold harmless the other, its officers, agents and employees harmless from all claims, demands, actions or causes of action arising out of negligent performance by its officers, agents or employees.

b. It is further agreed that neither party to this Agreement shall be responsible or liable to the other or to any other person or entity for any claims, damages, actions, or causes of actions of any kind or character arising out of, allegedly arising out of or by reason of the performance, negligent performance or nonperformance of any work or part hereof by the other as provided herein; and each party further agrees to defend at its sole cost and expense and indemnify the other party for any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising in connection with or by virtue of performance of its own work as provided herein. Each party's obligation to indemnify the other under this clause shall be limited in accordance with the statutory tort liability limitation as set forth in Minnesota Statutes Chapter 466 to limit each party's total liability for all claims arising from a single occurrence, include the other party's claim for indemnification,

to the limits prescribed under §466.04. It is further understood and agreed that the Parties' total liability shall be limited by Minn. Stat. §471.59, Subdivision 1a. as a single governmental unit.

c. It is further agreed that any and all employees of each party and all other persons engaged by a party in the performance of any work or services required or provided herein to be performed by the party shall not be considered employees, agents or independent contractors of the other party, and that any and all claims that may or might arise under the Workers' Compensation Act or the Unemployment Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged shall be the sole responsibility of the employing party and shall not be the obligation or responsibility of the other party.

10. Insurance

Since each party is a political subdivision of the State of Minnesota, each party shall maintain a program of self-insurance or insurance covering general liability and automobile liability coverage protecting itself, its officers, agents, employees and duly authorized volunteers against any usual and customary public liability claims to the limits prescribed under Minn. Stat. Sec. 466.04 and Workers' Compensation in accordance with the Minnesota statutory requirements. Said coverage shall be kept in effect during the entire term of this Agreement.

11. Data Practices

All records kept by the City and the County with respect to the Project shall be subject to examination by the representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by the activities of the County or City pursuant to this Agreement shall be governed by Minnesota Statutes Chapter 13, as amended, and the Minnesota Rules implementing such Act now in force or hereafter adopted.

12. Equal Employment and Americans with Disabilities

In connection with the work under this agreement, City agrees to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations. In addition, upon entering into this agreement, City certifies that it has been made fully aware of Scott County's Equal Employment Opportunity and Americans With Disabilities Act Policies, that it supports these policies and that it will conduct its own employment practices in accordance therewith. Failure on the part of City to conduct its own employment practices in accordance with County Policy may result in the withholding of all or part of regular payments by the County due under this agreement unless or until City complies with the County policy, and/or suspension or termination of this agreement.

13. Controlling Law

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and performance under it. The appropriate venue and jurisdiction

for any litigation hereunder shall be those courts located with the County of Scott, State of Minnesota. Litigation, however, in the federal courts involving the parties shall be in the appropriate federal court within the State of Minnesota.

14. Changes/Amendments

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as this agreement, or according to other written policies of the original parties.

15. Severability

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Agreement to fail its purpose. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

16. Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the County and City relating to the subject matter hereof.

IN TESTIMONY WHEREOF, the parties hereto have caused this Agreement to be executed intending to be bound thereby.

CITY OF SHAKOPEE

By_____
Matt Lehman, Mayor

And_____
William H. Reynolds, City Administrator

Date_____

Date_____

COUNTY OF SCOTT

By_____
Lezlie Vermillion, County Administrator

Date_____

Upon proper execution, this agreement will be legally valid and binding.

RECOMMEND FOR APPROVAL:

By_____
Jeanne Andersen, Assistant County Attorney

By_____
Anthony J. Winiecki, County Engineer

Date_____

Date_____

EXHIBIT A

Division of Cost Summary

50% of Trail Construction Costs and Design Services to be Shakopee

(only to the extent of those within the City of Shakopee corporate limits)

Preliminary Estimated Costs

CH 78/79 Roundabout (CP 78-07)

Trail Construction Costs				
Item	Qty	Unit	Unit Price	Amount
Aggregate Base (CV) Class 5 (P)	136	CY	$ 52.00	$ 7,072.00
Type SP 9.5 Wearing Course Mixture (2,B)	118	TON	$ 110.00	$ 12,980.00
6" Concrete Walk	1350	SF	$ 16.50	$ 22,275.00
Truncated Domes	120	SF	$ 60.00	$ 7,200.00
			Total Estimated Construction Costs	$ 49,527.00
			50% of Total Estimated Construction Costs	**$ 24,763.50**
Contract Work Percentage Costs				
Engineering, Contract Administration, & Construction Administration (6%)				$ 1,485.81
			Total Estimated Construction Costs	**$ 1,485.81**
CITY OF SHAKOPEE ESTIMATED GRAND TOTAL				**$ 26,249.31**

Agenda Item: Hire the Community Outreach Coordinator position at grade 160 step 4
Prepared by: Kelsi McNutt, Parks and Recreation Director
Reviewed by:

Action to be considered:
Approve the hire of a Community Outreach Coordinator at grade 160 step 4

Motion Type:
Approve

Background:
The previous individual in this position was hired at Step 4. Based on the candidate's skills and qualifications, staff recommends hiring at the same step. This amount is already budgeted, so there will be no impact on the budget.

Recommendation:
Based on the candidate's skills and qualifications, staff recommends hiring the Community Outreach Coordinator position at Grade 160 Step 4

Budget Impact:
No impact to the budget

Attachments:

Agenda Item: Approve a Gambling Premises Permit for the Shakopee Trap Club
Prepared by: Heidi Emerson, Deputy City Clerk
Reviewed by: Chelsea Petersen, Assistant City Administrator

Action to be considered:
Adopt Resolution R2025-018, approving a gambling premises permit for The Shakopee Trap Club located at the Hy-vee Market Grille, 1451 Adams Street South.

Motion Type:
Simple Majority

Background:
The Shakopee Trap Club is applying for a premises permit for gambling activities at the Hy-Vee Market Grille, located at 1451 Adams Street South. The business does meet the requirements set in City Code section 130.66 for Gambling. The permit will be issued by the State Gambling Control Board. When the application is made, the board requires that the local unit of government pass a resolution specifically approving or denying the application.

Recommendation:
Approve the above requested motion.

Budget Impact:
No budget impact.

Attachments:
Resolution R2025-018

RESOLUTION R2025-018
A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING PREMISES PERMIT FOR THE SHAKOPEE TRAP CLUB

WHEREAS, the 1990 legislature adopted a law which requires municipal approval in order for the Gambling Control Board to issue or renew permits; and

WHEREAS, The Shakopee Trap Club is seeking a Premises Permit for the site at Hy-Vee Market Grille, 1451 Adams Street South, Shakopee Minnesota; and

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

That the Premises Permit for The Shakopee Trap Club at Hy-Vee Market Grille, 1451 Adams Street South, Shakopee, Minnesota, be approved.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February, 2025.

_____
Mayor of the City of Shakopee

ATTEST:

_____
Deputy City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Shakopee City Council
February 4, 2025

5.o

Agenda Item: Approve a Gambling Premises Permit for AMVETS Post 1
Prepared by: Heidi Emerson, Deputy City Clerk
Reviewed by: Chelsea Petersen, Assistant City Administrator

Action to be considered:
Adopt Resolution R2025-019, approving a premises permit for the AMVETS Post 1, located at Mr. Pig Stuff LLC. dba Mr. Pig's Smokery, 2875 Winners Circle Drive.

Motion Type:
Simple Majority

Background:
The AMVETS Post 1 are applying for a premises permit of gambling activities at Mr. Pig Stuff LLC. dba Mr. Pig's Smokery, located at 2875 Winners Circle Drive. The business does meet the requirements set in City Code section 130.66 for Gambling. The permit will be issued by the State Gambling Control Board. When the application is made, the board requires that the local unit of government pass a resolution specifically approving or denying the application.

Recommendation:
Approve the above requested motion.

Budget Impact:
No budget impact.

Attachments:
Resolution R2025-019

RESOLUTION R2025-019
A RESOLUTION OF THE CITY OF SHAKOPEE, MINNESOTA APPROVING PREMISES PERMIT FOR AMVETS Post 1

WHEREAS, the 1990 legislature adopted a law which requires municipal approval in order for the Gambling Control Board to issue or renew permits; and

WHEREAS, AMVETS Post 1 is seeking a Premises Permit for the site at Mr. Pig Stuff dba Mr. Pig's Smokery, 2875 Winners Circle Drive, Shakopee Minnesota; and

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

That the Premises Permit for AMVETS Post 1 at Mr. Pig Stuff dba Mr. Pig's Smokery, 2875 Winners Circle Drive, Shakopee, Minnesota, be approved.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota, held this 4th day of February, 2025.

_____
Mayor of the City of Shakopee

ATTEST:

_____
Deputy City Clerk

Prepared by:
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Agenda Item: 2025 City of Shakopee Strategic Plan Report
Prepared by: William Reynolds, City Administrator
Reviewed by:

Action to be considered:
Review.

Motion Type:
Discuss

Background:

The City of Shakopee Strategic plan was passed in December of 2019 and provided a framework of council direction for city staff in the upcoming years. It was developed from August to November of 2019 as part of a structured and facilitated planning process. The plan as adopted by City Council has four strategic priorities – those things council determined to be of most importance in the future. Associated with each of those priorities are desired outcomes, key outcome indicators, performance targets, and strategic initiatives.

The four strategic priorities (Financial Stability, Enhance Community Strengths, Effective Public Services and Communication) have been a part of our journey for the last decade if not longer. Having them set out with clear direction from council provided staff with the ability to move forward knowing that council as a whole supported the effort. During this process our Vision, Mission and Values were also refined and/or developed.

As with any plan, things can change based upon the circumstance in place. There were two issues that developed or were discovered during the period that merit note. The first is obviously COVID which had our focus for over a year and a half – trying to just keep the lights on and the city functioning. There was little to no review or movement on the overall objectives during a big portion of that time. The second was our inability to actually measure some of the targets as there was no system in place to do so. This was essentially 1) an increase in public events, and 2) an increase in public participation in events. Neither we nor the Chamber had the ability to determine those metrics. However,

both the city (TAP events and Parka Department of Park and Recreation hosted events) and the chamber (Rhythm on the Rails, Shak-O-Lantern and Holiday Fest) increased/started events during this time period.

Not including the above issues, we had generally the following areas where we did not hit the mark. They include the establishment of a ticket surcharge for residential property tax relief, the construction/funding of our “Big Idea” projects (Cultural Corridor, Riverbank Stabilization and HUB Innovation Center), an increase in overnight hotel stays (failed mainly due to COVID), the establishment of Service Delivery Standards in 3 departments (we have 1 completed and 2 on-going), and the development of an impact review process.

We have, however, made good progress in all these areas with COVID being directly tied to some of the inability to achieve the objectives.

It should be noted that the effort and success in all four Strategic Priorities are significant and have moved the needle dramatically in some areas. This led to over 75% of all categories being fulfilled – even those that contained very ambitious goals.

Recommendation:
Review and provide any necessary guidance for staff.

Budget Impact:
None.

Attachments:
Strat Plan Review.docx
Strategic Plan Update.pptx

CITY OF SHAKOPEE
STRATEGIC PLAN REPORT
January 2025

SHAKOPEE

The City of Shakopee Strategic plan was passed in December of 2019 and provided a framework of council direction for city staff in the upcoming years. It was developed from August to November of 2019 as part of a structured and facilitated planning process.

The plan as adopted by City Council has four strategic priorities – those things council determined to be of most importance in the future. Associated with each of those priorities are desired outcomes, key outcome indicators, performance targets, and strategic initiatives.

The four strategic priorities (Financial Stability, Enhance Community Strengths, Effective Public Services and Communication) have been a part of our journey for the last decade if not longer. Having them set out with clear direction from council provided staff with the ability to move forward knowing that council as a whole supported the effort.

During this process our Vision, Mission and Values were also refined and/or developed.

Vision: *Shakopee is a place where people want to be! A distinctive river town, with a multitude of business, cultural and recreational opportunities in a safe, welcoming and attractive environment for residents and visitors.*

Mission: *To deliver high-quality services essential to maintaining a safe and sustainable community. We commit to doing this cost-effectively, with integrity and transparency.*

Values: *Integrity, Best for the Community, Accountability, Innovation, Welcoming and Open to Difference, Fair and Consistent, and Fun.*

As with any plan, things can change based upon the circumstance in place. There were two issues that developed or were discovered during the period that merit note.

The first is obviously COVID which had our focus for over a year and a half – trying to just keep the lights on and the city functioning. There was little to no review or movement on the overall objectives during a big portion of that time.

The second was our inability to actually measure some of the targets as there was no system in place to do so. This was essentially 1) an increase in public events, and 2) an increase in public participation in events. Neither we nor the Chamber had the ability to determine those metrics. However, both the city (TAP events and Parka Department of Park and Recreation hosted events) and the chamber (Rhythm on the Rails, Shak-O-Lantern and Holiday Fest) increased/started events during this time period.

Not including the above issues, we had generally the following areas where we did not hit the mark. They include the establishment of a ticket surcharge for residential property tax relief, the construction/funding of our “Big Idea” projects (Cultural Corridor, Riverbank Stabilization and HUB Innovation Center), an increase in overnight hotel stays (failed mainly due to COVID), the establishment of Service Delivery Standards in 3 departments (we have 1 completed and 2 on-going), and the development of an impact review process.

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It should be noted that the effort and success in all four Strategic Priorities are significant and have moved the needle dramatically in some areas. This led to over 75% of all categories being fulfilled – even those that contained very ambitious goals.

STRATEGIC PRIORITY #1 - FINANCIAL STABILITY (55% Achieved)

1) Outcome - Stable Tax Rate – Achieved

- **Target** - rate change equal to or lower than implicit price deflator (IPD) annually:

	Tax Rate	IPD	Status
• 2020	34%	34.0%	Achieved
• 2021	32.1%	34.8%	Achieved
• 2022	32.1%	37.3%	Achieved
• 2023	28.6%	39.5%	Achieved
• 2024	27.4%	40.2%	Achieved

  - **Strategic Initiative**: Long-term Financial Plan – Achieved. Plan completed and has been presented to the Council on an annual basis (in Spring) of each year since 2022.

2) Outcome - Diverse Revenue Sources – Partially Achieved

- **Target** - Increase in non-property tax revenue yearly:

	% of Total Revenues		Status
• 2020	46.6%	(Baseline)	
• 2021	51.7%	(Federal Covid $)	Achieved *
• 2022	45.4%		Not Achieved
• 2023	49.6%		Achieved
• 2024	45.0%	(Preliminary estimate)	Not Achieved

  * Note: The influx of Federal funds in 2021 due to COVID aid skewed the overall percentages.

  - **Strategic Initiative**: Development of grant decision making process – Although Not Fully Achieved, we continue to take a deeper look in what we apply for, and do not apply for grants that will not advance our goals. We do not chase grants for grants sake, but take into consideration the amount applied for, the time required for the application, the funding likelihood, and the funding impact on the department requesting the grant.

- **Target** – Reduce financial burden of entertainment destinations by 2024. Not Fully Achieved. We renegotiated the SMSC annual contract on two occasions, eventually bringing the funds from $125K to $175k per year. We continue to have conversations with Canterbury and ValleyFair on ticket surcharges.

  - **Strategic Initiative**: Explore methodologies for capturing tourism revenue ("ticket surcharge") Not Fully Achieved. We did not have political support at the statehouse for a mandatory surcharge – even though it is local property taxpayer relief and not a "tax". However, we have a verbal agreement from the amphitheater managers which we will use to leverage other players for a voluntary agreement as well.

3) **Outcome - Adequate Funding of CIP** – Achieved.

- **Target** – 50 % of high-priority CIP projects funded by 2024. Achieved. We have been able to fund all projects that ultimately move from the CIP to GF Budget through various means including moving budget surplus to capital projects. We have, however, not been able to move several projects noted below due to funding issues. In addition, we are moving forward for supplemental planning for street reconstruction funding/bonding which moves to council review in Jan of 2025.

    - **Strategic Initiative**: Improve 5-year CIP prioritization process – Achieved. Process revamped as part of the 2022 through 2025 budget processes.

STRATEGIC PRIORITY #2 - ENHANCING COMMUNITY STRENGTHS (67% Achieved)

1) **Outcome - Make Big Ideas a Reality** – Not Achieved. Have major projects funded and executed:

- **Target** – Cultural trail completed by 2024 (Not Achieved), Innovation Center (HUB) completed by 2022 (Not Achieved), River Stabilization Phase One completed by 2024 (Not Achieved but will be started in 2025), Gateway/West End started by 2021 (Achieved).

2) **Outcome - Enhance Quality of Employment/jobs – Achieved.**

- **Target** – Average median income increases by 10% by 2024 – Achieved at 18.2%:
    - 2020 Median $72, 561
    - 2021 Median $76,586
    - 2022 Median $82,144
    - 2023 Median $85,779

    - **Strategic Initiative** – Evaluate economic development priorities re: higher wage jobs and refine business promotion and attraction process. Achieved. We analyzed and the council raised the requirement for businesses applying for economic assistance to $28 an hour in 2023.

- **Target** – Average hourly wage to $26 an hour by 2024. Achieved at $41.23 per hour in 2024.

3) **Outcome - Successfully Maximize Entertainment Options for Tourism and Visitors – Not Fully Achieved.**

- **Target** –Increase overnight stays +ADR from 56 (2019 base) and 91 (2019 base) to 60 and 100 by end of 2024. Not Fully Achieved.
    - COVID has obvious implications for tourism and the hospitality industry is still struggling to rebound. 2024 has a projected 48 overnight stays (Not Achieved), but a projected ADR of 104 (Achieved).

- **Target** – Increase events by 2024. Unknown but successful with several big events. (Note: this target is hard to measure as neither the city nor the chamber has a way of determining the number of citywide events.)
    - Again, COVID had a big impact on events, with some ending during the pandemic for good. However, Rhythm on the Rails continues to be a big hit and expended its lineup by one week. In addition, the city has sponsored TAP for several years now.

- **Target** – Increase participation in public events by 2024. Unknown. (Note: this target is hard to measure as neither the city nor the chamber can determine participation in public events.)
    - **Strategic Initiative** – Improve culture and tourism marketing. Achieved. Our partner the Chamber has worked over the last few years using cell data to target specific sectors of those likely to visit the city. The Chamber has made a total marketing shift based on actual data.
    - **Strategic Initiative** – Explore collaborative partnerships for tourism and events. Achieved. The Chamber has made significant strides in its efforts with tourism, and the City has actively participated and sponsored with several events (Rhythm on the Rails and TAP).

STRATEGIC PRIORITY #3 – EFFECTIVE PUBLIC SERVICES (75% Achieved)

1) **Outcome - Stable Workforce – Achieved**

- **Target** – A yearly turnover rate of 15% or lower. Achieved. Including regular retirements, the average is 9.9%, and 6.4% with retirees excluded.
    - (Note: The average government turnover rate is 18% each year including retirements. Not including retirements, it is 11%. With a workforce of 157, Shakopee would be average if it had a non-retirement turnover of 17 workers per year.)

- **Target** – 50% of internal candidates selected for supervisory openings (5-year average) Achieved at 60%. 13 of 22 candidates for supervisory openings were selected. These included 7 of 11 supervisors, 5 of 6 Managers and 1 of 5 directors.

    - **Strategic Initiative** – Conduct staffing study. Achieved. We conducted staffing studies in Aug of 2022 and a Fire Department specific study in Feb of 2024.

    - **Strategic Initiative** – Create comprehensive performance management program. Achieved. We instituted a performance management program in early 2021.

2) **Outcome – Effective Infrastructure Planning – Achieved**

- **Target** – Prioritized infrastructure plan and funding philosophy adopted by 2024. Partially Achieved.

    - **Strategic Initiative** – Develop 15-year CIP. Achieved. 15-year CIP has been approved yearly since the 2023 budget process.

3) **Outcome – Adequately Service the Demands of Growth – Not Fully Achieved**

- **Target** – By 2024, determine level of staffing in 3 departments. Achieved. Since 2021, we have incorporated a staffing level review as part of every budget process.

- **Target** – Determine service delivery standards in 3 departments by 2024. Not Fully Achieved. We have done one department (Fire) but are actively working on Public Works and Park and Recreation as part of their accreditation efforts.

    - **Strategic Initiative** – Develop impact review process. Not Achieved.

STRATEGIC PRIORITY #4 – COMMUNICATION (100% Achieved)

1) **Outcome – More Voices Engaged in Decision-Making Process – Achieved**

- **Target –** 10% increase in segments of the community participating in decisions by 2024. Unknown. (Note: there is no database for determining increase in public participation.)

    - **Strategic Initiative** – Develop Strategies to reach underserved populations. Achieved. Added translation to website and upgraded for ADA, have new guides in other languages among other strategies.

2) **Outcome – Increase Community Trust of the City – Achieved**

- **Target –** 5% increase in community trust from 2019 to 2023 (survey results) – Achieved.

  Survey results: *Overall confidence in Shakopee Government*

  2019 47%

  2023 52%

- **Target** – 5% increase in opinion on image from 2019 to 2023 (survey results) – Achieved.

  Survey results: *Positive image of the community*

  2019 48%

  2023 63%

    - **Strategic Initiative** – Develop and implement strategic communications plan. Achieved. Plan approved by council in December of 2021

- **Strategic Initiative** – Pursue branding and image efforts consistent w/ vision. Achieved. New branding guidelines were introduced in February of 2023.

Strategic Plan Review

City Council Meeting

4 March 2025

SHAKOPEE | MN
COMMUNITY PRIDE SINCE 1857

City Council Strategic Plan

- What is a Strategic Plan?
  - It is the intersection between the aspirational/visionary plans (Comprehensive Plan and Parks Master Plan) and the operational (budget and tactical)
  - Translates the visionary plans into actionable and measurable items
- Direction to City Staff – supported by Council as a whole

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City Council Strategic Plan Priorities

- Financial Stability
- Enhance Community Strengths
- Effective Public Services
- Communication

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Vision

Shakopee is a place where people want to be! A distinctive river town, with a multitude of business, cultural and recreational opportunities in a safe, welcoming and attractive environment for resident and visitors.

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COMMUNITY PRIDE SINCE 1857

Mission

To deliver high-quality services essential to maintaining a safe and sustainable community. We commit to do this cost-effectively, with integrity and transparency.

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COMMUNITY PRIDE SINCE 1857

Values

- Integrity – We say what we mean and mean what we say
- Best for the Community – We work on behalf of community interests, not individual interests
- Accountability – We are committed to achieving results, and accountable for our actions
- Innovation – We strive to creatively improve our services and our community
- Welcoming and Open to Difference – We are receptive, we listen, and we are open to the differences of others
- Fair and Consistent and respectful in our service to the public
- Fun – we enjoy what we do, and we have fun doing it!

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Unforeseen Issues with Plan Completion

- COVID
  - Essentially put the plan "on hold" for a year and a half
- Inability to measure some objectives
  - No Database exists for
    - # of Public events
    - Participation by the public in those events

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COMMUNITY PRIDE SINCE 1857

Overall Review

- Essentially a 75% completion on a dynamic and ambitious plan!
- "Big Idea" Projects – longer to gather funds than originally anticipated and are the largest unresolved items with the plan
  - Riverbank Stabilization
  - Cultural Corridor
  - HUB Innovation Center

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Strategic Priority #1 *Financial Stability*

- Stable Tax Rate
  - Achieved rate change equal to or lower than Implicit Price Deflator
    - Annually achieved every year from 2020-2024
  - Achieved production of a Long-term Financial Plan
    - Part of budget process since 2022
- Diverse Revenue Sources (an increase in yearly non-property tax revenue)
  - Impacted by COVID and Fed Stimulus - BUT we currently average just under 50% of our general fund coming from non-property tax sources. The norm for MN is between 9% and 25% (not including state aid) and its 27% nationally!
  - Tourism Revenue (Ticket Surcharge)
    - SMSC and Live Nation "agreements" continue discussions with Canterbury and VF

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Strategic Priority #1 *Financial Stability* (cont.)

- Ensure Adequate Funding of the CIP
  - Achieved 50% of high-priority projects funded by 2024
    - Have funded all projects that move from CIP to GF yearly budget
    - However, have not moved "Big Ideas" due to budget constraints
    - Supplemental planning for street recon/funding before council in Jan and back for review in March
  - Improve 5-year CIP Prioritization process – revamped from 2022-2025 budget processes

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Strategic Priority #2
Enhancing Community Strengths

- Make "Big Ideas" a reality
  - Projects not funded but we continue to move ahead on all of them:
    - Cultural Trail
    - HUB Innovation Center
    - River Stabilization Project
- Enhance the Quality of Employment/Jobs
  - Achieved 10% increase in Average Median Income by 2024 (actually 18.2%)
  - Refined business promotion and attraction process and increased economic assistance to at least $28 an hour
  - Achieved hourly wage to $26 an hour in 2024 (actually $41.23)

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Strategic Priority #2
Enhancing Community Strengths (cont.)

- Successfully Maximize Entertainment Options for Tourism and Visitors
  - Overnight stays not improved from 2019 base (COVID), but Average Daily Rate increase was achieved above $100 (Actually $104)
- Increase in Events and Public Participation in Events – both unknown but
  - Increase in events sponsored by the City and Chamber in spite of COVID
  - Improvement in culture and tourism marketing – innovative marketing by Chamber using cell-phone data among other marketing efforts

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COMMUNITY PRIDE SINCE 1857

Strategic Priority #3 *Effective Public Services*

- Stable Workforce
  - Yearly Turnover of 15% or lower (average gov turnover is 18%) – Achieved 9.9% including retirees; 6.4% excluding retirees
  - 50% of internal candidates selected as supervisors – Achieved 60%
  - Conducted staffing studies in Aug/22 and FD specific study in Feb/24
  - Established a Comprehensive Performance Management Program in Feb/21
- Effective Infrastructure Planning
  - Partially achieved prioritized infrastructure plan and funding philosophy
  - Developed a 15-year CIP in 2023

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COMMUNITY PRIDE SINCE 1857

Strategic Priority #3
Effective Public Services (cont.)

- Determine staffing levels of three departments
  - Since 2021 we have incorporated staffing level review as part of every budget process
- Determine service delivery standards in three departments
  - Have achieved Fire and actively working on PW and P&R as part of their accreditation projects
- Develop impact review process to determine effectiveness of a program – no action

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Strategic Priority #4 *Communication*

- More voices engaged in decision making process
  - Developed strategies to reach underserved populations by adding translation services to the website and upgraded it to ADA standards and have new guides in other languages as well
- Increase community trust of the city (as measured by Community Survey)
  - Achieved 5% increase in confidence in Shakopee government – 47% - 52%
  - Achieved 5% increase in opinion of city's image – 48% to 63% (15% actual)
- Developed Strategic Communications Plan in Dec of 2021
- New Branding Guidelines introduced in Feb of 2023

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Agenda Item: Discussion on Pawn Shop Fees.
Prepared by: Jamie Pearson, Captain
Reviewed by:

Action to be considered:
Discussion on pawn shop fees. No formal suggested action.

Motion Type:
Discuss

Background:
Continued discussion on pawn shop fees.

Recommendation:
No recommendation.

Budget Impact:
No budget impact at this time.

Attachments:

Agenda Item: Amend the Shakopee City Code by adding section 130.23 prohibiting camping on city-owned property and street right-of-way.
Prepared by: Jamie Pearson, Captain
Reviewed by:

Action to be considered:
Amend the Shakopee City Code by adding section 130.23 prohibiting camping on city-owned property and street right-of-way.

Motion Type:
Approve

Background:

In recent years the police department has been responding to complaints of people camping and building shelters on city property. This has typically occurred along the Minnesota River. Our current Ordinance prohibits camping in city parks, but not on city property. As a result, this requires staff to essentially go through an eviction process to get these camping sites legally removed.

This process takes significant time. Our experience with these removals has been that after the initial trespass notice is served, they not only stay, the structures and garbage grow significantly. We have used public works in the past to tear down and clean up these camps. This takes time and the larger the area they clean up, the more feces and drug paraphernalia they encounter.

Recent court rulings make clear that the city can prohibit camping on any city property. This proposed ordinance will allow staff to move quickly when a structure is in place and remove garbage before the problem grows. This is not just a safety issue; these camps are in a flood prone area, and it is important that these camps are removed before any weather event washes away the garbage. Additionally, these camps often encompass homemade bonfire rings and fires have been found often left unattended creating a

public safety concern.

While this proposed ordinance will allow the department and public works staff to move faster, it does not mean we stop trying to get the proper shelter and services for those who set up camps. City and county staff will continue to offer these services moving forward, just as we have in the past.

Recommendation:
The recommendation is to add **section 130.23 Camping on City Property**. No person shall set up, or remain in, any tent, lean-to, shack or temporary shelter or any house trailer, camp trailer, camp wagon, or the like, upon any city-owned property, street, or public right-of-way. Any such items or personal property related to those items may be removed or cleaned up by the City or its designated contractors.

Budget Impact:
No impact to the budget by approving this amendment.

Attachments:
Camping Amendment Presentation.pdf
DOCSOPEN-#928472-v3-ORDINANCE_Amending_91_03_Camping_Provision.docx

Camping on City Property

Amend to add the following section:

- **Section 130.23 Camping on City Property**. No person shall set up, or remain in, any tent, lean-to, shack or temporary shelter or any house trailer, camp trailer, camp wagon, or the like, upon any City-owned property, street, or public right-of-way. Any such items or personal property related to those items may be removed or cleaned up by the City or its designated contractors.


134




Marshalls







ORDINANCE NO. 2025-004

AN ORDINANCE OF THE CITY OF SHAKOPEE, MINNESOTA, AMENDING THE SHAKOPEE CITY CODE BY ADDING SECTION 130.23 PROHIBITING CAMPING ON CITY-OWNED PROPERTY AND STREET RIGHT-OF-WAY

The City Council of Shakopee, Minnesota ordains:

Section 1. Title XIII, Chapter 130 of the Shakopee City Code is amended to add the following Section:

Section 130.23 Camping on City Property. No person shall set up, or remain in, any tent, lean-to, shack or temporary shelter or any house trailer, camp trailer, camp wagon, or the like, upon any City-owned property, street, or public right-of-way. Any such items or personal property related to those items may be removed or cleaned up by the City or its designated contractors.

Section 2. Effective Date. This ordinance becomes effective from and after its adoption and publication.

Passed in regular session of the City Council of the City of Shakopee, Minnesota held on the 4th day of February, 2025.

_____
Mayor of the City of Shakopee

Attest:

_____
Heidi Emerson, Deputy City Clerk

Published in the New Prague Times on the _____ day of _____, 2025.

Agenda Item: Discussion on e-bikes, motorized bicycles, and foot scooters.
Prepared by: Jamie Pearson, Captain
Reviewed by:

Action to be considered:
No suggested action at this time.

Motion Type:
Informational only

Background:
This will be a discussion about e-bikes, motorized bicycles, and foot scooters to include a power point presentation.

Recommendation:
No recommendations at this time.

Budget Impact:
No impact to the budget.

Attachments:
E-Bike PP.pdf

Electric Bikes (E-Bikes), Motorized Bikes, and Foot Scooters

MN 169.011 Definition of E-Bike

Electric Bikes MN 169.011
1. 2 or 3 Wheels
2. Has pedals attached that can power bike by "human propulsion"
3. Max 750-Watt Motor
4. Class 1/2/3 e-bike
5. Allowed on trails and sidewalks
6. No permit or license required
7. Must be 15 or older to operate



Class 1 - equipped with an electric motor that provides assistance only when the rider is pedaling and stops when the bicycle reaches the speed of 20mph.

Class 2 - equipped with an electric motor that is capable of propelling the bicycle without the rider pedaling and stops when the bicycle reaches the speed of 20 mph.

Class 3 - equipped with an electric motor that provides assistance only when the rider is pedaling and stops when the bicycle reaches the speed of 28 mph.

E-Bikes

- Cannot enforce "speed limit"
- Does not meet the definition of a "motor vehicle" in the DWI statutes therefore cannot get arrested for DWI if operating under the influence

Per MN State Statute (169.222.6a) A person may operate an electric-assisted bicycle in the same manner as provided for operation of other bicycles, including but not limited to operation on the shoulder of a roadway, a bicycle lane, and a bicycle route, and operation without the motor engaged on a bikeway or bicycle trail.



MN 169.223 Definition Motorized Bike

- Propelled by electric or liquid fuel motor of a piston displacement capacity of 50 cubic centimeters or less
- Max of 2 brake horsepower
- Can travel NO MORE than 30mph on a flat surface with not more than 1% grade in any direction
- Registered with state as "Mopeds"
- Can operate at night with proper lights

Motorized Bikes MN 169.223
1. No pedals
2. Headlight and Taillight Required
3. Not allowed on trails or sidewalks
4. Operator must have DL or motorized bike permit
5. Operator must wear a helmet if under 18

Motorized Foot Scooter
MN State Statute 169.225

- Device with handlebars that one can stand/sit on
- Powered by an internal combustion engine or electric motor
- Capable of propelling with or without human propulsion
- 12 inch or smaller wheels
- Max speed 15mph on flat surface
- Same rights/responsibilities as bicycle riders
- Cannot operate on sidewalk, no passengers, at least 12 years old, under 18 must wear helmet
- Cities cannot prohibit or regulate motorized foot scooters on city streets however may prohibit on bike paths, lane, trail, or bikeway



Shakopee City Code

- **Code 72.01** defines an ATV as: “Trail bikes, mini bikes, mopeds, amphibious vehicles, and similar devices other than snowmobiles used at least partially for travel on natural terrain but not “special mobile equipment” defined in Minnesota Statutes Section 168.002, subd. 31, as it may be amended from time to time, which is hereby incorporated herein by reference.”

- **Code 72.03** specifies you cannot operate an ATV (unless it’s registered as a Motor Vehicle):
- - On any roadway/trail/alley used for motor vehicles
- - On public sidewalk

Shakopee’s city code and state law requires Motorized Bikes “Mopeds” to be registered to be legally operated on roadway.

Agenda Item: City Bill List
Prepared by: Becky Smith, Accounting Specialist
Reviewed by:

Action to be considered:
Review of City Bill List

Motion Type:
Informational only

Background:
The City Bill has been provided to the City Council.

Recommendation:
Review of City Bill List

Budget Impact:
N/A

Attachments: