CITY OF SHOREVIEW
AGENDA
CITY COUNCIL
Monday March 16, 2026
7:00 PM

Under MN Statutes 13D.02 and city policy, council members may participate remotely.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF AGENDA**

5. **PROCLAMATIONS AND RECOGNITIONS**

6. **PUBLIC COMMENTS**
   -

   Individuals may address the city council about any item under the consent agenda or an item that is not on the agenda. Specific rules used for public comments are available near the council chambers entrance. Speakers are asked to come to the podium, state their name and address for the record, and keep their remarks to three minutes or less. Generally, the city council will not take official action on items discussed at this time. They may refer the matter to staff for a future report or ask for it to be put on an upcoming agenda.

7. **COUNCIL COMMENTS**

8. **CONSENT AGENDA**
   -

   These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember or citizen so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.

8.a March 2, 2026 city council meeting minutes
8.b Monthly reports
8.c Claims and purchases
8.d Minor Subdivision - 760 Heather Dr, Todd Hinz, Summit Design Build LLC
8.e Accept the quote from Key's Well for the rehabilitation of well #7
8.f Contract for Planning Services - Comprehensive Plan 2050
8.g Ninth amendment to purchase agreement with Enclave Shoreview Rice Street, LLC - Â The Krew redevelopment project Â
8.h Resolution approving assignment and assumption of tax increment financing documents with respect to the sale of 4100 Lexington office building (TIF 13)

9. **PUBLIC HEARINGS**

10. **GENERAL BUSINESS**
10.a Rental License Revocation - 441 Maple Lane

11. **SPECIAL ORDER OF BUSINESS**

12. **ADJOURNMENT**

Memorandum

TO:	City Council
FROM:	Cinde Morris , Deputy clerk
DATE:	March 16, 2026
SUBJECT:	March 2, 2026 city council meeting minutes
ITEM NUMBER:	8.a
SECTION:	CONSENT AGENDA

REQUESTED MOTION
Approve March 2, 2026 city council meeting minutes.

INTRODUCTION
City council is being asked to approve the March 2, 2026 city council meeting minutes.

DISCUSSION

RECOMMENDATION
It is recommended that the city council approve the minutes of the March 2, 2026 city council meeting as presented.

ATTACHMENTS
3-2-2026.pdf

CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
MARCH 2, 2026

CALL TO ORDER

Mayor Denkinger called the regular meeting of the Shoreview City Council to order at 7 pm on March 2, 2026.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Denkinger; Councilmembers Doan, Gardner, and Myrland.

Councilmember Springhorn was absent.

Staff: City Manager Brad Martens
Assistant City Manager Renee Eisenbeisz
Assistant Community Development Director Niki Hill
City Attorney Rebecca Duren

APPROVAL OF AGENDA

MOTION: by Councilmember Myrland, seconded by Councilmember Doan to approve the March 2, 2026 meeting agenda as presented.

VOTE: AYES - 4 NAYS - 0

PROCLAMATIONS AND RECOGNITIONS

Northeast Youth and Family Services Update (NYFS)

Presentation by President and CEO Angela Lewis-Dmello

This year is the 50th anniversary for Northeast Youth & Family Services (NYFS). Many celebrations are planned throughout the year with a celebration on November 19, 2026.

NYFS Vision: We envision a world where thriving individuals and families are the building blocks of safe, unified communities established through a network of empowered and collaborative partnerships.

NYFS Values: Equity, inclusion, and belonging; authenticity; community driven; integrity; transformative relationships; innovation; and wellbeing.

NYFS was founded in 1976 when 10 cities came together to address unmet needs for youth. What started in Shoreview as a small team of four-managing just two programs in juvenile diversion and youth mental health-has grown into a cornerstone of community support.

Today, NYFS provides trauma-informed and culturally responsive care to a diverse client base. Their core mission is to bridge the gap in healthcare by removing financial barriers for the uninsured, underinsured, and those with low income. They offer a sliding fee scale with therapy sessions starting as low as five dollars, and provide all domestic and sexual violence services free of charge.

NYFS works with 16 cities, three school districts, five law enforcement agencies, as well as the Ramsey County Attorney's Office and Ramsey County Sheriff's Office. The board is primarily comprised of councilmembers from the city partners, which helps NYFS to understand and meet community needs.

In the last year, NYFS has been through a rejuvenation/renewal process to make sure services provided are expert services and that staff are fully prepared to serve in the community.

A transformational model of care has been adopted that focuses on:
- Relationship-centered
- Person in context of their environment
- Trauma-responsive
- Culturally responsive
- Foundation of care is community

Last year NYFS served 1,261 clients with 19,440 total appointments, a 40% increase over the previous year. The types of service provided were:
- Clinic based therapy: 374
- School based therapy: 264
- Community advocacy: 39
- Youth pathways: 232
- Restoring Power: 352

Client demographics are more diverse than the county. The majority of ages are under 26. In 2025, $174,532 was subsidized mental health care provided on a sliding fee scale through public and subsidized insurance which accounts for approximately half of clients. Free care in Restoring Power amounted to $537,628.

NYFS is funded through the following:
- Individuals: 2%
- Occupancy: 11%
- Cities: 17%
- Grants: 16%
- Government contracts: 29%

- Third party billing and fees: 38%

Changes that have resulted from the renewal process include:
- More than twice as many NYFS team members-from 24 in FY23 to 55 in FY26
- From 603 clients in 11,630 sessions in FY23 to 1,090 clients in 19,343 sessions in FY25
- Budget increase from $2.7 million in FY23 (with a 790k deficit) to $5.25 million fully funded in FY26
- Sold Shoreview building to transition to a long-term lease to allow establishing an operating reserve, and the new Kay Andrews Legacy Endowment of $3.5 million currently to ensure continued viability

Mental health programs offered:
Clinic based mental health:
- Individual, couples, family, and group therapy
- In person or telehealth
- Serve birth through lifespan
- Art, play, and trauma therapy

School based mental health:
- Embedded model to serve the clients and the school
- Three districts, ages preschool through high school

Community service programs:
Youth Pathways
- Referrals due to offenses such as theft, drug use, etc.
- Alternative to traditional justice system
- Based on restorative principles with youth attending educational seminars with their parents, perform community service, and pay restitution

Community connections:
- Seven-week program helping youth perceive a brighter future through mentorship, career exploration, educational exposure, and service

Community advocacy:
- Contracts with five law enforcement agencies
- Co-create public safety
- Provide support for citizens outside of scope of law enforcement:
  - Resource referral
  - Crisis intervention
  - Mental health
  - Housing
  - Domestic violence
  - Neighbor disputes
  - Chemical dependency

New programs:
Restoring power program with a focus on advocacy and therapy:

- Advocacy
  - Traditional safety planning, emotional support, coping skills, education on domestic and sexual violence, system navigation filing forms, and crisis support
  - Court accompaniment for criminal, juvenile, and family courts
- Short and long-term models of case management support

Therapy:

- Culturally responsive individual trauma treatments-narrative exposure therapy, trauma informed cognitive behavioral therapy, child centered play therapy, and others
- Focus on working with families when child has witnessed domestic violence and child sexual abuse

New services:
Criminal legal advocacy:

- Contracted with White Bear Lake Police Department
- All domestic violence calls and charged cases referred to NYFS for advocacy and support
- First light model
- Very high contact rate for this field-NYFS reaches 73%-average is closer to 50%
- Most clients continue after first call-64% ongoing services
- Continue to work with clients through court case regardless of ongoing engagement for advocacy services

Early childhood mental health:

- Birth through five years
- Specially trained providers in parent/child work
- Use child parent psychotherapy and circle of security
- Program focuses on early intervention/prevention of long-term mental health challenges, re-establishing strong parent/child bond, and supporting family resilience and recovery

Groups:

- Group therapy services are being expanded to focus on group services in schools, parent/caregiver groups, and groups for different forms of trauma across lifespan
- Group services are all low cost or free of charge
- Strong evidence base for effectiveness

What's next:
Innovating into the future:

- Establish NYFS as a training site for new providers with pathways for BIPOC providers (STEPS program)
- Clinical ladders program training for staff
- Staff wellness and work sustainability to support longevity in the field
- Expand geographic coverage with satellite sites across the 16 cities

Mayor Denkinger commended the work being done by NYFS and asked challenges expected in the next few years. Lewis-Dmello said finances are a challenge as only 60% comes from insurance companies. Medicaid is heavily relied on; however, it is an unstable funding environment. Notice has been received of an additional 20% reduction from what has already been rolled back which affects services. There is now a marketing budget to make NYFS services more widely known.

Denkinger asked if state and federal funds support the domestic sexual violence program. Lewis-Dmello said the Office of Justice Crime Victim Services provides funding which is state funds. The program also receives pass-through federal dollars. There are cuts to both funding sources. In this first year of the restoring power program there were over 350 clients which is significant. There is a lot of need and she does not want to see the program cut back.

Councilmember Gardner commended Lewis-Dmello on a successful transition and expansion. He is also pleased to see the Centennial School District working with NYFS, a district he once represented in the state legislature. In regard to Medicaid cuts, it is important to realize there are taxpayer benefits elsewhere by investing in youth.

Councilmember Doan commended Lewis-Dmello for her leadership and congratulated NYFS on its 50th anniversary. He asked where she sees needs that are not being met. Lewis-Dmello said that it is all connected-people's safety, housing, etc. Mental healthcare is tied to their ability to have housing, and to be able to access food and they are seeing a theme of instability for their clients. People's mental health symptoms have been more acute even if protected from the Metro Surge events. There is a general increase in symptoms, and clients being less consistent in receiving services. Some of that is fear-based, and some clients are so destabilized it is difficult for them to get in to services. The effects have been monumental and wide spread beyond immigrant communities.

Doan asked about financial support from the philanthropic community. Lewis-Dmello said that NYFS has had a good experience with the Shoreview Community Foundation, but in the larger landscape every foundation they work with has been changing the process of application. The most important thing to know from foundations is as much transparency and honesty as possible. Bridge funding is helpful to adapt to changes. Many foundations are moving away from mental health investment because they want to see quantifiable impact. They see it as the role of Medicaid. The insurance system for mental health is not reliable. For services provided, there is a 60% chance of being paid.

Councilmember Myrland expressed her appreciation working on the board and for Lewis-Dmello's leadership and direction for NYFS. The transformation is undeniably fantastic and she thanked her for all she does.

CITIZEN COMMENTS
There were none.

COUNCIL COMMENTS
Councilmember Myrland:
Announced a bunny hop event on March 28 at Bucher Park. Registration is online and cost is $15 per child.

Bamboo Bay egg hunt will be Sunday, March 29. Registration is online; cost is minimal.

Sunday, April 26 is spring fest from 2 to 5 pm. This is an Earth Day celebration that includes food trucks, parking lot garage sale, kids activities at the pavilion and lower parking lot of the community center.

Mayor Denkinger:
New equipment has been approved for public works to identify water leaks. This is a good investment that will save the city a lot of time.

The human rights commission (HRC) is hosting a webinar via zoom March 4, on knowing your rights regarding ICE interactions. The webinar is being done by the Southern MN Regional Legal Services. Anyone is welcome to attend. Information is on the city website.

The environmental quality committee (EQC) speaker series will be March 23 at 7 pm in the council chambers. The topic is PFAS.

There will be an indoor farmers' market March 17 on the upper level of the community center, from 3 to 6 pm.

Councilmember Doan:
Invited to an Iftar Ramadan event by the Ahmadiyya community in Coon Rapids. Iftar is the breaking of the fast at dusk. The holy month of Ramadan focuses on renewal, charity, community, and giving. These are traditional themes as well in his own Catholic faith in Lent. In the Jewish faith Passover is coming. He would invite everyone to use this time of reflection to better support and love each other in this world.

March 14 is Pi Day. He suggests celebrating the sciences with a piece of pie or pizza pie.

Councilmember Gardner:
Second Chance Recycling is working with the environmental center in Roseville to offer free drop off of unwanted household mattresses and box springs March 3-30. Metal bed frames will also be accepted and recycled. Registration for a time to drop items off is required.

Today is the first day of the city tree sale. This is a great way to enhance the city's tree canopy depleted by the emerald ash bore.

The Recycling Association offers a sale every year of compost bins and rain barrels. County residents can get $20 off and order through the environmental center. Orders can be placed at recycleminnesota.org.

CONSENT AGENDA
MOTION: by Councilmember Doan, seconded by Councilmember Myrland to approve items 8.a through 8.j on the consent agenda for March 2, 2026:

8.a February 17, 2026 city council workshop minutes
8.b February 17, 2026 city council meeting minutes
8.c Receipt of committee/commission minutes:
- Environmental quality committee - 01.26.2026
- Human rights commission - 01.21.2026
- Parks and recreation commission - 01.26.2026
8.d Claims and purchases
8.e Replacement unit 608-14 a 1-ton dump box truck for the parks department
8.f Replacement unit 312-13 a 1-ton dump box truck for the utility division
8.g Approve change order no. 005 for the Shoreview Commons restroom/ shelter building improvement project
8.h 2026 Legislative priorities
8.i Approve ordinance 1061 for annual operation and maintenance charges for properties within the Snail Lake Improvement District
8.j Accept the human rights commission's 2025 annual report

VOTE: AYES - 4 NAYS - 0

PUBLIC HEARINGS
There were none.

GENERAL BUSINESS
ORDINANCE 1060 AMENDING CHAPTER 30 OF THE MUNICIPAL CODE RELATED TO CLOSURE OF A RENTAL LICENSE AND POSTING OF UNLICENSED RENTAL PROPERTIES
Presentation by Assistant Community Development Director Niki Hill, AICP

Staff and the city attorney propose recommendations to codify the city's policy as it relates to the closure of rental licenses and update language to include provisions that allow the city to post a placard on the main entrance of unlicensed properties.

To date, city policy has been for the owner to submit a signed affidavit signifying the property had been sold, moved into, or use of the property as a rental has been terminated. However, requiring the affidavit was never codified. The affidavit is helpful to ensure the city has signed proof from the owner that the license should be closed, and there are no longer tenants in the property.

It has also been city policy to post unlicensed rental properties. After attempting to notify the owner with three letters to the address on file, staff would revoke the license to allow the city to post the property as operating without a rental license. There are rental properties operating without ever having received a license. Codifying the process allows staff to post the property without council action to achieve swifter compliance. Language would also be updated to allow for clearer punishments for individuals who tamper with or remove placards posted to a property.

The economic development authority (EDA) reviewed the proposed ordinance and supports the proposed regulations. Staff recommends adoption of ordinance 1060 to amend chapter 30 of the municipal code related to closure of a rental license and posting of unlicensed properties.

Councilmember Gardner asked if this amendment is because of a specific case or as a result of routine review of the code. Hill said both. The affidavit process is not specifically in the code. The city does not have the legal backing to require the affidavit without it being included in the code. There was not a specific case but the realization that there is not clear process to address unlicensed rental properties.

Mayor Denkinger clarified that once posted as unlicensed, the tenant does not have to pay rent but should escrow the rent that would be due if the property is licensed. Posting the placard is to bring awareness of the lack of a rental license.

MOTION: by Councilmember Myrland, seconded by Councilmember Doan to adopt ordinance number 1060 and the ordinance summary for publication amending chapter 30 of the municipal code relating to rental licensing.

VOTE: AYES - 4 NAYS - 0

<u>APPROVE CANNABIS RETAIL REGISTRATION - URBAN LEAF</u>
Presentation by Assistant City Manager Renee Eisenbeisz

In December 2024, the city adopted regulations for cannabis retailers to align with state legislation. As part of those regulations, cannabis retailers must register with

the city and no more than three registrations are allowed, the minimum the city can cap it at under state law. Two registrations were approved in July 2025. Urban Leaf is the third registration.

Urban Leaf has received preliminary approval from the Office of Cannabis Management (OCM) for a cannabis retailer license, which required a background check in all jurisdictions where the applicant has lived and/or worked for the past seven years. Urban Leaf is located at 4910 Lexington Avenue North in a C1 district, which allows retail operations. All necessary information and fees have been submitted. The application is pending final OCM approval and receipt of the certificate of liability insurance and workers' compensation insurance.

Staff is recommending approval subject to final approval by OCM and receipt of the certificate of liability insurance and workers' compensation insurance. Registration would expire at the end of the year of issuance.

Councilmember Gardner noted different owner names, corporation names, and email names and asked if the city has a contact if there is an issue with the property. Eisenbeisz said the city's point of contact is the applicant and owner, Joseph Abramov, who is not local.. The owner of the property is also listed and a leasing agency contact. Once the store is ready to open, the city will require a background check for the store manager. Gardner asked if the business is cash only. Councilmember Myrland said credit cards and debit cards cannot be used. Most banks do not have cannabis business accounts.

Mayor Denkinger noted that other vendors can sell cannabis. Eisenbeisz said that businesses such as liquor stores, grocery stores, and other vendors can sell lower-potency hemp edible products with a license.

Councilmember Myrland asked if the background checks show whether the person was a former offender before cannabis became legal. Eisenbeisz said she is unsure if the background check would show former illegal activity. The background check on Urban Leaf indicates no record found of illegal activity.

MOTION: by Councilmember Gardner, seconded by Councilmember Myrland to approve a cannabis retail registration for Urban Leaf Dispensary, 5910 Lexington Avenue North, Shoreview, MN with the following contingencies: final approval from the Office of Cannabis Management and certificate of liability insurance and workers' compensation insurance.

VOTE: AYES - 4 NAYS - 0

APPOINTMENT OF STUDENT REPRESENTATIVE TO THE BIKEWAYS AND TRAILS COMMITTEE

Presentation by City Manager Brad Martens

The student representative position has been vacant since July 2024. The committee reviewed Benjamin Handelsman's application and found them to be qualified for the position. Staff recommends the appointment for a term ending May 31, 2027.

MOTION: by Councilmember Gardner, seconded by Councilmember Doan to appoint Benjamin Handelsman to the student representative position on the bikeways and trails committee through May 31, 2027.

VOTE: AYES - 4 NAYS - 0

SPECIAL ORDER OF BUSINESS
There was none.

ADJOURNMENT

MOTION: by Councilmember Myrland, seconded by Councilmember Doan to adjourn the meeting at 8:12 pm.

VOTE: AYES - 4 NAYS - 0

Mayor Denkinger declared the meeting adjourned at 8:12 pm.

These minutes approved by council on the 16th day of March 2026.

_____

Brad Martens
City Manager

Memorandum

TO: City Council

FROM: Cinde Morris , Deputy clerk

DATE: March 16, 2026

SUBJECT: Monthly reports

ITEM NUMBER: 8.b

SECTION: CONSENT AGENDA

REQUESTED MOTION

INTRODUCTION

The city council is being asked to accept the below department reports.

- Administration
- Community development
- Finance
- Human resources
- Parks and recreation
- Public safety
- Public works

DISCUSSION

RECOMMENDATION

It is recommended that the city council accept the attached monthly reports.

ATTACHMENTS

Administration 03-16-26.pdf
Community Development 03-16-26.pdf
Finance 03-16-26.pdf
Human Resources 03-16-26.pdf
Parks and Recreation 03-16-26.pdf
Public Safety 03-16-26.pdf
Public Works 03-16-26.pdf

Monthly administration report

To: Mayor and City Councilmembers

From: Renee Eisenbeisz, Assistant City Manager

Date: March 16, 2026

Staffing updates

Yafet Amde, IT tech, has been working towards a CompTIA A+ certification and recently passed the exam for part one. This certification covers foundational IT knowledge such as hardware, networking, operating systems, and troubleshooting. He will now be studying for the part two exam, which he hopes to take in the next month or so. Congratulations Yafet!

Renee Eisenbeisz, assistant city manager, will be attending a facilitation training in mid-March. The two-day training will focus on ToP facilitation methods such as the focused conversation method, consensus workshop method, and action planning process.

Cinde Morris, deputy clerk, will be attending the Municipal Clerks & Finance Officers Association conference in late March. This four-day conference provides multiple sessions on a variety of topics related to the clerk and deputy clerk role.

The city is currently accepting applications for an executive assistant position. This is a new position that will be supporting the city manager, assistant city manager, and city council. The position is open until filled. Staff will start reviewing applications the week of March 16.

Licensing updates

The administration department issues a number of business licenses such as liquor, tobacco, cannabis, massage, etc. The majority of our licenses are issued through BS&A. This allows us to tie invoices and payments directly to the licenses. Additionally, it allows us to have one template for licenses, as well as information on all licenses in one place.

These past few months, staff have been working with BS&A to transition the last of our licenses into BS&A. Our massage therapy and massage establishment licenses are now in BS&A and mobile vendor permits should be finalized soon. It'll be nice to have all of our licenses in the same system.

Communications

Website

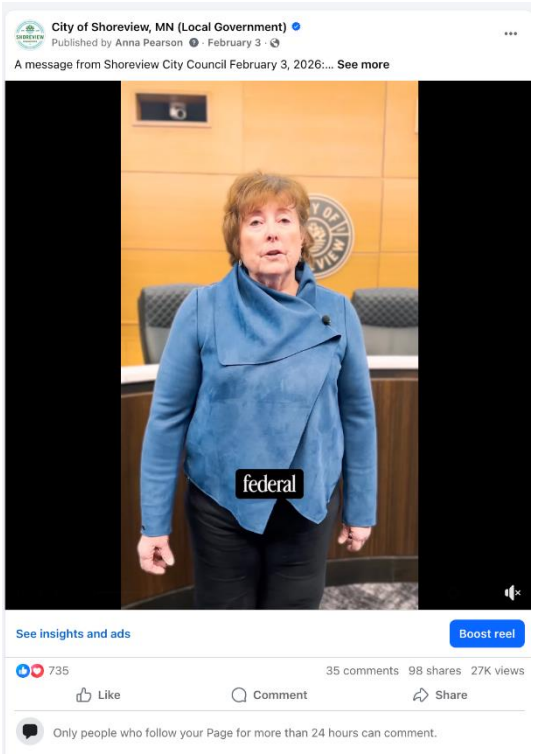
Communications is putting together a helpful at-a-glance reference for website users. The hope is that this will help streamline work for departments by providing info on best practices, step-by-step instruction for common functions, and training videos. Staff will also be sending out a website index in the next few weeks for departments to review. The communications team asks each department to review all of their webpages at least twice per year to ensure they have up-to-date information.

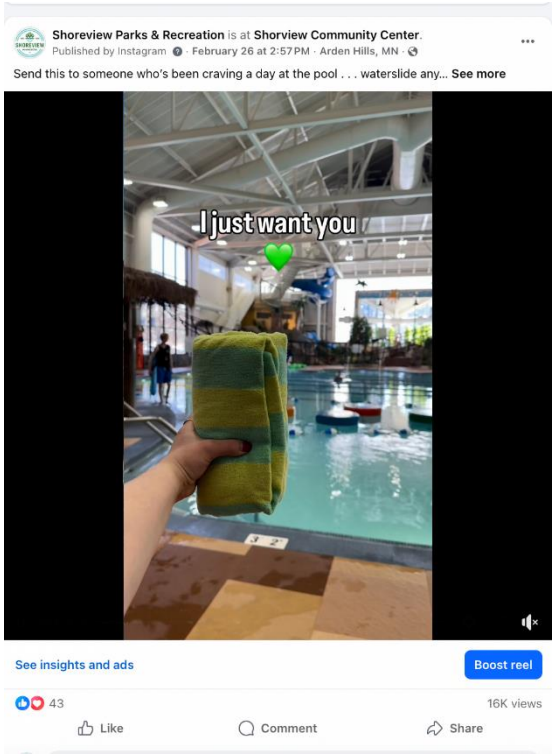
Photo and video priorities

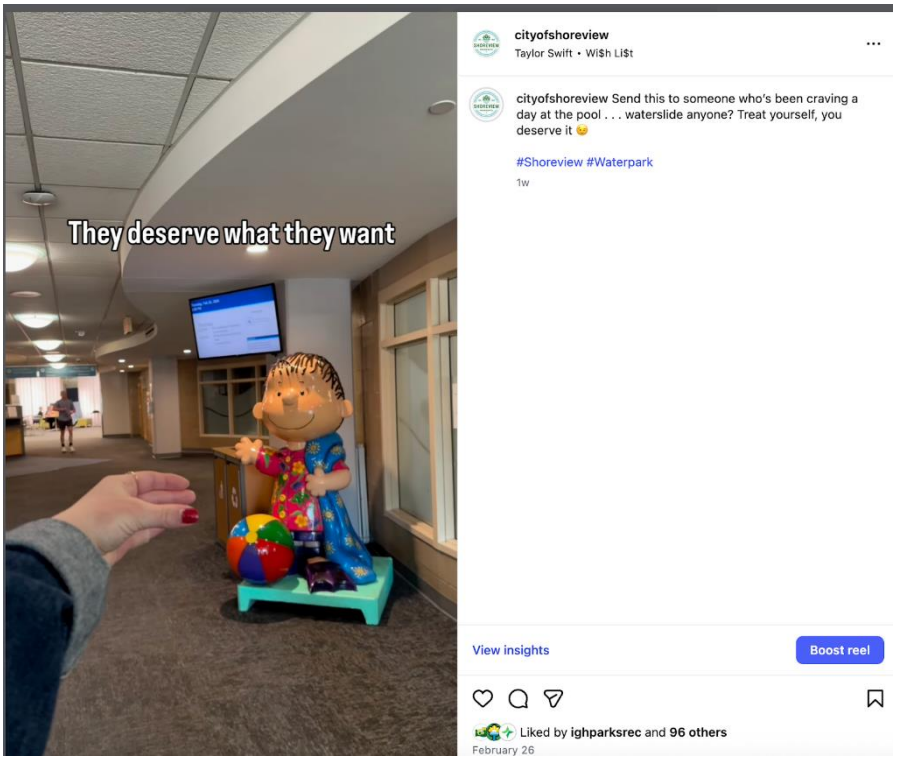
Staff are finalizing their photo and video priorities for the year. This year, they want to work with departments to film more videos and/or reels about the day-to-day work they do that makes Shoreview great!

Social media

Below are the top reaching posts for Facebook and Instagram in February. These are posts that did not have advertising behind them but reached people organically. The reel on the parks page and Instagram saw a combined total of 20,000 views!







IT update

IT continues to work on patching, security (hardening), and updates or upgrades on servers, firewalls, and the city's virtual infrastructure. Below are some updates on other projects.

Onboarding/offboarding

IT recently met with hiring supervisors to discuss this process. The focus was on streamlining and communication. Since then, staff have met with HR and will be meeting with parks and recreation to continue the conversations on possible improvements.

Part of the onboarding process includes getting a new employee's photo to use on their city badge. This is typically a time-consuming process as it requires multiple parties to be involved, as well as formatting photos to fit on the badge. To automate this process, staff recently approved a contract for a product called "RemotePhoto." This product will allow us to send a link to a new employee, who will then be walked through the process to take their own photo. Once the photo is captured, the system will format it and upload it into our system.

Security projects

IT recently purchased a new building alarm system for city hall and the community center. This would replace our current analog system and integrate with existing

equipment. The new system offers additional features such as text notifications and security camera snapshots.

Staff are also working on the following parks and recreation security projects:

- Repairing doors with card readers at Bobby Theisen Park. Unfortunately, the new strikes failed already.
- Installing cameras in the smaller meeting rooms at the community center.

Public works projects

Staff recently replaced iPads for public works maintenance staff. Preschool will be reusing the old iPads.

Staff continue to work on provisioning the new SCADA servers. These are needed for a software upgrade. This project is about 90% complete.

Miscellaneous projects

In addition to the above, staff also:

- Continue setting up the management side of the new Wi-Fi solution.
- Continue work on updating our network documentation.
- Installed phones in most of the new conference rooms at city hall.
- Spent multiple days troubleshooting an outage that impacted cellular routers used in the field.

Human rights commission

The human rights commission held a community connection week in late February to emphasize the importance of being a strong community and showing up for each other. The commission promoted some ways for residents to connect with one another such as volunteering with a local organization or checking in on neighbors. The week also included a food and personal items drive for Ralph Reeder. The community donated 220 pounds worth of items!

The commission also hosted a webinar on March 4 with Southern MN Regional Legal Services (SMRLS). SMRLS staff presented know your rights information and family preparation steps in case of ICE detention or deportation. About 15 individuals attended the webinar. It's available online at shoreviewmn.gov/hrc for individuals to watch.

Community development monthly report

To: Mayor and City Council members

From: Tom Simonson
Community Development Director/Assistant City Manager

Date: March 16, 2026

Planning

Planning commission

- The planning commission will be meeting on March 24, with only one item on the agenda:
  - Conditional use permit and front setback variance at 3192 West Owasso Boulevard for a detached garage. The applicants have revised their plan to only propose construction of an attached garage to the existing house.

Comprehensive Plan 2050

The planning staff has initiated preparations for the city's update of our comprehensive plan, which is required by law to be approved by the Metropolitan Council every ten years. This is a lengthy and detailed project that involves staff from all city departments, the city council and planning commission, other advisory committees/commissions, and significant public engagement. The process in updating the comprehensive plan will be done over the next three years, and the completed pan us be submitted to the Metropolitan Council by December 31, 2028. To obtain approval, the plan must meet these statutory requirements:

- Conformance with metropolitan system plans
- Consistency with adopted policy plans
- Compatibility with adjacent and affected jurisdictions

The comprehensive plan is the city's long-range policy document that outlines our community's vision for land use, housing, transportation, parks, natural systems, and overall development over a 20-year horizon. It defines what we want our community to become and why.

For technical assistance, the city will be contracting with the planning firm HKGi to provide guidance throughout the project.

Economic development authority

Recent business

The economic development authority did not meet in March. At their February meeting, they discussed the following:

- Recommended revisions to the rental licensing regulations including more effective enforcement procedures for properties renting without a license
- Discussion on updating the EDA strategic goals and priorities to develop a new work plan for 2026-2027

Fire station property



The city continues to work with our commercial real estate consultant IAG Commercial on exploring the reuse of Fire Station 140 near Island Lake Park. A series of roundtable discussions with five separate stakeholder groups were held recently seeking input and ideas on the reuse or redevelopment of the property. Stakeholders groups include the nearby corporations, multifamily property owners, local business community representatives, developers and brokers, members of the city council and economic development authority, and city staff.

With the new Lake Johanna Fire Department headquarters currently under construction in Arden Hills, the Shoreview-owned Station 140 building, located at 3615 Victoria Street North, is expected to be vacated by July 2026. This transition presents the city with a unique opportunity for repurposing the property to what is hoped to be a destination or attraction to serve the community.

Our consultant is preparing a report that identifies positives and challenges of the property, assesses potential uses based on the feedback from stakeholders, and provides recommendations on how to proceed. The next phase would be to go out to

the market to determine interest from potential tenants or buyers, and hopefully identify the best option(s) for the property.

Economic development commission

BR&E initiative

With approval by the economic development authority and city council, staff and the economic development commission are working with the Golden Shovel Agency on a major initiative to enhance our business retention and expansion (BR&E) program and connections to the business community. Golden Shovel is an experienced communications and marketing firm specializing in supporting economic development for cities and counties throughout the country, including many in the Twin Cities region. They developed and manage the city's business and economic development website ThinkShoreview.com, which focuses on information and resources available for business growth and attraction.

This project involves Golden Shovel providing assistance to the city to enhance our outreach and improve communications with the local business community, including:

- Creating a new BR&E outreach strategy
- Developing a business engagement campaign
- Providing special software for tracking and follow-up actions
- Marketing collateral materials

The first step was to solicit input from our businesses to better understand their challenges and priority needs, and to help the city improve our effectiveness in providing helpful information and resources, and develop programs that meaningfully support our businesses. City staff and representatives from Golden Shovel prepared and distributed an online survey to 160 businesses asking for them to provide us feedback. Additionally, in-person and virtual interviews have been conducted with nearly 20 selected large and small businesses, as well as stakeholders such as the school district, the county, and local chamber of commerce. Golden Shovel reviewed the feedback from both the interviews and survey results has prepared a draft strategic plan that is being reviewed by a working group of EDC members.

Development and adoption of the business outreach strategic plan is expected take several months, including developing a business engagement campaign to follow upon completion of new marketing content and materials. With support from Golden Shovel, the final phase will be a renewed effort to visit local businesses.

Business connect

The city hosted the Arden Hills-Shoreview Business Connect event this week at the community center. These are quarterly meetings sponsored by two cities in partnership with the Twin Cities North Chamber of Commerce. Fire Chief Tim Boehlke was the featured speaker, providing an overview of the Lake Johanna Fire Department and the new headquarters fire station to open this summer. The event had one of the highest turnouts of attendees.

Development updates

Commercial proposals

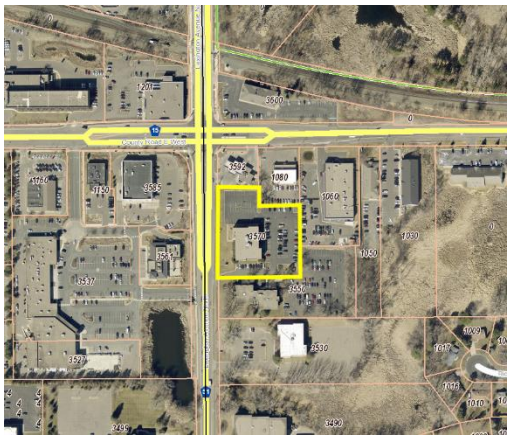
- At their meeting on April 6, the city council will be considering a comprehensive plan amendment, rezoning, development stage planned unit development, and preliminary plat applications for a proposed Christian Brothers Automotive on a vacant parcel between the Red Robin and Hilton Garden Inn on Gramsie Road just east of Lexington Avenue. The planning commission has recommended approval of the proposal.

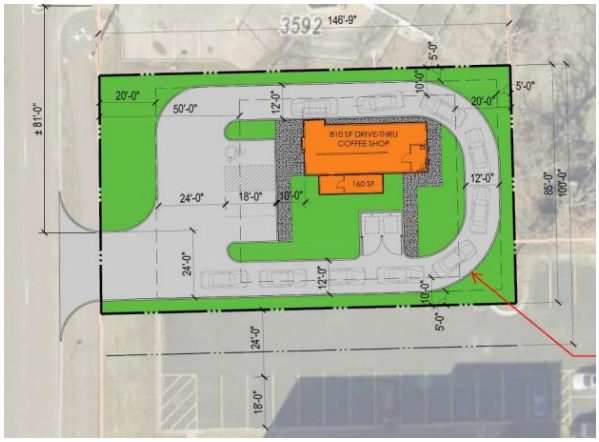






- The planning commission reviewed and provided comments on a concept plan application for a proposed 800 square foot commercial building shell at 3570 Lexington Avenue North for a possible drive-thru coffee store. Concept plans are an informal review to receive early feedback from the city and public. The plan will now be presented to the city council for their comments.





Code enforcement

Cases open/closed and types

- There were 7 new code enforcement cases opened in February of this year. Of these new cases, 4 have been investigated and are already compliant and closed, while 3 cases remain open.
    - February cases by type:
        - Refuse/recycling - 3
        - Parking/vehicle storage - 1
        - Outside storage - 3

Rental licensing

General dwellings

- Staff has finalized the renewal process for the 2025-2026 year. At the beginning of 2026, there were 594 general dwelling and short term rental licenses active. Staff will begin scheduling renewal inspections this month, with approximately 313 properties visited this year.

General Dwelling Rentals Year by Year Comparison					
2021	2022	2023	2024	2025	**2026**
513	509	535	589	574	**596**
N/A	-0.78%	+5.11%	+10.09%	-2.54%	**+3.83%**

Rental license enforcement

The city currently has 4 active cases of properties being investigated for renting without a license:

- 2 properties, the city is still trying to make contact with the owners
- 2 properties, the city is actively working on citing the property owners

Multifamily properties

The city currently has 16 multi-family dwelling unit (MFU) complexes, which contain approximately 2,700 dwelling units total. Approximately 1/3 of the dwelling units within each of the MFU complexes will be inspected in 2026 for compliance with the housing and property maintenance code. The MFU inspections are coordinated with the Lake Johanna Fire Department fire marshal, who inspects the common areas of these complexes to ensure fire code standards are being met. Multi-family inspections will begin in October of this year.

Hoarding/clutter properties

There are currently 7 active cases of hoarding/clutter/sanitary conditions in houses that are in the enforcement process, with another 5 prior cases requiring follow-up inspections to make sure the properties remain in compliance with housing maintenance regulations.

Building permit activity

Below is the summary of building permit activity for February, 2026. We expect increased new construction activity over the next several months with several commercial projects, The Krew apartment project, and new single-family housing all starting soon.

SHOREVIEW COMMUNITY DEVELOPMENT

Monthly Building Permit Activity Current Year To Previous Year

February-26

	Feb 2026 Permits	Feb 2026 Valuation	2026 YTD Permits	2026 YTD Valuation	Feb 2025 Permits	Feb 2025 Valuation	2025 YTD Permits	2025 YTD Valuation
Dwellings	1	$3,886,404	2	$4,886,404	1	$1,000,000	1	$1,000,000
Townhomes			0	$0			0	$0
Additions	1	$189,000	1	$189,000	1	$15,000	1	$15,000
Garages			0	$0			0	$0
Miscellaneous	47	$835,220	90	$1,883,917	36	$733,608	122	$1,425,260
Apartments			0	$0			0	$0
Offices			0	$0			0	$0
Retail			0	$0			0	$0
Industrial/Warehouse			0	$0			0	$0
Public buildings			0	$0			0	$0
Commercial Additions			0	$0			0	$0
Commercial Alter		$10,000	3	$160,400	1	$1,250,000	3	$5,087,149
HVAC	39		93	$0	54		118	$0
Plumbing	46		90	$0	38		91	$0
TOTAL	134	$4,920,624	279	$7,119,721	131	$2,998,608	336	$7,527,409

Monthly finance report

To: Mayor and City Councilmembers

From: Kevin Knopik, Finance Director

Date: March 16, 2026

Final 2026 Tax Information

Typically staff reports on the released of final tax values and tax rates by Ramsey County in the March monthly report. Ramsey County has not yet released this information. Staff will report on final 2026 tax information in a later monthly report once the data is released by Ramsey County.

Department updates

- The finance department has been dedicating a significant amount of time closing out the 2025 financial year in preparation of the annual audit. This involves preparing year-end adjustments to financial information for payable and receivable transactions, including salaries, taxes, special assessments, contracts, deposits, interfund transactions and amounts due to and from other governments. The process also involves the recording of certain accruals for interest earnings and debt interest payments and the updating of the city's fixed asset records. The auditor's will be on site to start final fieldwork Monday April 6. Final field work typically takes 7 – 10 business days, and once final fieldwork is completed staff will begin drafting the annual financial report.
- Staff has also begun preparing budget information to be distributed to departments in anticipation of amending the city's 2027 operating budget and the 2026 – 2031 capital improvement plan.
- The City received our 2024 annual comprehensive financial report award certificate, which marks the city's 40th year receiving this award. This achievement is a testament to the city's commitment to producing annual reports that evidence the spirit of full disclosure and transparency. This certificate program encourages participants to go beyond the minimum requirements of generally accepted accounting principles to prepare the report. This is a prestigious award that the finance department takes pride in completing every year.

Monthly report

Attached is the monthly report for February of 2026.

COUNCIL FOR CITY OF SHOREVIEW

Balance As Of 02/28/2026
% Fiscal Year Completed: 16.16

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 101 GENERAL FUND							
Account Category: Revenues							
3110	Current taxes	13,808,257.00			13,808,257.00	0.00	0.00
3310	Bus. License & Perm	50,550.00	2,975.00	1,250.00	47,575.00	5.89	7.61
3320	Non-Bus Lic & Permit	746,300.00	103,679.46	58,703.61	642,620.54	13.89	23.67
3420	State	768,767.00	181,761.00	181,761.00	587,006.00	23.64	26.01
3430	Other	43,550.00			43,550.00	0.00	0.00
3510	General Government	600.00	59.71	30.94	540.29	9.95	23.12
3520	Public Works	415,000.00	14,079.10	13,588.50	400,920.90	3.39	1.15
3530	Parks and Recreation	45,000.00	1,364.50	925.00	43,635.50	3.03	1.83
3540	Community Develop.	154,200.00	35,726.26	23,433.35	118,473.74	23.17	8.54
3550	Admin Charges	1,265,210.00			1,265,210.00	0.00	0.00
3600	Fines & Forfeits	33,500.00	6,325.76	3,289.78	27,174.24	18.88	22.14
3800	Interest Earnings	80,000.00			80,000.00	0.00	0.00
3910	Miscellaneous	36,420.00	5,282.61	3,779.05	31,137.39	14.50	37.23
3930	Transfers In	1,202,000.00	28,333.34	14,166.67	1,173,666.66	2.36	2.57
Revenues		18,649,354.00	379,586.74	300,927.90	18,269,767.26	2.04	2.24
Account Category: Expenditures							
4010	COUNCIL & COMMISS	198,527.00	52,461.48	4,057.37	146,065.52	26.43	25.67
4020	ADMINISTRATION	761,761.00	95,565.09	48,698.89	666,195.91	12.55	12.38
4021	HUMAN RESOURCES	430,659.00	48,405.14	30,402.31	382,253.86	11.24	12.49
4030	ELECTIONS	117,000.00	25,604.00		91,396.00	21.88	21.98
4040	COMMUNICATIONS	493,710.00	49,265.46	28,054.87	444,444.54	9.98	8.88
4050	FINANCE/ACCOUNTING	864,999.00	115,264.34	77,199.88	749,734.66	13.33	12.45
4055	INFORMATION SYSTEMS	873,921.00	144,327.74	22,207.81	729,593.26	16.51	22.13
4060	LEGAL	127,000.00	6,804.92	6,804.92	120,195.08	5.36	7.59
4080	MUNICIPAL BUILDINGS	190,533.00	8,474.91	5,522.39	182,058.09	4.45	4.56
4110	POLICE	4,217,831.00	4,038.11	362,824.23	4,213,792.89	0.10	16.95
4120	FIRE	3,108,373.00	1,343,989.75	1,132.75	1,764,383.25	43.24	42.21
4205	PUB WORKS ADM/ENGIN	578,924.00	57,219.86	32,307.78	521,704.14	9.88	12.31
4220	STREETS	1,195,717.00	116,514.49	83,064.19	1,079,202.51	9.74	6.45
4340	PARK/RECREATION ADM	795,118.00	98,352.63	60,115.45	696,765.37	12.37	13.07
4345	TRAIL MGMT	232,977.00	10,110.50	6,048.14	222,866.50	4.34	4.68
4371	PARK MAINTENANCE	2,356,507.00	189,919.43	112,914.69	2,166,587.57	8.06	7.93
4390	FORESTRY/NURSERY	482,896.00	44,066.19	15,884.92	438,829.81	9.13	7.75
4410	PLANNING/ZONING ADM	511,187.00	55,142.79	35,610.59	456,044.21	10.79	14.58
4430	BUILDING INSPECTION	481,714.00	39,765.80	33,928.15	441,948.20	8.26	9.28
4990	TRANSFERS OUT	630,000.00	50,833.32	25,416.66	579,166.68	8.07	8.07
Expenditures		18,649,354.00	2,556,125.95	992,195.99	16,093,228.05	13.71	17.25
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		18,649,354.00	379,586.74	300,927.90	18,269,767.26	2.04	2.24
TOTAL EXPENDITURES		18,649,354.00	2,556,125.95	992,195.99	16,093,228.05	13.71	17.25
NET OF REVENUES & EXPENDITURES:		0.00	(2,176,539.21)	(691,268.09)	2,176,539.21		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 210 RECYCLING							
Account Category: Revenues							
3430	Other	65,000.00			65,000.00	0.00	0.00
3520	Public Works	1,398,310.00			1,398,310.00	0.00	0.00
Revenues		1,463,310.00	0.00	0.00	1,463,310.00	0.00	0.00
Account Category: Expenditures							
4275	RECYCLING	1,474,189.00	109,695.71	104,999.88	1,364,493.29	7.44	7.68
Expenditures		1,474,189.00	109,695.71	104,999.88	1,364,493.29	7.44	7.68
Fund 210 - RECYCLING:							
TOTAL REVENUES		1,463,310.00	0.00	0.00	1,463,310.00	0.00	0.00
TOTAL EXPENDITURES		1,474,189.00	109,695.71	104,999.88	1,364,493.29	7.44	7.68
NET OF REVENUES & EXPENDITURES:		(10,879.00)	(109,695.71)	(104,999.88)	98,816.71		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 220 COMMUNITY CENTER							
Account Category: Revenues							
3510	General Government	1,180.00	147.37	83.98	1,032.63	12.49	10.47
3530	Parks and Recreation	4,295,050.00	832,925.76	369,883.41	3,462,124.24	19.39	18.43
3800	Interest Earnings	25,000.00	16.73	6.92	24,983.27	0.07	0.23
3910	Miscellaneous	21,100.00	826.02	87.04	20,273.98	3.91	0.00
3930	Transfers In	305,000.00	50,833.32	25,416.66	254,166.68	16.67	16.67
Revenues		4,647,330.00	884,749.20	395,478.01	3,762,580.80	19.04	18.19
Account Category: Expenditures							
4380	COMMUNITY CENTER	4,674,964.00	656,321.36	382,948.05	4,018,642.64	14.04	13.61
Expenditures		4,674,964.00	656,321.36	382,948.05	4,018,642.64	14.04	13.61
Fund 220 - COMMUNITY CENTER:							
TOTAL REVENUES		4,647,330.00	884,749.20	395,478.01	3,762,580.80	19.04	18.19
TOTAL EXPENDITURES		4,674,964.00	656,321.36	382,948.05	4,018,642.64	14.04	13.61
NET OF REVENUES & EXPENDITURES:		(27,634.00)	228,427.84	12,529.96	(256,061.84)		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 225 RECREATION PROGRAMS							
Account Category: Revenues							
3530	Parks and Recreation	2,083,500.00	371,942.50	267,516.60	1,711,557.50	17.85	14.34
3800	Interest Earnings	10,000.00			10,000.00	0.00	0.00
3910	Miscellaneous	450.00	750.00	750.00	(300.00)	166.67	0.00
3930	Transfers In	300,000.00			300,000.00	0.00	0.00
Revenues		2,393,950.00	372,692.50	268,266.60	2,021,257.50	15.57	12.39
Account Category: Expenditures							
4340	PARK/RECREATION ADM	822,366.00	99,134.66	53,726.33	723,231.34	12.05	14.16
4351	ADULT & YOUTH SPORTS	157,705.00	12,477.04	9,358.39	145,227.96	7.91	6.18
4352	AQUATICS	137,764.00	18,318.34	12,206.81	119,445.66	13.30	9.50
4353	FITNESS PROGRAMS	159,921.00	19,502.80	11,456.17	140,418.20	12.20	12.23
4354	SUMMER DISCOVERY	416,725.00	1,502.69	299.02	415,222.31	0.36	0.32
4355	PRESCHOOL PROGRAMS	265,389.00	41,038.35	25,547.36	224,350.65	15.46	16.55
4356	DROP-IN CHILD CARE	71,243.00	10,716.16	6,928.76	60,526.84	15.04	10.67
4357	SPECIAL EVENTS	40,913.00	2,041.83	1,543.51	38,871.17	4.99	0.00
4358	YOUTH/TEEN	80,396.00	12.14		80,383.86	0.02	1.52
4359	COMMUNITY PROGRAMS	79,443.00	20,269.21	12,231.21	59,173.79	25.51	16.12
4360	ADVENTURE QUEST PLAYGROUND PROGRAM	89,232.00	173.53		89,058.47	0.19	0.00
4361	ADULT & SENIOR PROGRAMS	48,000.00	5,349.02	2,799.77	42,650.98	11.14	0.00
Expenditures		2,369,097.00	230,535.77	136,097.33	2,138,561.23	9.73	10.38
Fund 225 - RECREATION PROGRAMS:							
TOTAL REVENUES		2,393,950.00	372,692.50	268,266.60	2,021,257.50	15.57	12.39
TOTAL EXPENDITURES		2,369,097.00	230,535.77	136,097.33	2,138,561.23	9.73	10.38
NET OF REVENUES & EXPENDITURES:		24,853.00	142,156.73	132,169.27	(117,303.73)		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 230 CABLE TELEVISION							
Account Category: Revenues							
3510	General Government	297,463.00	76,064.80	76,064.80	221,398.20	25.57	0.00
3800	Interest Earnings	2,000.00			2,000.00	0.00	0.00
3910	Miscellaneous	1,200.00			1,200.00	0.00	0.00
Revenues		300,663.00	76,064.80	76,064.80	224,598.20	25.30	0.00
Account Category: Expenditures							
4090	CABLE TELEVISION	103,917.00	34,887.46	13,165.15	69,029.54	33.57	26.11
4990	TRANSFERS OUT	170,000.00	28,333.34	14,166.67	141,666.66	16.67	16.67
Expenditures		273,917.00	63,220.80	27,331.82	210,696.20	23.08	20.66
Fund 230 - CABLE TELEVISION:							
TOTAL REVENUES		300,663.00	76,064.80	76,064.80	224,598.20	25.30	0.00
TOTAL EXPENDITURES		273,917.00	63,220.80	27,331.82	210,696.20	23.08	20.66
NET OF REVENUES & EXPENDITURES:		26,746.00	12,844.00	48,732.98	13,902.00		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 240 ECON DEVEL AUTH/EDA							
Account Category: Revenues							
3110	Current taxes	265,000.00			265,000.00	0.00	0.00
Revenues		265,000.00	0.00	0.00	265,000.00	0.00	0.00
Account Category: Expenditures							
4440	ECON DEVELOPMENT-EDA	232,919.00	39,061.28	25,359.71	193,857.72	16.77	10.42
Expenditures		232,919.00	39,061.28	25,359.71	193,857.72	16.77	10.42
Fund 240 - ECON DEVEL AUTH/EDA:							
TOTAL REVENUES		265,000.00	0.00	0.00	265,000.00	0.00	0.00
TOTAL EXPENDITURES		232,919.00	39,061.28	25,359.71	193,857.72	16.77	10.42
NET OF REVENUES & EXPENDITURES:		32,081.00	(39,061.28)	(25,359.71)	71,142.28		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 241 HRA PROGRAMS OF EDA							
Account Category: Revenues							
3110	Current taxes	325,000.00			325,000.00	0.00	0.00
3320	Non-Bus Lic & Permit	150,000.00	13,780.00	1,550.00	136,220.00	9.19	9.98
3420	State	240,000.00			240,000.00	0.00	0.00
Revenues		715,000.00	13,780.00	1,550.00	701,220.00	1.93	1.75
Account Category: Expenditures							
4450	HOUSING PROGRAMS-HRA	416,592.00	35,742.17	18,607.84	380,849.83	8.58	11.16
Expenditures		416,592.00	35,742.17	18,607.84	380,849.83	8.58	11.16
Fund 241 - HRA PROGRAMS OF EDA:							
TOTAL REVENUES		715,000.00	13,780.00	1,550.00	701,220.00	1.93	1.75
TOTAL EXPENDITURES		416,592.00	35,742.17	18,607.84	380,849.83	8.58	11.16
NET OF REVENUES & EXPENDITURES:		298,408.00	(21,962.17)	(17,057.84)	320,370.17		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 270 SLICE SV EVENT							
Account Category: Revenues							
3510	General Government	27,950.00	5,850.00	5,850.00	22,100.00	20.93	21.96
3910	Miscellaneous	34,500.00	1,500.00	1,500.00	33,000.00	4.35	0.00
3930	Transfers In	25,000.00			25,000.00	0.00	0.00
Revenues		87,450.00	7,350.00	7,350.00	80,100.00	8.40	6.59
Account Category: Expenditures							
4025	SLICE OF SHOREVIEW	87,002.00	6,839.48	3,009.44	80,162.52	7.86	11.47
Expenditures		87,002.00	6,839.48	3,009.44	80,162.52	7.86	11.47
Fund 270 - SLICE SV EVENT:							
TOTAL REVENUES		87,450.00	7,350.00	7,350.00	80,100.00	8.40	6.59
TOTAL EXPENDITURES		87,002.00	6,839.48	3,009.44	80,162.52	7.86	11.47
NET OF REVENUES & EXPENDITURES:		448.00	510.52	4,340.56	(62.52)		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 601 WATER FUND							
Account Category: Revenues							
3420	State	0.00	72,000.00		(72,000.00)	100.00	0.00
3710	Utility Charges	5,006,500.00	633,946.98	275,540.41	4,372,553.02	12.66	11.99
3720	Late fees	0.00	9,639.47	5,224.26	(9,639.47)	100.00	100.00
3760	Water meters	7,000.00	1,710.00	1,368.00	5,290.00	24.43	22.29
3790	Other prop charges	20,000.00	529.13	482.00	19,470.87	2.65	0.76
3800	Interest Earnings	30,000.00			30,000.00	0.00	0.00
3960	Contributed Assets	0.00	2,573.39	2,573.39	(2,573.39)	100.00	0.00
Revenues		5,063,500.00	720,398.97	285,188.06	4,343,101.03	14.23	12.03
Account Category: Expenditures							
4505	WATER OPERATIONS	2,601,333.00	267,919.13	162,043.81	2,333,413.87	10.30	11.48
4830	GO REVENUE BONDS	472,459.00	267,376.66		205,082.34	56.59	54.10
4970	DEPRECIATION	1,043,344.00	173,890.66	86,945.33	869,453.34	16.67	16.67
4990	TRANSFERS OUT	555,000.00			555,000.00	0.00	0.00
Expenditures		4,672,136.00	709,186.45	248,989.14	3,962,949.55	15.18	14.71
Fund 601 - WATER FUND:							
TOTAL REVENUES		5,063,500.00	720,398.97	285,188.06	4,343,101.03	14.23	12.03
TOTAL EXPENDITURES		4,672,136.00	709,186.45	248,989.14	3,962,949.55	15.18	14.71
NET OF REVENUES & EXPENDITURES:		391,364.00	11,212.52	36,198.92	380,151.48		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 602 SEWER FUND							
Account Category: Revenues							
3510	General Government	1,600.00	24.85	24.85	1,575.15	1.55	0.00
3710	Utility Charges	5,470,000.00	833,742.18	375,089.22	4,636,257.82	15.24	15.12
3720	Late fees	0.00	12,826.48	7,326.28	(12,826.48)	100.00	100.00
3730	Facility/area chgs	5,000.00	1,735.00	1,340.00	3,265.00	34.70	10.30
3790	Other prop charges	2,500.00			2,500.00	0.00	1,093.40
3800	Interest Earnings	35,000.00			35,000.00	0.00	0.00
Revenues		5,514,100.00	848,328.51	383,780.35	4,665,771.49	15.38	15.70
Account Category: Expenditures							
4555	SEWER OPERATIONS	4,750,571.00	796,283.55	298,107.29	3,954,287.45	16.76	18.68
4830	GO REVENUE BONDS	116,234.00	81,730.73		34,503.27	70.32	75.78
4970	DEPRECIATION	386,614.00	64,435.66	32,217.83	322,178.34	16.67	16.67
4990	TRANSFERS OUT	279,000.00			279,000.00	0.00	0.00
Expenditures		5,532,419.00	942,449.94	330,325.12	4,589,969.06	17.04	18.68
Fund 602 - SEWER FUND:							
TOTAL REVENUES		5,514,100.00	848,328.51	383,780.35	4,665,771.49	15.38	15.70
TOTAL EXPENDITURES		5,532,419.00	942,449.94	330,325.12	4,589,969.06	17.04	18.68
NET OF REVENUES & EXPENDITURES:		(18,319.00)	(94,121.43)	53,455.23	75,802.43		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 603 SURFACE WATER MGMT							
Account Category: Revenues							
3540	Community Develop.	0.00	1,750.00	1,400.00	(1,750.00)	100.00	100.00
3710	Utility Charges	2,454,000.00	349,646.31	154,772.03	2,104,353.69	14.25	14.77
3720	Late fees	0.00	5,398.51	3,165.69	(5,398.51)	100.00	100.00
3740	Lake Impr Dist chgs	38,000.00	2,837.14	2,837.14	35,162.86	7.47	11.08
3790	Other prop charges	8,000.00			8,000.00	0.00	0.00
3800	Interest Earnings	15,000.00			15,000.00	0.00	0.00
Revenues		2,515,000.00	359,631.96	162,174.86	2,155,368.04	14.30	14.77
Account Category: Expenditures							
4585	SURFACE WATER OPER	1,732,416.00	85,389.39	82,457.95	1,647,026.61	4.93	6.62
4590	SNAIL LAKE AUG.	62,881.00	2,434.66	1,003.75	60,446.34	3.87	3.32
4830	GO REVENUE BONDS	143,127.00	71,596.43		71,530.57	50.02	55.26
4970	DEPRECIATION	462,137.00	77,022.84	38,511.42	385,114.16	16.67	16.67
4990	TRANSFERS OUT	257,000.00			257,000.00	0.00	0.00
Expenditures		2,657,561.00	236,443.32	121,973.12	2,421,117.68	8.90	9.75
Fund 603 - SURFACE WATER MGMT:							
TOTAL REVENUES		2,515,000.00	359,631.96	162,174.86	2,155,368.04	14.30	14.77
TOTAL EXPENDITURES		2,657,561.00	236,443.32	121,973.12	2,421,117.68	8.90	9.75
NET OF REVENUES & EXPENDITURES:		(142,561.00)	123,188.64	40,201.74	(265,749.64)		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 604 STREET LIGHT UTILITY							
Account Category: Revenues							
3710	Utility Charges	938,000.00	137,077.83	61,358.26	800,922.17	14.61	14.55
3720	Late fees	0.00	2,148.17	1,239.10	(2,148.17)	100.00	100.00
3800	Interest Earnings	10,000.00			10,000.00	0.00	0.00
Revenues		948,000.00	139,226.00	62,597.36	808,774.00	14.69	14.56
Account Category: Expenditures							
4260	STREET LIGHTING	441,789.00	49,619.64	27,403.03	392,169.36	11.23	8.46
4970	DEPRECIATION	205,076.00	34,179.34	17,089.67	170,896.66	16.67	16.67
4990	TRANSFERS OUT	60,400.00			60,400.00	0.00	0.00
Expenditures		707,265.00	83,798.98	44,492.70	623,466.02	11.85	9.87
Fund 604 - STREET LIGHT UTILITY:							
TOTAL REVENUES		948,000.00	139,226.00	62,597.36	808,774.00	14.69	14.56
TOTAL EXPENDITURES		707,265.00	83,798.98	44,492.70	623,466.02	11.85	9.87
NET OF REVENUES & EXPENDITURES:		240,735.00	55,427.02	18,104.66	185,307.98		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 701 CENTRAL GARAGE FUND							
Account Category: Revenues							
3110	Current taxes	184,000.00			184,000.00	0.00	0.00
3770	Cent Garage chgs	2,004,951.00	291.96	291.96	2,004,659.04	0.01	0.09
3800	Interest Earnings	20,000.00			20,000.00	0.00	0.00
3910	Miscellaneous	0.00			0.00	0.00	100.00
3920	Sale of Asset	50,000.00			50,000.00	0.00	0.00
3930	Transfers In	119,400.00			119,400.00	0.00	0.00
Revenues		2,378,351.00	291.96	291.96	2,378,059.04	0.01	0.07
Account Category: Expenditures							
4650	CENTRAL GARAGE OPER	947,437.00	118,046.89	69,498.91	829,390.11	12.46	44.73
4813	GO CIP BONDS	32,257.00	27,139.10		5,117.90	84.13	73.66
4970	DEPRECIATION	817,561.00	136,260.16	68,130.08	681,300.84	16.67	16.67
4990	TRANSFERS OUT	0.00			0.00	0.00	0.00
Expenditures		1,797,255.00	281,446.15	137,628.99	1,515,808.85	15.66	31.87
Fund 701 - CENTRAL GARAGE FUND:							
TOTAL REVENUES		2,378,351.00	291.96	291.96	2,378,059.04	0.01	0.07
TOTAL EXPENDITURES		1,797,255.00	281,446.15	137,628.99	1,515,808.85	15.66	31.87
NET OF REVENUES & EXPENDITURES:		581,096.00	(281,154.19)	(137,337.03)	862,250.19		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 702 STD SELF INSURANCE							
Account Category: Revenues							
3510	General Government	14,652.00	2,358.00	1,176.00	12,294.00	16.09	19.44
3800	Interest Earnings	600.00			600.00	0.00	0.00
Revenues		15,252.00	2,358.00	1,176.00	12,894.00	15.46	18.07
Account Category: Expenditures							
4755	SHORT-TERM DISAB	12,500.00	10,439.81	6,494.72	2,060.19	83.52	40.86
Expenditures		12,500.00	10,439.81	6,494.72	2,060.19	83.52	40.86
Fund 702 - STD SELF INSURANCE:							
TOTAL REVENUES		15,252.00	2,358.00	1,176.00	12,894.00	15.46	18.07
TOTAL EXPENDITURES		12,500.00	10,439.81	6,494.72	2,060.19	83.52	40.86
NET OF REVENUES & EXPENDITURES:		2,752.00	(8,081.81)	(5,318.72)	10,833.81		

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Norm (Abnorm)	Activity For 02/28/2026 Incr (Decr)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used	2025 % Bdgt Used
Fund: 703 LIABILITY CLAIMS							
Account Category: Revenues							
3800	Interest Earnings	2,500.00			2,500.00	0.00	0.00
3910	Miscellaneous	15,000.00	3,209.94		11,790.06	21.40	44.79
Revenues		17,500.00	3,209.94	0.00	14,290.06	18.34	38.39
Account Category: Expenditures							
4740	INSURANCE CLAIMS	32,000.00			32,000.00	0.00	77.56
Expenditures		32,000.00	0.00	0.00	32,000.00	0.00	77.56
Fund 703 - LIABILITY CLAIMS:							
TOTAL REVENUES		17,500.00	3,209.94	0.00	14,290.06	18.34	38.39
TOTAL EXPENDITURES		32,000.00	0.00	0.00	32,000.00	0.00	77.56
NET OF REVENUES & EXPENDITURES:		(14,500.00)	3,209.94	0.00	(17,709.94)		
Report Totals:							
TOTAL REVENUES - ALL FUNDS		44,973,760.00	3,807,668.58	1,944,845.90	41,166,091.42	8.47	8.12
TOTAL EXPENDITURES - ALL FUNDS		43,589,170.00	5,961,307.17	2,580,453.85	37,627,862.83	13.68	16.06
NET OF REVENUES & EXPENDITURES:		1,384,590.00	(2,153,638.59)	(635,607.95)	3,538,228.59		

City of Shoreview
Portfolio Management
Portfolio Summary
February 28, 2026

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Negotiable CDs Monthly	2,676,000.00	2,613,975.36	2,655,176.44	5.19	1,832	530	2.354	2.386
Negotiable CDs SA	1,230,000.00	1,219,938.29	1,225,107.52	2.39	1,674	315	2.574	2.610
Federal Farm Credit Bank	1,243,000.00	1,164,049.21	1,172,739.60	2.29	1,945	1,117	2.882	2.922
Federal Home Loan Bank	900,000.00	876,659.20	882,710.00	1.72	2,127	1,374	3.481	3.529
Tax Exempt Municipal Bonds	2,030,000.00	1,989,162.69	2,049,994.75	4.00	2,579	804	3.229	3.274
Taxable Municipal Bonds	26,250,000.00	25,644,918.66	25,090,407.55	49.01	1,603	894	3.857	3.910
Taxable Municipal Bonds disc cost	2,015,000.00	1,701,224.98	1,658,127.70	3.24	2,115	1,392	3.343	3.389
Treasury Coupon Securities	2,500,000.00	2,473,882.00	2,442,050.47	4.77	745	503	3.761	3.813
Certificates of Deposit - Bank	3,371,000.00	3,393,900.16	3,371,000.00	6.58	1,406	764	4.315	4.375
Money Market Account	1,439,722.78	1,439,722.78	1,439,722.78	2.81	1	1	0.975	0.988
4M/RBC	9,023,728.46	9,023,728.46	9,023,728.46	17.63	1	1	0.000	0.000
Pass Through Securities (GNMA/CMO)	207,838.55	196,275.66	183,937.12	0.36	1,337	731	8.029	8.140
Investments	**52,886,289.79**	**51,737,437.45**	**51,194,702.39**	**100.00%**	**1,307**	**677**	**2.957**	**2.998**
Cash and Accrued Interest								
Accrued Interest at Purchase		7,310.79	7,310.79					
Subtotal		7,310.79	7,310.79					
Total Cash and Investments	**52,886,289.79**	**51,744,748.24**	**51,202,013.18**		**1,307**	**677**	**2.957**	**2.998**

Total Earnings	February 28 Month Ending
Current Year	112,975.01
Average Daily Balance	**51,509,393.48**
Effective Rate of Return	**2.86%**

Travis Byrne, Assistant Finance Director

Reporting period 02/01/2026-02/28/2026

City of Shoreview
Portfolio Management
Portfolio Details - Investments
February 28, 2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Negotiable CDs Monthly												
32022RSG3	1439	1st Financial Bank USA		08/01/2022	249,000.00	247,654.65	249,000.00	3.300	3.209	3.254	519	08/02/2027
01025RAG4	1515	Alabama Credit Union		07/01/2024	248,000.00	249,590.18	248,000.00	5.000	4.932	5.000	113	06/22/2026
15118RWN3	1404	Celtic Bank		09/30/2021	249,000.00	238,840.30	249,000.00	1.050	1.036	1.050	578	09/30/2027
15964EAB7	1389	Charis Bank		02/24/2021	249,000.00	240,877.62	249,000.00	0.700	0.691	0.700	360	02/24/2027
23344RAE7	1441	Dr.Bank/DarienRowayton Bridgpr		09/09/2022	249,000.00	248,979.83	249,000.00	3.600	3.551	3.601	100	06/09/2026
335857CM8	1407	First Oklahoma Bank		11/17/2021	200,000.00	193,799.80	193,986.00	0.550	1.135	1.151	320	01/15/2027
44329M5N9	1576	HSBC Bank NA		12/02/2025	249,000.00	237,772.09	240,299.94	3.000	3.600	3.650	2,098	11/28/2031
538036NR1	1390	Live Oak Banking Co		02/26/2021	245,000.00	231,245.70	245,000.00	1.000	0.987	1.001	726	02/25/2028
66736ABW8	1415	Northwest Bank		12/20/2021	240,000.00	230,409.36	234,264.00	0.850	1.283	1.300	477	06/21/2027
84338CQ1	1455	SOUTHERN BK POPLAR BLUFF MO		05/17/2023	249,000.00	249,000.00	249,000.00	4.350	4.294	4.354	442	05/17/2027
90348JM72	1399	UBS Bank USA		07/19/2021	249,000.00	245,805.83	248,626.50	0.850	0.870	0.882	107	06/16/2026
		Subtotal and Average	**2,655,176.44**		**2,676,000.00**	**2,613,975.36**	**2,655,176.44**		**2.354**	**2.386**	**530**	
Negotiable CDs SA												
14042RWD9	1460	CAPITAL ONE NATL ASSN VA		06/07/2023	244,000.00	248,392.00	244,000.00	4.450	4.394	4.455	829	06/07/2028
856285A27	1416	State Bank of India		12/30/2021	248,000.00	242,581.70	248,000.00	1.350	1.332	1.351	304	12/30/2026
61690U2N9	1451	Morgan Stanley Bk NA		03/09/2023	244,000.00	244,387.23	244,000.00	4.750	4.690	4.755	8	03/09/2026
61768U3M7	1421	Morgan Stanley Private Bank		01/25/2022	246,000.00	240,159.47	241,355.52	1.100	1.481	1.501	296	12/22/2026
795451AB9	1400	Sallie Mae Bank, Salt Lake Cit		07/23/2021	248,000.00	244,417.89	247,752.00	1.000	1.007	1.021	142	07/21/2026
		Subtotal and Average	**1,225,107.52**		**1,230,000.00**	**1,219,938.29**	**1,225,107.52**		**2.574**	**2.610**	**315**	
Federal Farm Credit Bank												
31422XYY2	1500	Federal Agricultural Mtg Corp		02/28/2024	243,000.00	242,498.21	237,459.60	4.170	4.600	4.664	1,180	05/24/2029
3133ENKG4	1420	Federal Farm Credit Bank		01/11/2022	500,000.00	489,520.00	500,000.00	1.470	1.450	1.470	316	01/11/2027
3133EL5G5	1574	Federal Farm Credit Bank		11/26/2025	500,000.00	432,031.00	435,280.00	1.125	3.590	3.640	2,004	08/26/2031
		Subtotal and Average	**1,172,739.60**		**1,243,000.00**	**1,164,049.21**	**1,172,739.60**		**2.882**	**2.922**	**1,117**	
Federal Home Loan Bank												
3130APN43	1405	Federal Home Loan Bank		11/05/2021	250,000.00	247,257.00	251,000.00	2.250	1.485	1.506	240	10/27/2026
3130AXQR2	1517	Federal Home Loan Bank		07/01/2024	400,000.00	407,389.20	406,800.00	5.050	4.673	4.738	1,727	11/22/2030
3130ANQZ6	1575	Federal Home Loan Bank		11/28/2025	250,000.00	222,013.00	224,910.00	1.650	3.551	3.600	2,003	08/25/2031
		Subtotal and Average	**882,710.00**		**900,000.00**	**876,659.20**	**882,710.00**		**3.481**	**3.529**	**1,374**	
Tax Exempt Municipal Bonds												
13063C4N7	1349	California St for PGP		03/25/2020	500,000.00	507,838.50	572,955.00	5.000	2.466	2.500	153	08/01/2026
64972H5H1	1531	New York NY Transitional		08/19/2024	195,000.00	184,440.36	178,019.40	1.570	3.945	4.000	867	07/15/2028
690564QU6	1248	Owatonna MN Indpt Sch Dist		03/01/2016	500,000.00	500,114.00	518,805.00	3.000	2.633	2.669	1,068	02/01/2029
76913CBC2	1536	Riverside CA Txble		12/04/2024	320,000.00	314,229.76	309,273.60	3.070	4.142	4.200	716	02/15/2028

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Tax Exempt Municipal Bonds												
923078CZ0	1530	Ventura Cty CA FIN Auth		08/19/2024	515,000.00	482,540.07	470,941.75	2.162	3.945	4.000	1,341	11/01/2029
		Subtotal and Average	**2,049,994.75**		**2,030,000.00**	**1,989,162.69**	**2,049,994.75**		**3.229**	**3.274**	**804**	
Taxable Municipal Bonds												
011338YZ7	1535	Alamo Heights ISD		09/26/2024	110,000.00	113,018.51	115,021.50	5.000	3.492	3.540	702	02/01/2028
032556FE7	1555	Anaheim HSG		07/15/2025	245,000.00	227,163.02	223,964.30	2.273	4.064	4.120	1,675	10/01/2030
796181AF2	1528	San Anselmo CA Rev		08/19/2024	200,000.00	192,625.20	184,490.00	1.378	4.143	4.200	518	08/01/2027
037028VH7	1392	Antietam PA Sch Dist		03/30/2021	385,000.00	368,179.74	389,812.50	1.750	1.539	1.561	762	04/01/2028
05028XAF1	1520	Auburn CA		07/09/2024	140,000.00	133,489.72	126,229.60	1.813	4.537	4.600	823	06/01/2028
080495HR8	1512	Belmont-Redwood CA		06/25/2024	350,000.00	331,279.90	309,571.50	1.477	4.537	4.600	884	08/01/2028
087365UW0	1507	Bethlehem PA Area SD		05/30/2024	385,000.00	385,003.08	374,385.55	3.764	5.050	5.120	153	08/01/2026
102475KW9	1571	Bowie MD		11/26/2025	100,000.00	112,946.10	113,331.00	7.000	3.758	3.810	1,583	07/01/2030
111746JA2	1472	Brockton Mass Txble		11/21/2023	110,000.00	108,194.24	99,256.30	1.618	5.168	5.240	245	11/01/2026
119174AK6	1566	Buena Park CA Taxable		11/25/2025	400,000.00	356,533.60	362,472.00	1.970	3.797	3.850	1,948	07/01/2031
122632FJ6	1463	BURR RIDGE IL PARK DIST		10/13/2023	140,000.00	133,569.38	119,574.00	1.250	5.227	5.300	610	11/01/2027
13034AM31	1567	California St Infrastructure		11/25/2025	185,000.00	166,950.85	168,988.25	1.680	3.381	3.427	1,675	10/01/2030
13063DMB1	1474	California St for PGP		11/21/2023	250,000.00	245,272.00	228,415.00	3.050	4.833	4.900	1,127	04/01/2029
13063DGC6	1494	California St for PGP		12/22/2023	130,000.00	129,692.81	126,366.50	3.500	4.162	4.220	762	04/01/2028
13063EGV2	1565	California St for PGP		11/25/2025	145,000.00	151,757.58	153,657.95	5.000	3.768	3.820	1,979	08/01/2031
13281NZB1	1365	Camden Cnty N J Impt Auth Rev		09/10/2020	215,000.00	212,125.88	217,666.00	1.219	0.987	1.000	136	07/15/2026
139501SA9	1538	Cape May County NJ Taxable GO		12/17/2024	125,000.00	115,253.75	110,385.00	1.550	4.241	4.300	1,294	09/15/2029
150528K22	1514	Cedar Rapids IA		06/25/2024	150,000.00	143,203.80	134,107.50	1.700	4.616	4.680	823	06/01/2028
170016E21	1495	Chippewa Valley MI Sch Dist		12/22/2023	160,000.00	155,327.04	148,041.60	2.287	4.123	4.180	792	05/01/2028
184541CW8	1545	Clear Creek ISD		12/18/2024	250,000.00	259,618.25	255,915.00	5.000	4.310	4.370	1,082	02/15/2029
186054KC5	1560	Cleveland Cnty ISD No 2		10/07/2025	115,000.00	118,368.58	118,238.40	5.000	3.014	3.056	731	03/01/2028
19648FQF4	1551	Colorado State Health Fac Auth		05/21/2025	270,000.00	263,198.43	259,618.50	3.161	4.093	4.150	1,280	09/01/2029
20775HGG2	1461	Connecticut ST HSG FIN		06/26/2023	240,000.00	231,524.64	211,226.40	1.551	4.537	4.600	624	11/15/2027
21969AAF9	1486	Corona Rev Txbl		11/30/2023	140,000.00	136,286.22	126,180.60	1.683	4.716	4.782	426	05/01/2027
21969AAH5	1498	Corona Rev Txbl		02/08/2024	155,000.00	145,988.61	137,080.45	2.042	4.488	4.550	1,157	05/01/2029
216057FF1	1380	Cook Cnty Ill Cmnty College		12/30/2020	500,000.00	484,922.50	510,910.00	1.450	1.082	1.097	457	06/01/2027
215219NC6	1580	Cook County School District IL		12/16/2025	500,000.00	442,516.00	450,070.00	2.100	3.945	4.000	2,101	12/01/2031
219764SB4	1542	Corona-Norco CA Sch Dist		12/18/2024	235,000.00	230,144.43	223,170.10	2.300	4.290	4.350	518	08/01/2027
222367FS8	1388	Countryside Ill Taxable GO Ref		02/10/2021	400,000.00	389,836.40	405,280.00	1.171	0.927	0.940	306	01/01/2027
242015HV0	1533	DeWitt Ford ETC Cty		09/06/2024	275,000.00	261,849.78	255,791.25	2.000	3.748	3.800	1,006	12/01/2028
25477GQU2	1553	District of Columbia Taxble Re		06/23/2025	285,000.00	272,633.85	267,307.20	2.632	4.044	4.100	1,461	03/01/2030
260888AG7	1525	Downey CA Rev Oblig		07/29/2024	300,000.00	278,576.10	264,474.00	1.750	4.438	4.500	1,188	06/01/2029
292521GT2	1502	Encinitas CA Public Fing Auth		03/05/2024	125,000.00	115,308.25	109,052.50	1.840	4.680	4.745	1,310	10/01/2029
299216JN2	1523	Evansdale IA Txble		07/24/2024	135,000.00	123,155.51	115,130.70	1.200	4.557	4.620	1,188	06/01/2029

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Taxable Municipal Bonds												
340387ED7	1506	Florence Twp NJ SD		05/30/2024	400,000.00	398,437.60	374,876.00	1.310	5.417	5.492	0	03/01/2026
377136QV1	1391	Glassboro NJ Ref Taxable GO		03/11/2021	460,000.00	448,664.22	469,503.60	1.375	0.996	1.010	320	01/15/2027
384540LR9	1473	Grafton WI Sch Dist		11/21/2023	1,000,000.00	994,527.00	920,250.00	1.320	4.912	4.980	31	04/01/2026
3926418D1	1548	Green Bay WI		12/19/2024	105,000.00	97,459.85	93,213.75	1.450	4.290	4.350	1,127	04/01/2029
4067927J4	1543	Hamden CT		12/18/2024	500,000.00	500,529.50	496,005.00	3.960	4.221	4.279	532	08/15/2027
4067927K1	1544	Hamden CT		12/18/2024	520,000.00	520,550.68	514,940.40	4.031	4.261	4.320	898	08/15/2028
4095586T5	1491	Hampton VA		12/21/2023	205,000.00	205,123.82	203,122.20	4.000	4.379	4.440	0	03/01/2026
41419QFB2	1570	Harris County Texas		11/26/2025	280,000.00	253,944.32	253,904.00	2.000	3.896	3.950	1,857	04/01/2031
422002QR9	1497	Hazelton Area Sch Dist		02/02/2024	500,000.00	487,364.50	459,570.00	1.470	4.241	4.300	365	03/01/2027
428061EG6	1436	Hesperia CA Unif		07/18/2022	150,000.00	144,445.05	135,519.00	2.039	3.945	4.000	702	02/01/2028
44372REA2	1375	Hudson Cnty NJ Impt Auth Rev		09/17/2020	450,000.00	439,681.05	453,109.50	1.116	0.986	1.000	259	11/15/2026
446201AK1	1568	Huntington Beach Taxable		11/26/2025	140,000.00	128,825.48	130,837.00	2.450	3.718	3.770	1,932	06/15/2031
492062HQ0	1573	Kerens Tx Ind Sch DIst		11/26/2025	325,000.00	341,003.00	344,077.50	5.000	3.699	3.750	1,812	02/15/2031
513804KQ6	1403	Lancaster CA Sch Dist		08/31/2021	240,000.00	231,927.84	244,039.20	1.425	1.115	1.130	518	08/01/2027
516228RW5	1496	L'Anse Cruese MI		12/22/2023	110,000.00	105,067.16	98,982.40	1.643	4.123	4.180	792	05/01/2028
504678CY7	1581	La Salle Cty TX		12/04/2025	140,000.00	139,795.04	143,549.00	4.390	4.020	4.076	1,826	03/01/2031
525876WQ7	1393	Lenape NJ Regl High Sch Dist		03/08/2021	315,000.00	313,541.87	321,259.05	1.407	0.986	1.000	14	03/15/2026
53820AAG9	1526	Livermore CA		07/29/2024	240,000.00	229,837.68	218,599.20	1.722	4.438	4.500	702	02/01/2028
549188Z52	1572	Lubbock Texas		11/26/2025	100,000.00	91,434.70	91,989.00	1.604	3.620	3.670	1,447	02/15/2030
558770DX8	1475	Madras Txble		11/21/2023	300,000.00	291,269.40	267,831.00	1.507	5.218	5.291	365	03/01/2027
557106DA6	1552	Madison County Ill Cmnty High		06/05/2025	100,000.00	102,848.00	101,206.00	4.950	4.634	4.698	1,736	12/01/2030
56781RKV8	1465	MARIN CA CMNTY CLG DIST		10/13/2023	375,000.00	361,506.38	322,702.50	1.173	5.198	5.270	518	08/01/2027
57582RK96	1414	Massachusetts St		12/17/2021	300,000.00	293,611.50	295,563.00	0.986	1.282	1.300	245	11/01/2026
57582RL38	1478	Massachusetts St		11/24/2023	250,000.00	234,181.75	212,705.00	1.370	4.734	4.800	976	11/01/2028
576000KW2	1488	Massachusetts St		12/20/2023	250,000.00	255,380.75	258,540.00	5.468	4.340	4.400	471	06/15/2027
562784AJ7	1485	Manhattan Beach Txble		11/30/2023	155,000.00	146,303.73	134,484.20	2.021	4.932	5.000	1,037	01/01/2029
603891GQ9	1527	Minneota MN ISD 414		08/15/2024	355,000.00	384,158.64	392,516.40	6.000	3.784	3.836	1,433	02/01/2030
60416TKW7	1511	Minnesota Housing Fin Auth		06/24/2024	305,000.00	290,707.09	276,994.90	1.650	4.327	4.387	671	01/01/2028
611322JD1	1524	Monroe Twp NJ		07/24/2024	525,000.00	491,709.23	465,039.75	1.735	4.448	4.510	1,096	03/01/2029
6041954W4	1577	Minnetonka ISD		12/04/2025	500,000.00	449,071.50	455,000.00	1.700	3.579	3.629	1,798	02/01/2031
607802CB9	1487	Modesto CA Wstwtr Rev		12/20/2023	175,000.00	171,508.40	159,209.75	1.202	4.578	4.642	245	11/01/2026
61580MAN1	1554	Moore Norman Tech Ctr		07/10/2025	350,000.00	435,031.10	433,184.50	10.000	4.537	4.600	1,583	07/01/2030
58985FAH6	1559	Meridian Village Metro Dist No		10/07/2025	650,000.00	669,897.80	671,196.50	4.750	3.837	3.890	1,371	12/01/2029
650818EH6	1363	Newburgh City NY Taxable Ref		08/07/2020	370,000.00	368,017.54	393,791.00	2.496	1.332	1.350	106	06/15/2026
643154FY8	1443	New Caney Tex Indpt Sch Dist		09/23/2022	200,000.00	205,565.40	206,920.00	5.000	4.216	4.274	716	02/15/2028
64966QSE1	1447	New York, NY Taxable GO Bds		10/28/2022	280,000.00	265,174.84	230,434.40	1.623	5.150	5.222	884	08/01/2028
64966ML64	1557	New York, NY Taxable GO Bds		09/05/2025	750,000.00	744,067.50	750,000.00	3.930	3.875	3.929	1,736	12/01/2030
64990FB78	1561	NY St Dorm Auth		11/05/2025	300,000.00	273,877.20	277,626.00	2.260	3.759	3.811	1,840	03/15/2031

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Taxable Municipal Bonds												
64971WF96	1521	New York NY Transitional		07/11/2024	500,000.00	495,620.50	479,235.00	2.860	4.537	4.600	337	02/01/2027
69511AAU8	1483	Pacifica CA Pension Obl		11/22/2023	205,000.00	202,015.61	189,727.50	2.860	5.820	5.901	457	06/01/2027
704420EQ7	1513	Payne County OK ISD		06/25/2024	500,000.00	509,688.50	506,290.00	5.250	4.705	4.770	426	05/01/2027
72178JAH6	1503	Pima County AZ		03/13/2024	125,000.00	116,624.50	110,268.75	1.764	4.290	4.350	1,157	05/01/2029
72178JAG8	1537	Pima County AZ		12/17/2024	250,000.00	237,679.50	229,290.00	1.588	4.192	4.250	792	05/01/2028
778017QR7	1477	Roseville Comnty Schs		11/21/2023	185,000.00	168,444.72	150,841.60	1.747	4.936	5.005	1,522	05/01/2030
76913CBH1	1549	Riverside CA Txble		12/20/2024	300,000.00	289,148.40	281,817.00	3.170	4.438	4.500	1,447	02/15/2030
797683HJ1	1464	SAN FRANCISCO CA CMNTY CLG DIS		10/13/2023	400,000.00	395,666.00	361,180.00	1.330	5.198	5.270	106	06/15/2026
798189RY4	1508	San Jose CA Evergreen		05/30/2024	100,000.00	98,466.20	91,767.00	1.205	5.050	5.120	184	09/01/2026
798189SA5	1522	San Jose CA Evergreen		07/24/2024	375,000.00	356,935.13	335,981.25	1.676	4.419	4.480	915	09/01/2028
799381AF5	1518	San Ramon Taxable Rev Bds		07/02/2024	250,000.00	242,675.25	229,585.00	1.700	4.586	4.650	487	07/01/2027
797055DM9	1484	San Buenaventura Ref		11/22/2023	145,000.00	141,703.28	129,614.05	1.319	4.981	5.050	306	01/01/2027
797010NA9	1529	San Buenaventura Ref		08/19/2024	275,000.00	265,142.35	255,106.50	1.700	4.142	4.200	579	10/01/2027
840058UZ2	1490	South San Fran Sch Dist		12/21/2023	270,000.00	262,071.99	247,201.20	1.852	4.176	4.234	549	09/01/2027
792897MZ0	1437	St. Paul MN Indep Sch Dist 625		07/19/2022	125,000.00	123,448.75	120,381.25	2.514	3.354	3.400	337	02/01/2027
889294RW6	1556	Toledo OH SD		08/06/2025	680,000.00	710,657.80	712,252.40	5.000	3.945	4.000	1,736	12/01/2030
958480YH2	1579	Western Iowa Tech		12/16/2025	415,000.00	368,460.24	370,470.50	1.700	3.847	3.900	1,918	06/01/2031
938429S57	1539	Wash County OR Sch Dist		12/18/2024	240,000.00	237,734.88	231,732.00	3.220	4.241	4.300	837	06/15/2028
962727NZ2	1466	WHEATON IL		10/13/2023	80,000.00	78,288.32	70,868.00	1.310	5.237	5.310	275	12/01/2026
975237FZ6	1550	Winona MN ISD 861		05/06/2025	310,000.00	302,884.88	299,326.70	3.000	4.162	4.220	1,068	02/01/2029
		Subtotal and Average	**25,090,407.55**		**26,250,000.00**	**25,644,918.66**	**25,090,407.55**		**3.857**	**3.910**	**894**	
Taxable Municipal Bonds disc cost												
018106UW2	1396	Allen Tex Indpt Sch Dist		05/27/2021	500,000.00	479,103.50	466,945.00	1.139	1.199	1.216	351	02/15/2027
235218M43	1569	City of Dallas TX		11/26/2025	1,000,000.00	765,712.00	776,000.00	3.549	4.119	4.176	2,177	02/15/2032
264471LW1	1499	Duluth MN Indep Sch Dist #709		02/08/2024	515,000.00	456,409.48	415,182.70	3.776	4.303	4.363	1,096	03/01/2029
		Subtotal and Average	**1,778,668.95**		**2,015,000.00**	**1,701,224.98**	**1,658,127.70**		**3.343**	**3.389**	**1,392**	
Treasury Coupon Securities												
9128286S4	1540	U.S. Treasury		12/18/2024	500,000.00	498,133.00	487,980.00	2.375	4.143	4.201	60	04/30/2026
91282CCF6	1541	U.S. Treasury		12/18/2024	500,000.00	494,245.00	475,965.00	0.750	4.143	4.200	91	05/31/2026
91282CND9	1562	U.S. Treasury		11/06/2025	500,000.00	502,832.00	502,207.03	3.750	3.516	3.565	806	05/15/2028
91282CMW8	1563	U.S. Treasury		11/06/2025	500,000.00	502,695.50	502,148.44	3.750	3.515	3.564	776	04/15/2028
91282CBS9	1564	U.S. Treasury		11/06/2025	500,000.00	475,976.50	473,750.00	1.250	3.504	3.553	761	03/31/2028
		Subtotal and Average	**2,442,050.47**		**2,500,000.00**	**2,473,882.00**	**2,442,050.47**		**3.761**	**3.813**	**503**	

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Certificates of Deposit - Bank												
33610RVF7	1510	First Premier Bank		06/05/2024	243,000.00	243,000.00	243,000.00	4.600	4.537	4.600	827	06/05/2028
052392DF1	1532	Austin Telco Fed CU		08/21/2024	249,000.00	250,611.03	249,000.00	4.200	4.142	4.200	355	02/19/2027
062119BU5	1454	BANK FIVE NINE OCONOMOWOC WIS		05/12/2023	249,000.00	251,543.78	249,000.00	4.400	4.340	4.400	437	05/12/2027
05580AY32	1453	BMW		04/14/2023	244,000.00	244,465.06	244,000.00	4.550	4.488	4.550	44	04/14/2026
06652CHR5	1504	BankWest SD		04/12/2024	248,000.00	253,736.49	248,000.00	4.650	4.586	4.650	1,138	04/12/2029
227563HE6	1509	Cross River Bank		06/07/2024	243,000.00	243,551.37	243,000.00	5.000	4.932	5.000	8	03/09/2026
254673Z74	1448	Discover Bank		11/15/2022	243,000.00	250,322.32	243,000.00	5.000	4.932	5.000	624	11/15/2027
38151PDE8	1582	Goldman Sachs Bank		12/02/2025	245,000.00	245,000.00	245,000.00	3.750	3.699	3.750	1,737	12/02/2030
59774QLN0	1534	Midland States Bank		09/24/2024	182,000.00	182,000.00	182,000.00	3.500	3.452	3.500	754	03/24/2028
60685BRZ6	1505	Mizrahi Tefahot Bank		04/10/2024	240,000.00	240,000.00	240,000.00	4.300	4.241	4.300	1,467	03/07/2030
62847NEG7	1501	MVB BK INC FAIRMONT WV		01/31/2024	248,000.00	248,000.00	248,000.00	4.250	4.192	4.250	334	01/29/2027
83088XAT5	1558	Skyone Fed CU		09/12/2025	249,000.00	249,434.75	249,000.00	4.100	4.044	4.100	103	06/12/2026
84287PJA1	1462	SOUTHERN FIRST BK NA GREENVILL		10/17/2023	243,000.00	247,310.82	243,000.00	4.900	4.833	4.900	778	04/17/2028
92512KBB8	1578	Versabank USA		12/12/2025	245,000.00	244,924.54	245,000.00	3.850	3.797	3.850	2,112	12/12/2031
		Subtotal and Average	**3,371,000.00**		**3,371,000.00**	**3,393,900.16**	**3,371,000.00**		**4.315**	**4.375**	**764**	
Money Market Account												
85473003	WF Reserve	Allspring 100% Treasury MMKT		06/30/2022	0.00	0.00	0.00		0.000	0.000	1	
85473001	WF Rntl Pymt	Allspring 100% Treasury MMKT		06/30/2022	0.00	0.00	0.00		0.000	0.000	1	
608919718	Oppenheimer	Federated Hermes Government Ob		07/01/2022	678,906.54	678,906.54	678,906.54		0.000	0.000	1	
31846V336	Moreton	First American Government Obli		07/01/2022	760,816.24	760,816.24	760,816.24	1.870	1.844	1.870	1	
		Subtotal and Average	**1,368,638.02**		**1,439,722.78**	**1,439,722.78**	**1,439,722.78**		**0.975**	**0.988**	**1**	
4M/RBC												
RBC316	RBC MMKT	IntraFi Network Deposits		07/01/2022	1,253,519.98	1,253,519.98	1,253,519.98		0.000	0.000	1	
4M 2020 IMP BDS	4M 2020 Imp	Minnesota Municipal Money Mkt		07/01/2022	0.00	0.00	0.00		0.000	0.000	1	
4M 2022A GO BDS	4M 2022A GO	Minnesota Municipal Money Mkt		07/19/2022	0.00	0.00	0.00		0.000	0.000	1	
4M 2024A GO BDS	4M 2024A GO	Minnesota Municipal Money Mkt		12/12/2024	0.00	0.00	0.00		0.000	0.000	1	
4M 2025A GO BDS	4M 2025A GO	Minnesota Municipal Money Mkt		05/15/2025	3,045.47	3,045.47	3,045.47		0.000	0.000	1	
4M ATM	4M ATM	Minnesota Municipal Money Mkt		07/01/2022	1,757.80	1,757.80	1,757.80		0.000	0.000	1	
4M GENERAL	4M General	Minnesota Municipal Money Mkt		07/01/2022	7,765,278.30	7,765,278.30	7,765,278.30		0.000	0.000	1	
4M HOCKEY ASSN	4M Hockey As	Minnesota Municipal Money Mkt		07/01/2022	0.00	0.00	0.00		0.000	0.000	1	
4M TIF #1	4M TIF #1	Minnesota Municipal Money Mkt		07/01/2022	126.47	126.47	126.47		0.000	0.000	1	
4M TIF #4	4M TIF #4	Minnesota Municipal Money Mkt		07/01/2022	0.44	0.44	0.44		0.000	0.000	1	
		Subtotal and Average	**9,281,883.52**		**9,023,728.46**	**9,023,728.46**	**9,023,728.46**		**0.000**	**0.000**	**1**	

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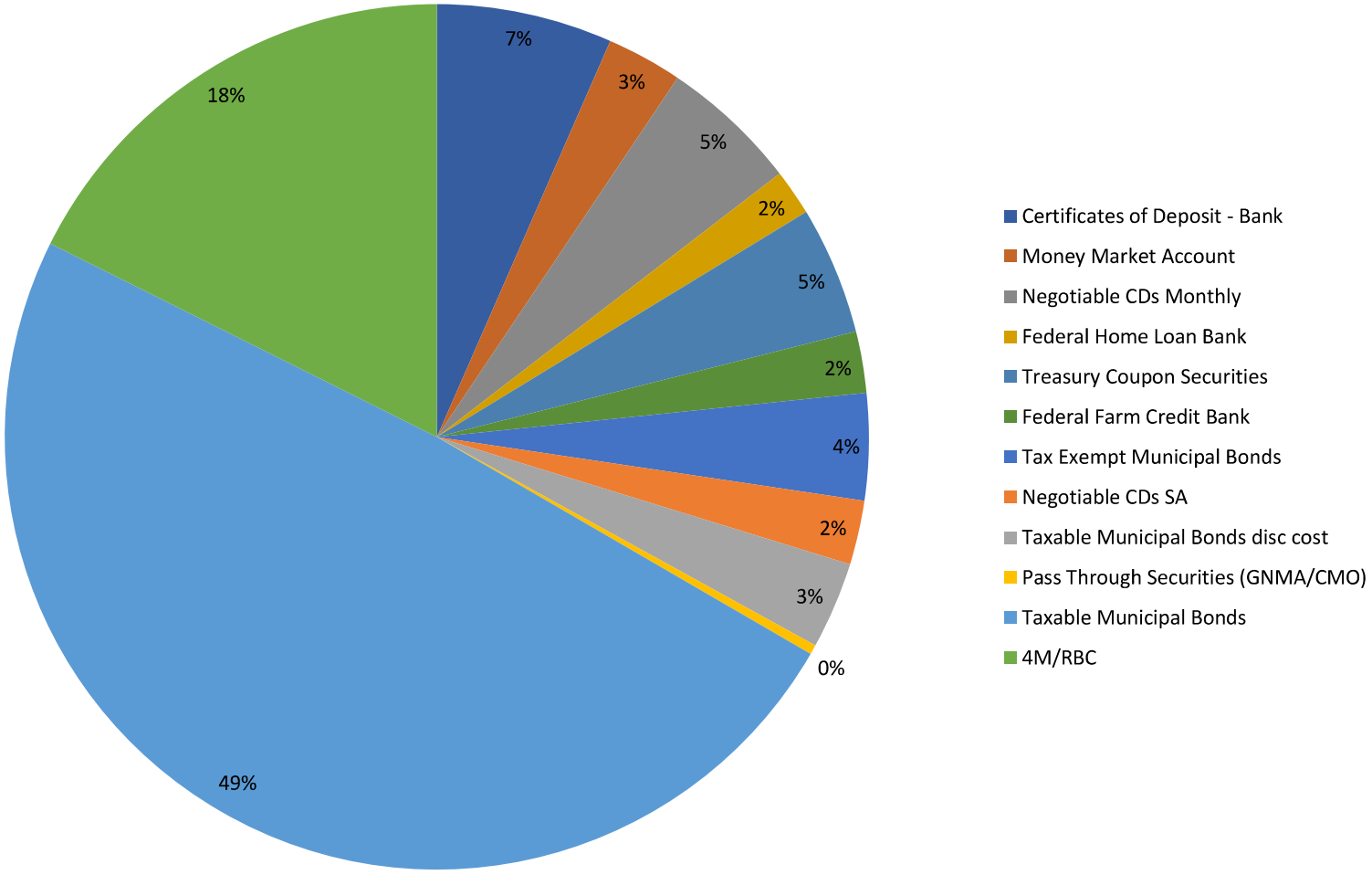
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Pass Through Securities (GNMA/CMO)												
3140LBSE4	1519	Federal National Mtg Assn		07/03/2024	207,838.55	196,275.66	183,937.12	1.090	8.029	8.140	731	03/01/2028
		Subtotal and Average	**191,016.66**		**207,838.55**	**196,275.66**	**183,937.12**		**8.029**	**8.140**	**731**	
		Total and Average	**51,509,393.48**		**52,886,289.79**	**51,737,437.45**	**51,194,702.39**		**2.957**	**2.998**	**677**	

City of Shoreview
Portfolio Management
Portfolio Details - Cash
February 28, 2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
		Average Balance	**0.00**	Accrued Interest at Purchase		7,310.79	7,310.79				**0**
				Subtotal		7,310.79	7,310.79				
		Total Cash and Investments	**51,509,393.48**		**52,886,289.79**	**51,744,748.24**	**51,202,013.18**		**2.957**	**2.998**	**677**

City of Shoreview
Portfolio Management
Portfolio Summary

Book Value by Investment Type



Portfolio SHOR
CP
PPM Bktypep

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HR Monthly Report

To: Mayor and City Council

From: Charnelle Dengnoue, Human Resources Director

Date: Mar 16, 2026

Recruitment and staffing updates
Full-time positions

- Recreation Program Coordinator – An offer was extended and accepted. The selected candidate is scheduled to begin employment on March 23.
- Maintenance Worker – An offer has been extended and the candidate is currently completing the pre-employment process.
- Housing Program Specialist – Second-round interviews were completed this week.
- Forestry/Natural Resources Interns – Phone interviews were completed with 26 candidates.
- Sustainability Intern – Phone interviews were completed with 8 candidates.
- Engineering GIS Intern – Applications are currently in review.

Internships

- Forestry/Natural Resources Interns – Phone interviews were completed with 26 candidates.
- Sustainability Intern – Phone interviews were completed with 16 candidates, and final interviews were conducted with 8 candidates.
- Engineering GIS Intern – Recruitment activities are ongoing.

Benefits administration

The HR team attended a demonstration for online open enrollment with our insurance broker, Northrisk Partners. Staff are currently evaluating transition options for an online benefits enrollment system and reviewing additional platforms before making a recommendation.

Safety committee

Safety walkthrough

The Safety Committee will conduct a walkthrough of the Community Center on April 7. The walkthrough will focus on identifying and confirming shelter-in-place locations within the facility.

Emergency drill planning
The committee is preparing to implement emergency drill trainings for both the Community Center and City Hall. Planning is underway to ensure drills can occur without disrupting Community Center operations.

Median work safety
The committee continues to discuss safety solutions for employees performing median maintenance on high-volume, high-speed roadways, such as Highway 96. Staff are evaluating options to improve worker safety in these environments.

Monthly parks and recreation report

To: Mayor and City Councilmembers

From: Steve Benoit, Parks and Recreation Director

Date: March 5, 2026

Department updates

Park Projects

Good progress was made in February on the Bobby Theisen Park redevelopment project, mainly related to the building. Two issues with resolved, one with anchor bolts and the other with a broken water line in one of the exterior restrooms. The parks maintenance crew went through a training on how the HVAC system operates and worked to install shelving in the storage room for recreation program supplies. It was great to see the park being used for the outdoor ice skating season by the community.

At the Shoreview Commons restroom/shelter building project the winterizing project was completed. This work will allow for any of the unisex restroom stalls to be used year round. On the warmer winter days, the destination playground, as it historically has been, gets well used and having the restrooms available is a great benefit for the community.

Community Center update

Memberships/Daily Visits/Rentals

February continued to be busy at the community center with 30,938 member visits, 13,157 daily passes sold, and 11,794 rental visitors. This was an increase of 7% compared to February of 2025.

There were 255 SilverSneakers membership enrollments in February, including 115 residents (29 new and 86 renewed) and 140 non-residents (76 new and 64 renewed). There were also 87 new regular monthly billed community center memberships, 86 seasonal memberships, and 111 prepaid memberships sold.

Throughout the month, there were 155 rental inquiries made by phone, and 32 facility tours given. The playground exclusive is fully booked for March and April with the next opening available on May 3. There were 11 different corporate renters

in February who reserved a total of 31 spaces in the building. Two new corporate renters that utilized the facility were Mains'I Services and Newport Healthcare.

Aquatics

Custom private swim lessons sales have increased since last year. There was a 14% increase in January and a 145% increase in February! There are currently three custom private instructors. Staff are currently working with the human resources department to recruit additional instructors in order to offer additional custom private lessons.

One of the water ex participants turned 100 years at the beginning of February. The class held a celebration for Jean Royer's 100th birthday!

Cabana rentals have been moving quickly. In February, there was only one Saturday and one Sunday rental option that wasn't filled. Out of 26 possible cabana rental options, only six remain for the month of March, and half of the poolside party room rentals have been booked.

New light bulbs were put in the UV systems for both Tropics and Bamboo Bay to help fight the combine chlorine in the pools. On February 13, a power outage caused the computer board the at runs the UV system for Tropics to fail. This caused the UV system to be down for 3 days. Work was done by Horizon on the whirlpool to repair a suction cover that was coming off. During the two-day closure, new anchor bolts were installed and the cover was reattached.

Between March 6 – April 10, waterpark hours are extended to accommodate several school district spring breaks. Visit the website to review the additional hours. There are also 13 field trips booked during this time frame.

Fitness

Class participation in February totaled 1,096 for studio classes and 401 for SeniorFIT classes. A couple of additional "pop-up" classes were offered, including Heart Opener Yoga on Valentine's Day and a fitness country line dancing class that drew in 25 participants.

Group X card purchases and personal training sales were strong again this month. There were $12,393 worth of personal training packages sold in February.

The fitness center is seeing an increase in fitness orientations due to the new SilverSneakers members and new regular memberships. Three new treadmills have been ordered to replace some of the older treadmills in the fitness center. All of the equipment is on a scheduled replacement program to ensure that equipment is maintained and updated on a timely schedule.

Recreation programs update

There were 2,410 program registrations processed in February

- Adult Programs: 281
- Adult Sports: 0
- Aquatics: 505
- Drop-in childcare: 44
- Fitness: 103
- Kids Corner Preschool: 29
- Special Events: 242
- Summer Camps: 983
- Youth Programs: 109
- Youth Sports: 143

Adult programs

Almost 100 people came for a fun-filled Valentine's morning to participate in the Valentine's Puzzle Competition held at New Brighton Community Center. The winning time was just over 30 minutes, with the second place team coming in six seconds after the winner. The next puzzle competition is a May the Fourth, Star Wars, themed event and will be held at the Shoreview Community Center.

Line dance is making a comeback! There were 25 people registered for the winter session with nine people on the waitlist. The expert dance instructor has been leading both the Line Dance for Everyone class and Intro to Ballroom.

Diana Pierce was welcomed to the community center for a lively and engaging SPARKling Conversation. Diana shared stories from her broadcasting career, and shared her transition from being in front of the camera to working behind the lends. She is an award winning nature photographer. Her humor and insight created a warm, interactive experience that sparked meaningful conversations and connection among participants.

The AARP TaxAide season is almost halfway through and once again Shoreview is leading the way. The community center continues to be a favorite site for both volunteers and clients. Regular praise is given to the community center staff for their support and the parks and recreation admin team for their helpful troubleshooting with customer service with clients. Last year, nearly 500 clients were served at the community center, resulting in more than 1,000 state and federal tax returns filed. This program is 100% volunteer run through the AARP Foundation.

Youth programs

Spring Break is quickly approaching for Kids Corner Preschool. There will be no school from March 16 – 20. Registration for the upcoming school year has slowed down, so staff will be working with the communications team to increase marketing over the next few months.

Registration for summer camps kicked off in late February. Many programs have strong enrollment including Summer Discovery which quickly filled to capacity on the day registration opened to Shoreview residents. New to the program this year is a program called Summer Discovery: NextGen. This program for youth ages 12-14 focuses on leadership skills and to encourage campers to prepare to be a future camp counselor.

Summer program planning is well underway. Recruitment for seasonal leadership positions like summer coordinators and the recreation intern has begun with interviews starting in mid-February for some of the roles. Additional summer positions will be posted in early March.

Youth/Adult sports programs

The ice rinks had a great season and officially closed on February 17. The warming houses were open for 44 days this year and finished the season with 6,926 total skaters. Bucher Park was the most heavily used rink with 1,784 skaters during warming house hours.

The winter sessions of ice skating, tumbling, and mini kickers wrapped up. The March session of RevSports basketball has nearly 50 participants enrolled.

Registration for spring programs and summer camps began in late February. Many sports camps are being offered this summer including tennis, skateboarding, cheerleading, bowling, basketball, volleyball, archery, flag football, soccer, pickleball, and cricket.

Special events

On Friday, February 6, the annual Sweetheart Dance was held. This special event was created for families to enjoy together and featured a DJ, refreshments, a photo booth, crafts, and face painting. With 114 attendees, this year's celebration was a great success and a memorable night for all.

The indoor market was held on Tuesday, February 17, and included 20 vendors offering a variety of goods such as baked treats, arts and crafts, and artisan items. Guests also enjoyed live background music from a talented ukulele performer. Two more indoor markets will be held this season on March 17 and April 21.

Last year marked the debut of a reimagined egg hunt tradition. The newly created Bunny Hop Trail brought fresh excitement to the community, featuring a petting zoo, hands-on crafts, and a treat trail winding along the path at Bucher Park. This special event will be offered again this March.

Maintenance update

Community center maintenance

Ziegler CAT completed preventative maintenance on the emergency backup generator. The technician repaired an oil leak and discovered no other issues.

The Lake Johanna Fire Dept conducted a walk thru of the facility to check our fire suppression system inspection tags to ensure compliance. No issues were found during their visit.

Maintenance staff rebuilt a handful of shower valves in the pool locker rooms. A few complaints were received regarding water temperature. The repairs seemed to have solved the issue.

Maintenance staff began to work on touch-up painting around the facility. This helps keep the facility looking new and fresh.

Maintenance staff completed 179 work order list items in February.

Park maintenance

The parks maintenance crew responded to a total of two snow events in the month of February. This is compared to a total of four in February of 2025.

Despite the warm weather stretch we experienced in February, the crew did a great job keeping the outdoor ice skating rinks open as long as possible. We hope to be able to keep rinks open through Presidents Day, and we were close this year with the February 17 closure. Once officially closed for the season the parks maintenance staff went to work removing the ice rink hockey goals, benches, and rubber matting throughout the park system.

Once the outdoor ice rinks were closed for the season, staff transitioned to performing need trimming on trees throughout the park system. This is a good time of year to perform trimming while the trees are still bare.

Monthly public safety report

To: Mayor and City Councilmembers

From: Brad Martens, City Manager

Date: March 12, 2026

Ramsey County Sheriff's Office (RCSO)

Community support services events

The Community Support Services division of the Ramsey County Sheriff's Office is once again planning several community engagement activities in Shoreview for 2026. These will include events such as cops and donuts, bike rodeo, hot dog with a deputy, Slice of Shoreview, Night to Unite, and touch a truck. Specific event information will be shared when they are scheduled.

Neighborhood Newsletter

The March addition of the RCSO Neighborhood Newsletter is attached to this report. Topics include distracted driving, community emergency response team (CERT), understanding and reporting suspicious activity, motorcycle safety, wildlife, sexual, assault awareness.

Lake Johanna Fire Department (LJFD)

Headquarters fire station

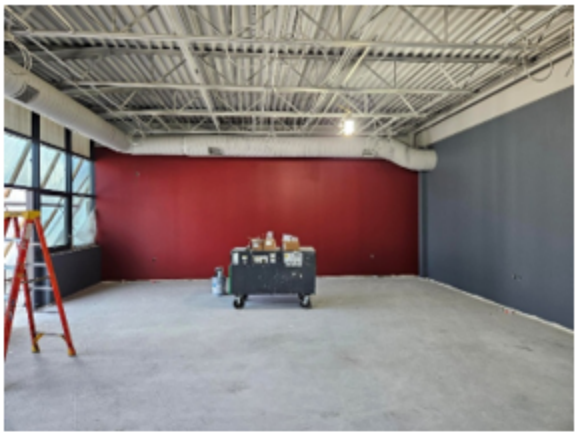
Construction continues on the new headquarters fire station for the Lake Johanna Fire Department. Below is a status update from early March:

- Construction progress remains strong, with all building trades working at full speed and favorable weather supporting steady daily progress.
- Second floor work is nearing completion, including finished sheetrock, taping, and wall painting, with window installation, shower floor pans, and light fixture installation underway; ceiling grid installation will begin next week.
- Interior materials are on site, including mosaic tiles and carpet squares, while rooftop HVAC units have already been installed.
- Main floor construction is advancing, with sheetrock installation in office and training areas, interior slab doors being painted, and elevator components delivered with installation beginning soon.
- Apparatus bay and training tower work continues, including railing installation on the hose tower, spiral ductwork installation, plumbing work in

the training tunnel, shipment of hose tower stairs, and the building transitioning from temporary to permanent power.



Stairs to the 2nd floor Training Tunnel



Health/Wellness Room



Interior slab doors



Apparatus Bay Bi-Fold Doors



Front of Station



West Training Entrance

LJFD calls for service

Calls for service for the City of Shoreview are shown below by month and year. Through the end of February, calls are 23 lower than the same time in 2025.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
2023	199	193	181	212	225	227	257	204	207	193	197	228	2523
2024	210	184	189	181	215	233	203	250	223	216	208	235	2547
2025	233	205	223	211	213	211	234	214	199	220	195	237	2595
2026	232	183											415

2025 annual report

The 2025 annual report for the Lake Johanna Fire Department is attached to this report.

Public safety committee

The public safety committee will meet on March 19th for their next meeting. The agenda includes the following topics:

- Operation metro surge update
- Emergency management overview
- LJFD Annual report
- Ordinance updates – unsheltered camping

Attachments

1. RCSO neighborhood newsletter – March 2026
2. 2025 LJFD annual report

Ramsey County Sheriff's Office
Public Safety Services Division – Crime Prevention
1411 Paul Kirkwold Drive · Arden Hills, Minnesota 55112
Phone: 651-266-7339 · www.RamseyCountySheriff.us

Neighborhood Newsletter

March 2026

In this issue:
Daylight Savings
Drowsy Driving
CERT
Suspicious Activity
Potholes
Distraction-Motocycles
Wildlife Safety
Sexual Assault Awareness

March

Day Light Saving Time (Move Forward)
First day of Spring

April

Ramsey County Sheriff's Office-Community Emergency Responder Training
Distracted Driving Awareness Month
Stress Awareness Month
Sexual Assault Awareness Month

Daylight Savings Spring Forward

Sunday morning March 8th, 2025, clocks move forward one hour.



The D's of Driving: Drunk, Distracted…. Drowsy!

A new report from the Governors Highway Safety Association (GHSA), developed with support from General Motors, estimates that more than 6,300 people died in suspected drowsy driving crashes in 2023—far higher than official federal figures. Nearly one in five drivers admit to driving while fatigued, with higher risks among young drivers, parents, shift workers and truck drivers. The report calls for improved sleep education, expanded use of in-vehicle driver monitoring technology, workplace and school scheduling changes, and smarter infrastructure like rumble strips and rest stops. GHSA leaders urge treating drowsy driving as seriously as drunk, drug-impaired and distracted driving to prevent avoidable tragedies.

Go to GHSA for additional information and education for ALL ages: Welcome to GHSA | Governors Highway Safety Association
Full article: Drowsy Driving Kills 6,00 Americans Each Year, New Analysis Shows

Community Emergency Response Team

The Ramsey County Sheriff's Office is now accepting applications for the 2026 Community Emergency Response Team (CERT) training. This year's program will be offered as a condensed four-day course, held each Tuesday in April.

CERT provides hands-on training for residents, neighborhood groups, community organizations and businesses in disaster preparedness and basic emergency response skills. The knowledge gained can be applied anywhere you travel—but most importantly, right here at home.

See **attached flyer** or go to RCSO Community Emergency Response Team page for more information and registration.

Understanding and Reporting Suspicious Activity

Community safety works best when residents and law enforcement work together. Knowing what to look for—and when to report it—can help prevent crime before it happens. One of the most effective ways to protect your neighborhood is by reporting suspicious activity to 9-1-1 when you observe it.

A common question is: *What is suspicious activity?* Suspicious activity is behavior that seems **out of place**, **unusual for your neighborhood**, or could indicate someone is involved in—or preparing to commit—a crime. It is important to understand that it's **not about a person's race, religion, or background**, but rather the **actions they are taking** that could lead to criminal activity.

By staying alert and reporting behaviors that don't seem right, you play a key role in keeping your community safe. So, if you see something suspicious call 9-1-1 and not non-emergency right away.

Potholes are Here Again



The time of the year is here so don't disappear. The spring season can be frustrating for many drivers as they go down the roads as they can be a bit bumpy. If you come across potholes that are deep, please take some time to report them to the appropriate agency so they can be patched.

First, determine the location and type of roadway the pothole is on; State, County, or City roadway? Next, go to that agency to report the pothole. Many can easily be reported online. See below for State and Ramsey County pothole reporting. For city streets, please go to your local city websites.

MnDOT reporting pothole

Ramsey County- report a problem

April is Distracted Driving Awareness Month – Keep Motorcyclists Safe

April is Distracted Driving Awareness Month, a reminder that even a momentary lapse behind the wheel can have serious consequences, especially for motorcyclists. Motorcycles are smaller and less visible than cars, making riders more vulnerable to crashes caused by distracted driving.

For Drivers:

- Stay focused and avoid phones or other distractions.
- Check blind spots and look over your shoulder before lane changes.
- Take a second look before left turns and be cautious when passing.
- Maintain a safe distance behind motorcycles and always use your turn signals.

For Motorcyclists:

- Brush up on skills before the season and wear proper safety gear.
- Be cautious at intersections, watch for potholes, sand, and debris.
- Adjust riding for weather and night conditions and ride within your experience level.

By staying alert and minimizing distractions, drivers can help prevent crashes and protect motorcyclists on our roads. Remember: **It only takes a second to look away, but the consequences can last a lifetime.**

Reminder of Lane Spitting and Filtering for Motorcycles

Lane splitting is allowed when two or more lanes of traffic are traveling in the same direction and traffic is moving. It allows a motorcycle to pass another vehicle in the same direction of travel and in the same traffic lane only under these conditions:

- At no more than 25 miles per hour.
- No more than 15 miles per hour **over the speed of traffic** in the relevant traffic lanes.

Lane filtering is allowed when two or more lanes of traffic are traveling in the same direction and traffic is NOT moving. It allows a motorcycle to move through traffic that is stopped, such as at a traffic light or traffic jam, only under this condition:

- No more than 15 miles per hour over the speed of traffic in the relevant traffic lanes.

MN Motorcycle Safety Center





Wildlife is all around us



As we're reminded here at the Sheriff's Office with frequent sightings of a coyote near our front office and even around the gas pumps, spring has officially arrived in Minnesota. With warmer temperatures comes increased wildlife activity across our communities. Spring is a particularly active season for coyotes and black bears as they search for food and care for their young.

It's important to remember that seeing wildlife this time of year is normal. In most cases, coyotes and bears avoid people and are simply looking for food. The Minnesota Department of Natural Resources (DNR) does not trap, shoot, or relocate animals unless they pose a direct threat to public safety. Our shared goal is to safely coexist with wildlife while reducing potential conflicts. Spring is a season of renewal and activity—for both people and wildlife. By taking simple precautions, we can help ensure a safe and respectful environment for everyone in our community.

Coyotes

Breeding: January–March **Pups born:** April–May

What to Expect:

- Increase in hunting and scavenging
- Increased **howling and vocalizations**
- More daytime sightings (especially near den sites)
- Territorial behavior if you're near pups

Safety Tips:

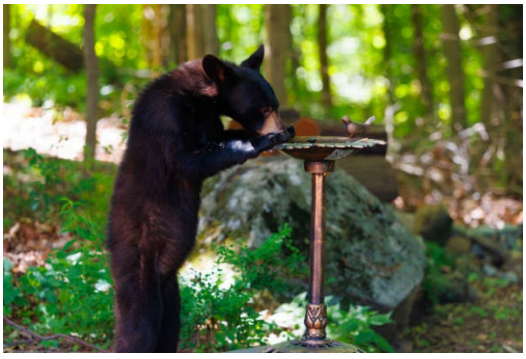
- Keep pets leashed; avoid wooded or brushy areas at dawn/dusk
- Do not leave pet food outdoors
- If approached, **stand tall, wave arms, make noise, and maintain eye contact**
- It is not recommend to run away
- Do not allow cats and small dogs outside, unattended

More info on coyotes: https://www.dnr.state.mn.us/livingwith_wildlife/coyotes/index.html

Black Bears

Spring Behavior:

- Extremely food-focused after winter
- Males roam widely; females may have cubs
- Increased visits to bird feeders and garbage areas



Safety Tips:

- Remove bird feeders in spring/move to high secure location.
- Secure trash in bear-resistant containers
- Clean grills and outdoor cooking areas
- Never approach cubs (mother is usually nearby)

More info on bears: https://www.dnr.state.mn.us/livingwith_wildlife/bears/homes.html

Sexual Assault Awareness



Sexual Assault Awareness month which relates to sexual assault, abuse or harassment. This is not a topic normally talked about or that people feel comfortable talking about. However, it is important to bring the information to all the community members. If it's not you then someone you know has been assaulted at some point in their life. Approximately half of the people who are victims are sexual assaulted by an acquaintance or intimate partner. Victims range from all ages and all communities.

Ramsey County started the Sexual Assault Protocol Team in 1998 that the goal was to help improve the community response to sexual assault. Ramsey County has since pushed out "free and confidential services for victims of sexual violence, their partners, families, friends and other concerned persons" through SOS Sexual Violence Services.

SOS is available 24/7:
Call: 651-266-1000
Email: asksos@co.ramsey.mn.us

Locally, the Northeast Youth and Family Services in Shoreview and White Bear Lake, MN provides domestic violence and sexual assault service for not only adults but also for children. There are few services for youth in the community so please reach out for additional resources and questions (flyer attached).

Additional Resources:

- Sexual Assault Awareness Month (SAAM)
- Child Advocacy Center | Midwest Children's Resource Center
- Sexual Abuse & Assault of Boys & Men | Confidential Support for Men

Join Neighborhood Watch

Neighborhood Watch is about Neighbors and Deputies working together to create safer communities. Involved neighbors are more likely to have open communication lines with each other, deputies, and the whole community. When neighbors know each other's names, normal patterns, and look out for each other, it is likely that they will report any activity that doesn't fit with regular schedules. Involved neighbors are the most important part of a safe community by looking out for one another.

Neighborhood Watch program information and forms to help your block organization are available on the county website. **Please complete and return** the Block Captain registration form to ensure the Sheriff's Office has your most current contact information. THANKS!

Remember – when you See Something, Say Something, Call 9-1-1

Crimeprevention@co.ramsey.mn.us
www.ramseycountysheriff.us

@RamseyCountySheriff
@RamseySheriff
@RamseySheriffMN

Volunteers Needed



The Community Emergency Response Team (CERT) program is a national FEMA program that trains community members in basic emergency response skills.

CERT volunteers are trained to assist themselves, their families, and their neighbors during emergencies—especially when professional responders are delayed or overwhelmed.

Next Academy:

- Dates: **April 7 – April 28, 2026**
- Length: 4 weeks
- Schedule: One evening per week
- Time: 6:00 p.m. – 9:00 p.m.
- Cost: Free
- Class Size: Limited to 25 participants
- ***Registration Closes March 27th, 2026***

Classes rotate between **Arden Hills and Vadnais Heights**

Classes Include:

- Disaster preparedness & personal safety
- Active/Mass Shooter response & family reunification
- First aid, fire safety & light search and rescue
- Disaster psychology & teamwork



Hosted By:

RAMSEY COUNTY SHERIFF

For the Registration & Information :

Amy Christiansen
CERT Coordinator

651-266-7332
Amy.Christiansen@ramseycounty.us



Join us for a FREE night of fun!

AFSA Charter School

Gearing Up for Summer Community Night



Stop by for FREE games and activities!

Learn more about opportunities in our area for students and families.



AFSA High School
March 5, 2026
4-7 p.m.



Joining us:

- AFSA Auto
- Boy Scouts/Cub Scouts
- CFANS
- Children's Performing Arts
- City of Little Canada
- City of Shoreview
- City of Vadnais Heights
- Eagle Eye Farm
- Eggroll Queen
- Libby Lu Face Painting
- MN DNR Rangers program
- Ramsey Co Park and Rec
- Ramsey Co Recycling
- Ramsey Co Sheriff's Department
- White Bear Center for the Arts
- and more!

AFSA High School
100 Vadnais Blvd.
Vadnais Heights 55127

Learn more by scanning the QR code or go to our website: www.afsak12.com

Scan the QR code to learn more about AFSA Charter School!

Stay Connected with AFSACharter School through our social media!

AFSA - Academy for Sciences & Agriculture

afsak12

www.afsak12.com



Annual Report

2025

LAKE JOHANNA FIRE DEPARTMENT

SERVING THE COMMUNITIES OF ARDEN HILLS,
NORTH OAKS AND SHOREVIEW

A Message from the Chief



It has been my honor to serve as the Fire Chief of Lake Johanna Fire Department for the last 23 years. This past year has been another year of change, challenges and achievements. In this report we will provide a variety of statistics and data from the last year. In the next year, there will be new challenges that the entire fire service will face, we will once again rise to meet those challenges.

The Lake Johanna Fire Department is a combination fire department with full-time and part-time staff. Our full-time staff includes the Fire Chief, Assistant Chief of Operations, Assistant Chief of Fire Prevention, Assistant Chief of Training, six full-time Captains, and a Finance/Office Manager. We have 74 Firefighters that are part-time working shifts at the stations alongside the Captains. Our Firefighters are certified as Emergency Medical Technicians. We also currently have 11 certified to the higher level of Paramedic.

In 2006, we began staffing Station 120 on Hodson Road, and Station 140 on Victoria Street. In 2012, those two stations were staffed 24/7. Back in 2013, our department responded to 2,145 calls for the year. In 2025, we responded to 5,215 calls. The increase in calls each year necessitated staffing Station 130 on Lexington Avenue. In February of 2025, we had three stations staffed 24/7 which provided a third company available to respond to calls and significantly improved our response time to the northern parts of our response area.

In the spring of 2025, we broke ground on the new Headquarters Fire Station 110 located at 3535 Pine Tree Drive in Arden Hills. The building will be completed by July 2026, at which time the Station 140 trucks and personnel will be relocated, and Station 140 will be closed. The administrative offices will also move into the new Headquarters offices at Station 110. This new facility incorporates many training features such as three-story live fire training tower and a larger training room.

This 2025 Annual Report will provide some data that details the types of calls, and our performance. It is important however to remember that behind each of the 5,215 calls are our citizens, community and staff. Our calls for service are about helping people and protecting their homes and businesses.

We want to thank our Firefighters and their families that support them. We are fortunate to have a supportive community, city staff and elected officials, all of which allows us to provide exceptional service to all of you.

Tim Boehlke, Fire Chief

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NOTABLE INCIDENTS



On March 22, 2025 - A large grass fire was started by children playing with matches that required a multi-agency mutual aid response to contain and control the fire protecting nearby homes.





On May 10, 2025 - Lake Johanna Fire responded to the AHATS property for an arson fire that destroyed two buildings and spread to adjacent grassland. The department and mutual aid units from neighboring departments controlled the fire and prevented it's spread.





CALLS FOR SERVICE

CALLS FOR SERVICE TOTALS

Lake Johanna Fire responded to 5,215 calls for service in 2025.

Average Responses
Per Day

14.29

Call volume increased 7.2% over 2024

Fire Calls



Medical Calls



Aid Given

122 Responses for Automatic or Mutual Aid

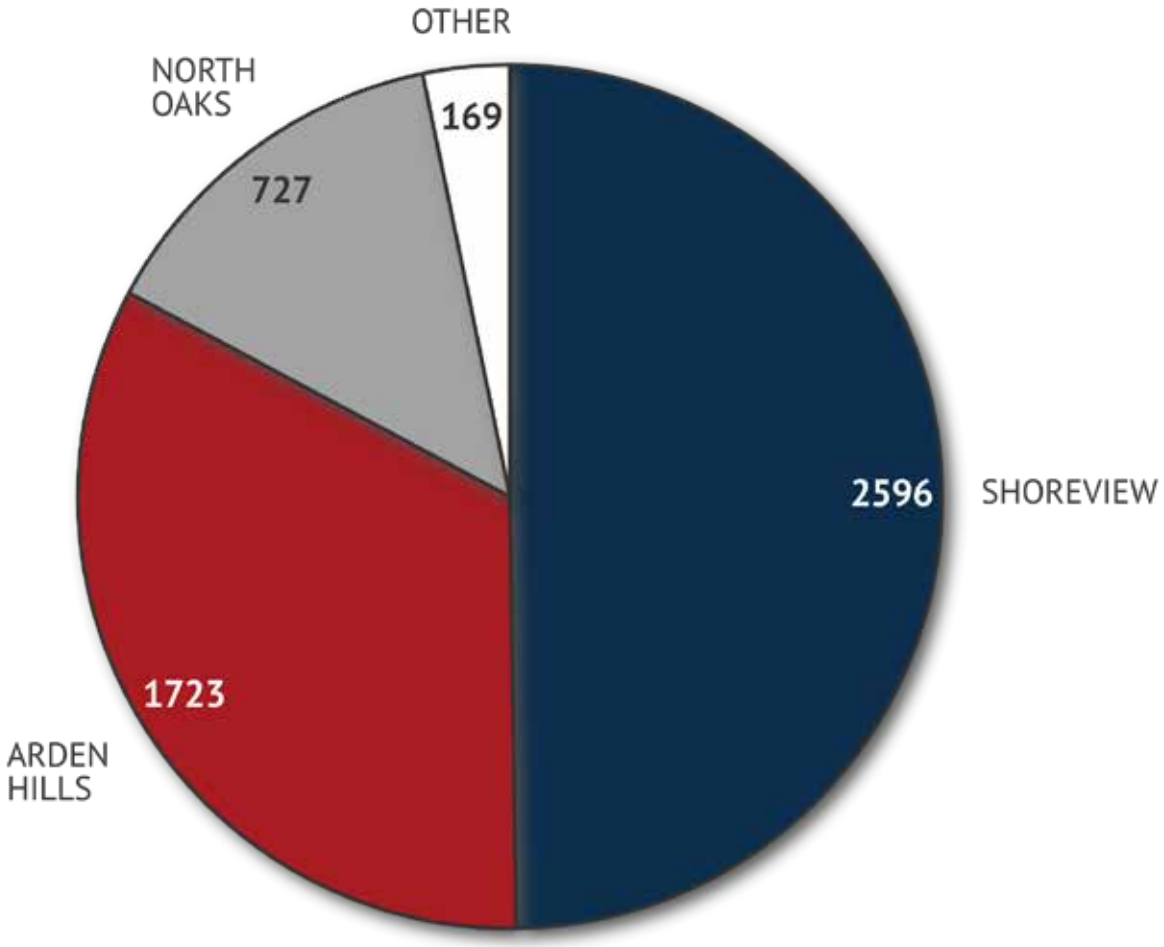
Aid Received

46 Responses for Automatic or Mutual Aid

In 2025, the Lake Johanna Fire Department responded to 5,215 calls for service which is about a 7.2% increase from the previous year. We responded to calls in neighboring cities 169 times and received aid 46 times. Our automatic aid agreements include responses for structure fires, cardiac arrest, water emergencies and joint responses on interstate freeways where access may be limited due to direction of travel. Lake Johanna Fire Department also has the ability to respond upon request, or request a response from Roseville, Vadnais Heights and White Bear Lake, if home jurisdiction units are unavailble for an urgent call.

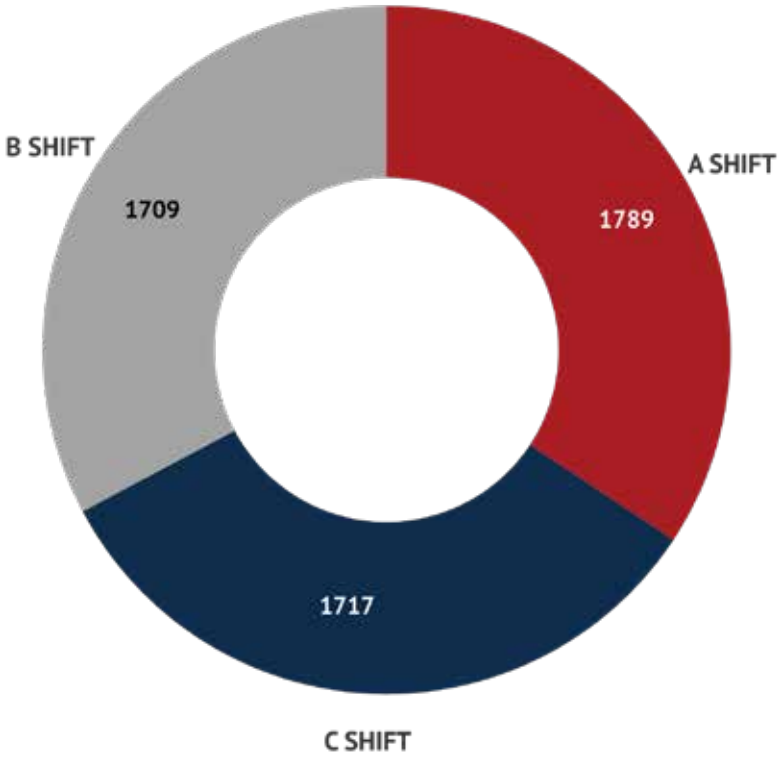
CALLS FOR SERVICE BY CITY

CALLS BY CITY										
	2021		2022		2023		2024		2025	
Arden Hills	1178	29.1%	1077	25.1%	1255	27.2%	1535	31.5%	1723	33.0%
North Oaks	564	13.9%	581	13.5%	695	15.0%	645	13.3%	727	13.9%
Shoreview	2211	54.6%	2536	59.1%	2530	54.8%	2548	52.4%	2596	49.8%
Other	97	2.4%	97	2.3%	138	3.0%	138	2.8%	169	3.2%
Totals	4050		4291		4618		4866		5215	

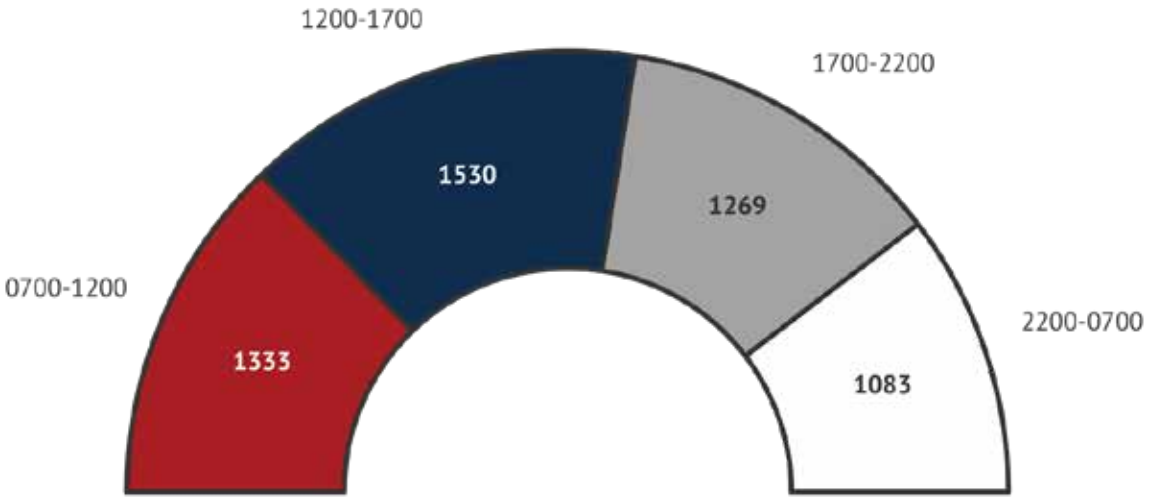


CALLS BY SHIFT/TIME OF DAY

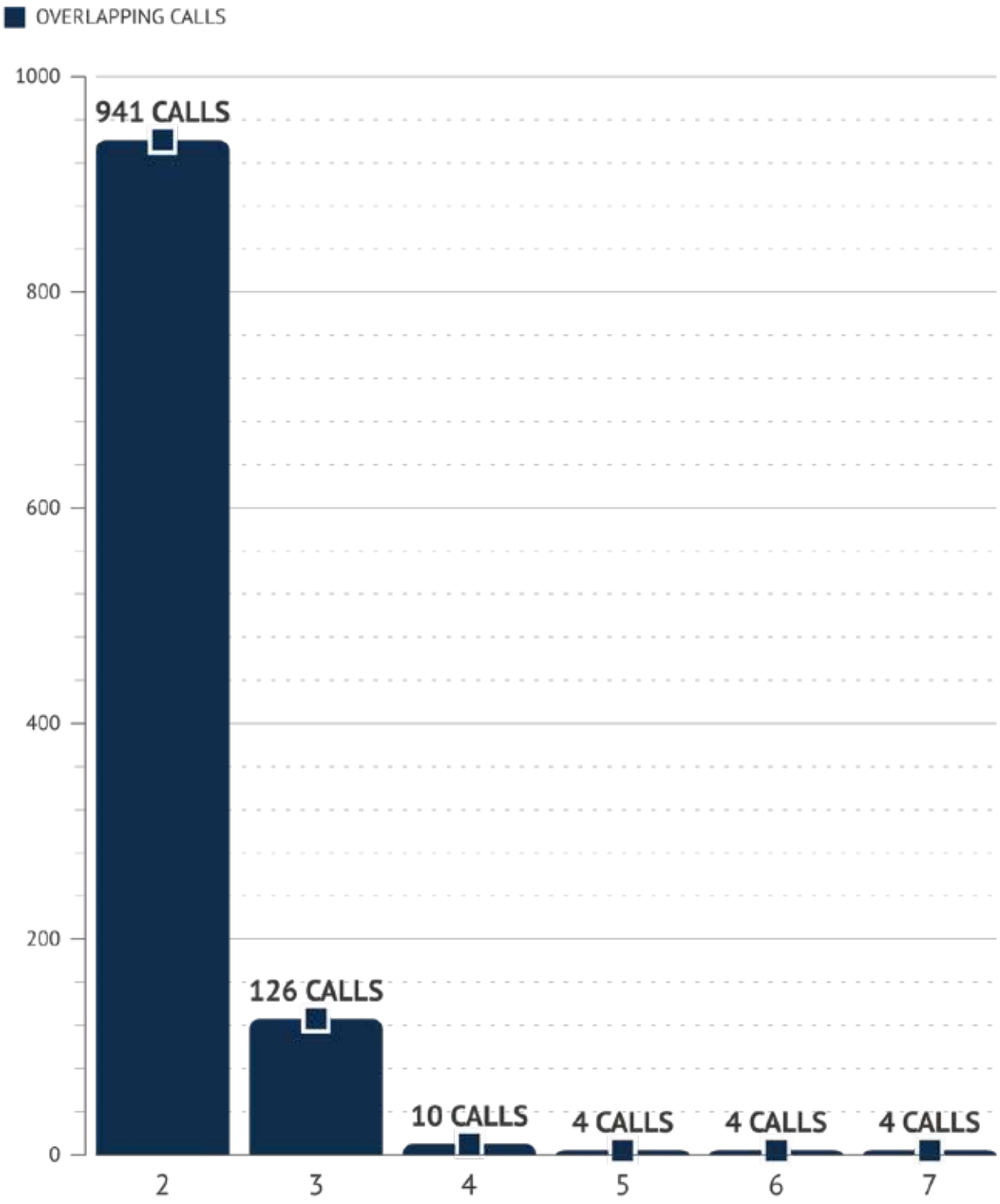
CALLS BY SHIFT DAY



CALLS BY SHIFT TIMES

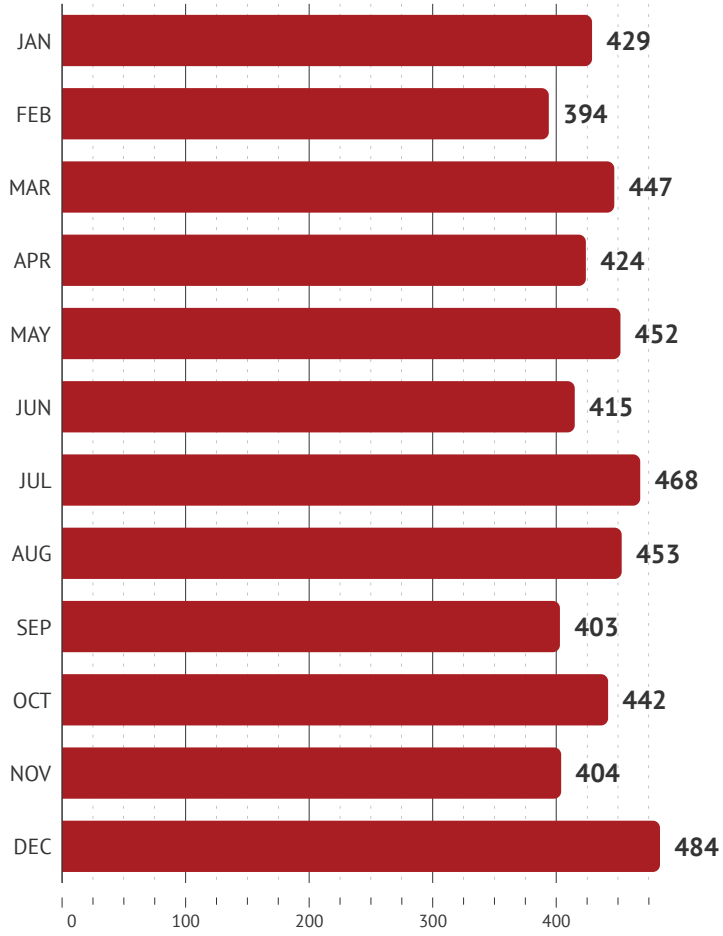


OVERLAPPING CALLS COUNT

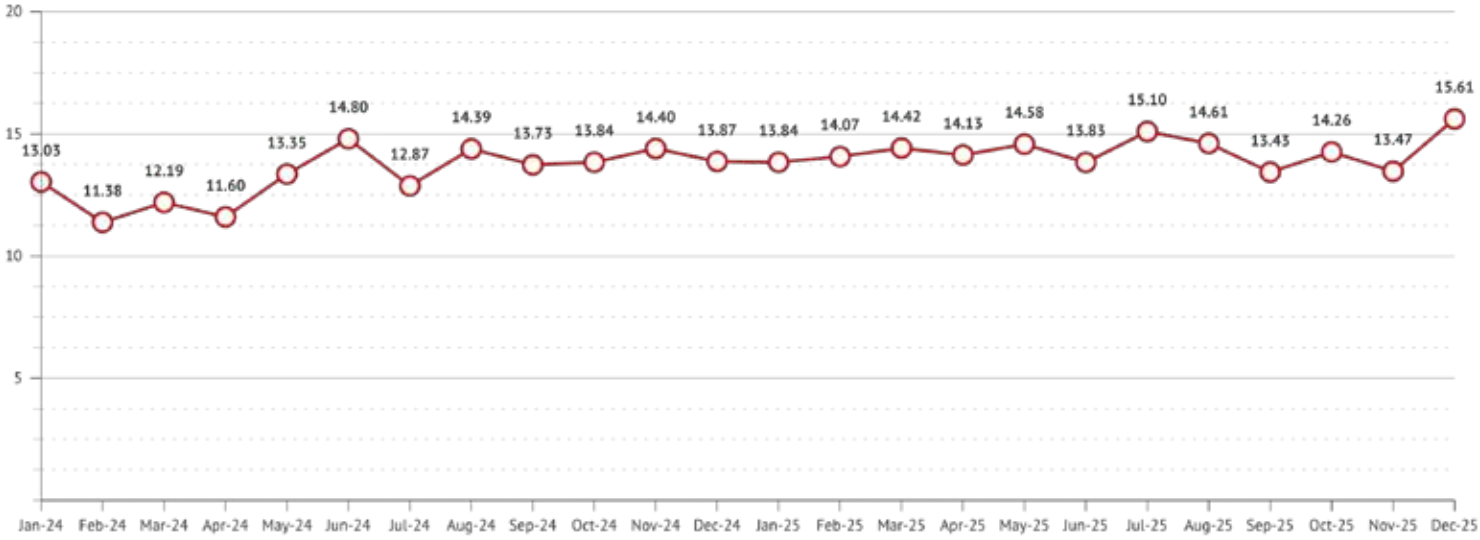


CALLS BY MONTH

TOTAL CALLS BY MONTH



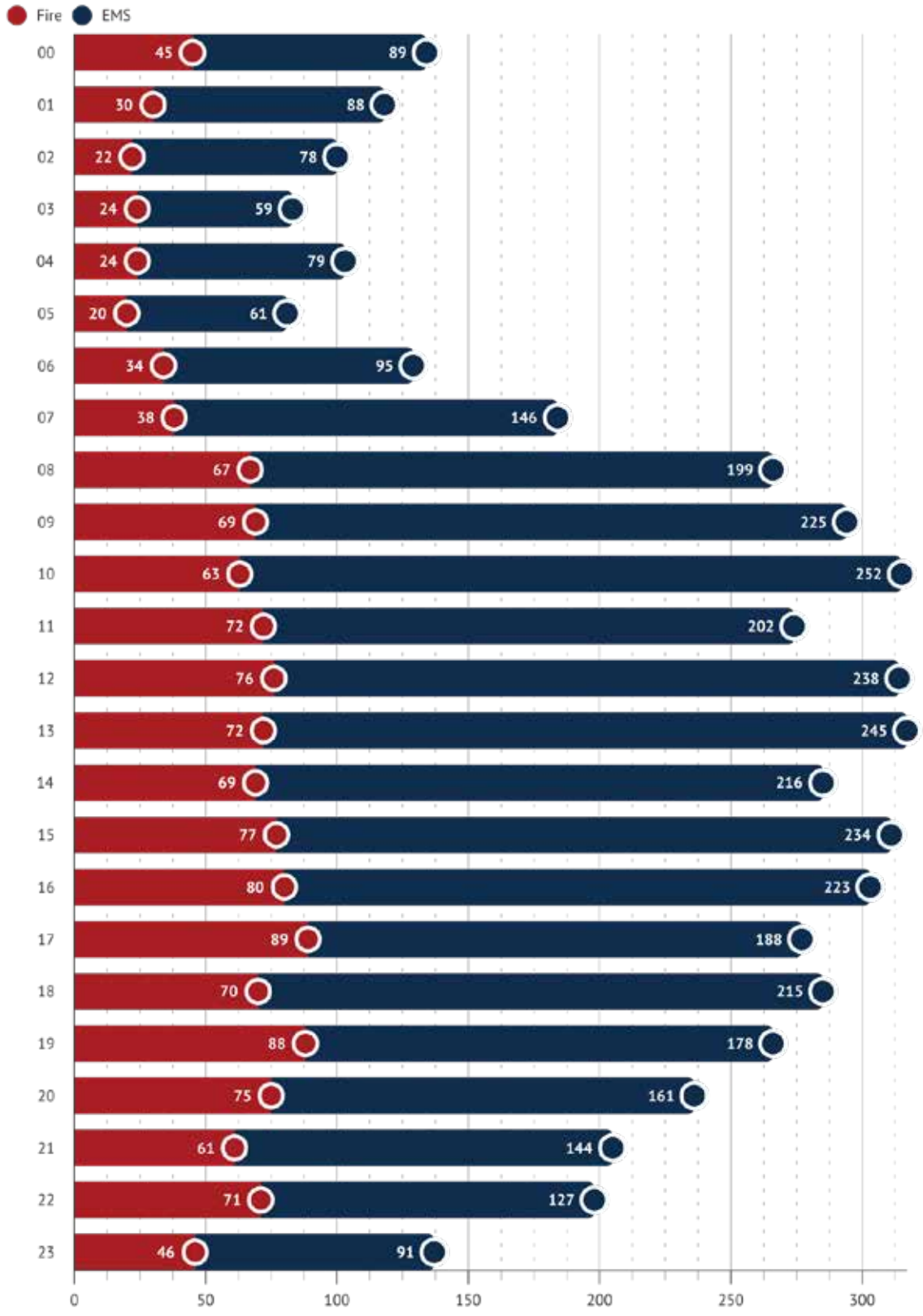
AVERAGE DAILY RESPONSES



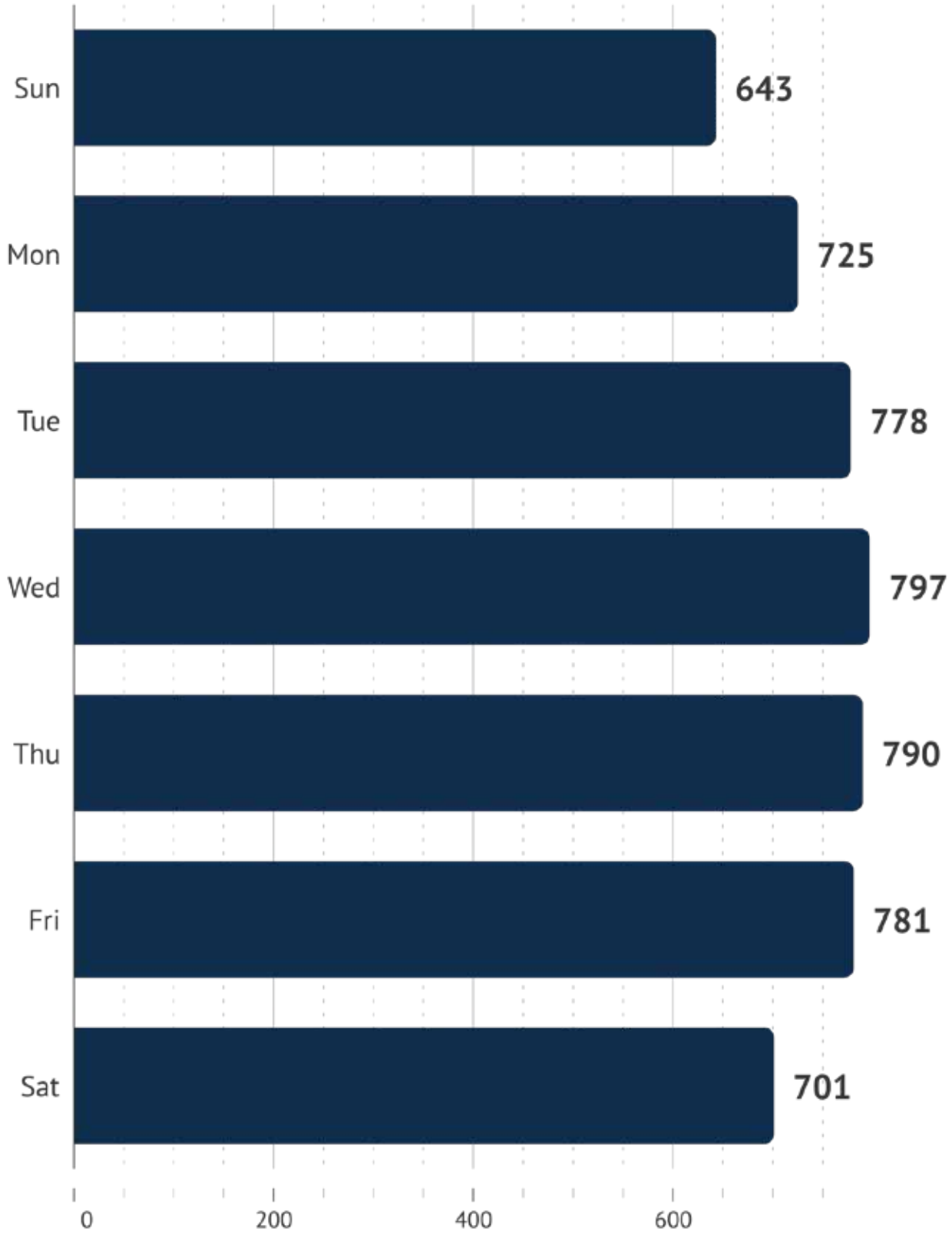
CALL DISTRIBUTIONS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
00	23	13	23	11	13	28	23
01	17	16	7	21	17	17	23
02	15	13	7	15	13	21	16
03	16	12	14	10	12	12	7
04	18	14	14	10	17	18	12
05	8	10	16	15	11	10	11
06	15	18	20	20	23	14	19
07	20	22	32	27	34	24	25
08	21	37	47	45	40	40	36
09	38	40	36	44	46	46	44
10	41	37	49	42	49	53	44
11	33	38	38	43	46	39	37
12	35	46	42	67	40	41	43
13	40	34	44	70	57	42	30
14	29	48	46	39	48	45	30
15	39	49	52	46	49	31	45
16	36	41	45	49	48	45	39
17	42	37	37	36	37	52	36
18	25	46	54	42	38	49	31
19	35	35	45	42	39	32	38
20	29	34	43	26	33	32	39
21	25	32	24	32	34	32	26
22	24	31	29	29	25	33	27
23	19	22	14	16	21	25	20

CALLS BY TIME OF DAY



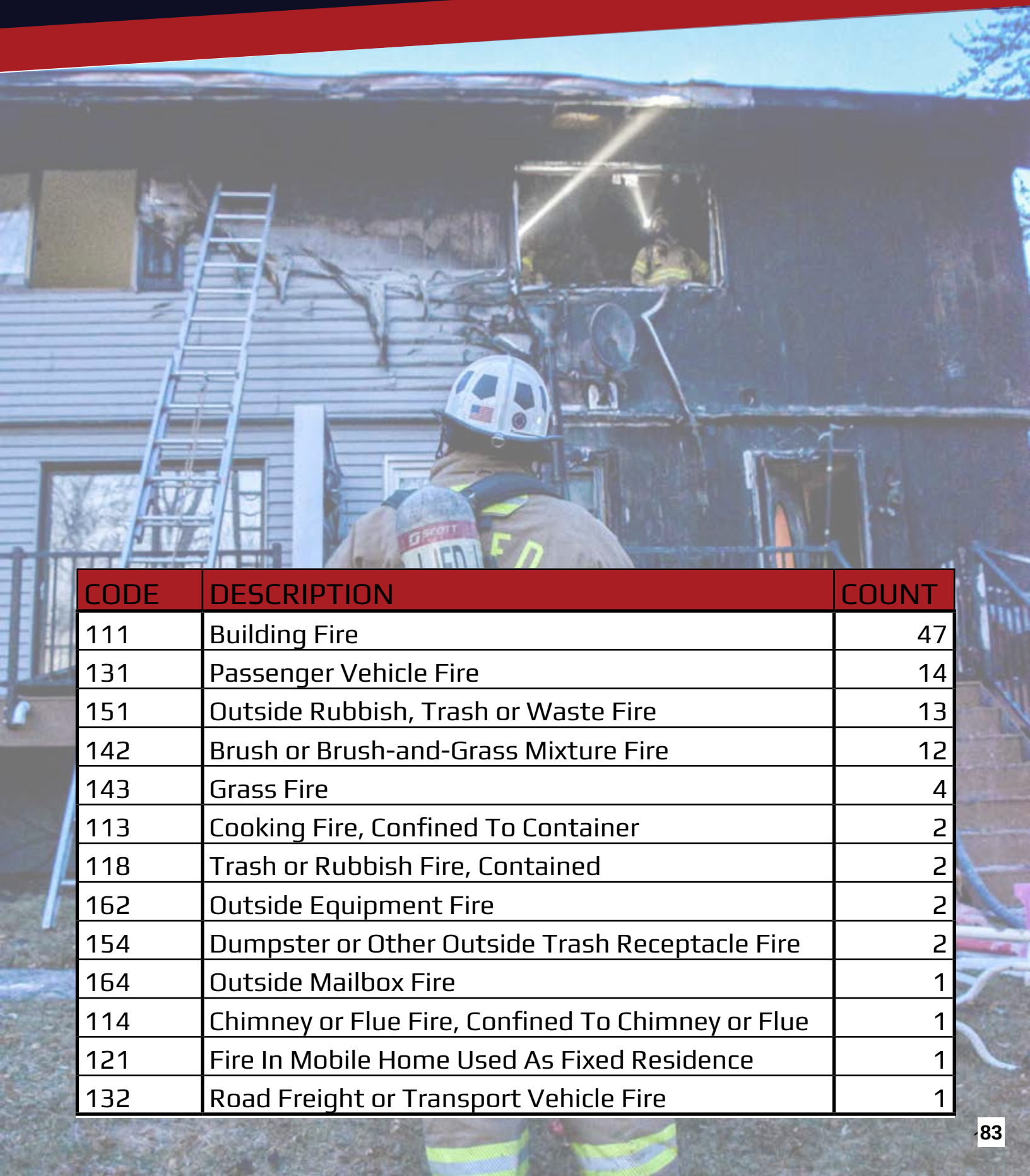
CALLS BY DAY OF WEEK





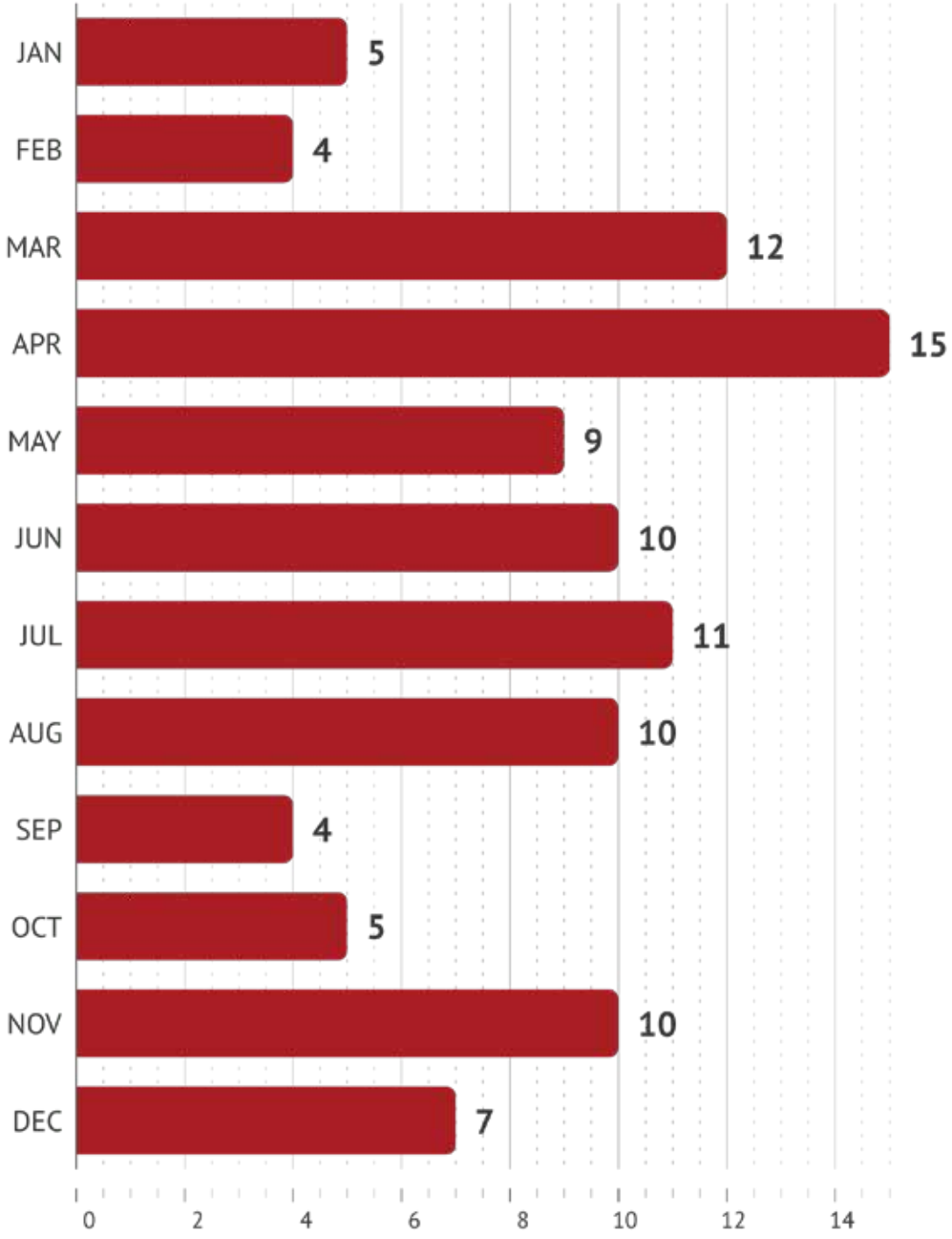
FIRE INCIDENTS

FIRE INCIDENTS BY TYPE

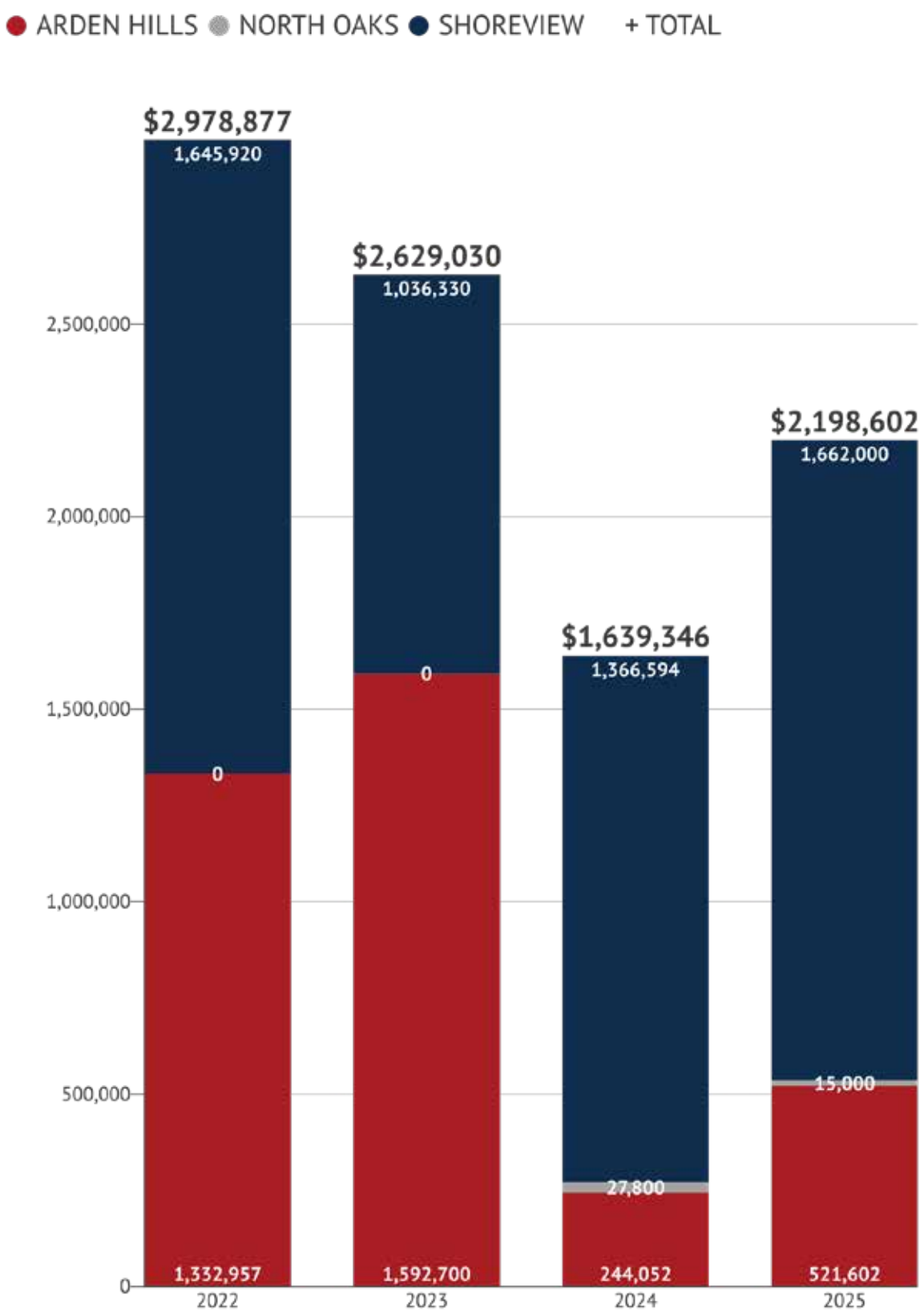


CODE	DESCRIPTION	COUNT
111	Building Fire	47
131	Passenger Vehicle Fire	14
151	Outside Rubbish, Trash or Waste Fire	13
142	Brush or Brush-and-Grass Mixture Fire	12
143	Grass Fire	4
113	Cooking Fire, Confined To Container	2
118	Trash or Rubbish Fire, Contained	2
162	Outside Equipment Fire	2
154	Dumpster or Other Outside Trash Receptacle Fire	2
164	Outside Mailbox Fire	1
114	Chimney or Flue Fire, Confined To Chimney or Flue	1
121	Fire In Mobile Home Used As Fixed Residence	1
132	Road Freight or Transport Vehicle Fire	1

FIRE INCIDENTS BY MONTH



FIRE DOLLAR LOSS





RESPONSE DATA

RESPONSE TIMES



Overall Average
Dispatch to At Scene
First Unit, Emergency Calls
No Mutual Aid



ARDEN HILLS
Dispatch to At Scene
First Unit, Emergency Calls
No Mutual Aid



NORTH OAKS
Dispatch to At Scene
First Unit, Emergency Calls
No Mutual Aid



SHOREVIEW
Dispatch to At Scene
First Unit, Emergency Calls
No Mutual Aid

	AVERAGE			MEDIAN		
	2023	2024	2025	2023	2024	2025
Arden Hills	6:12	6:03	5:51	6:06	5:52	5:51
North Oaks	8:10	7:56	7:35	8:26	8:36	8:10
Shoreview	5:07	4:51	4:42	4:42	4:34	4:29
Overall Avg.	5:54	5:41	5:35	5:29	5:14	5:11

RESPONSES BY UNIT

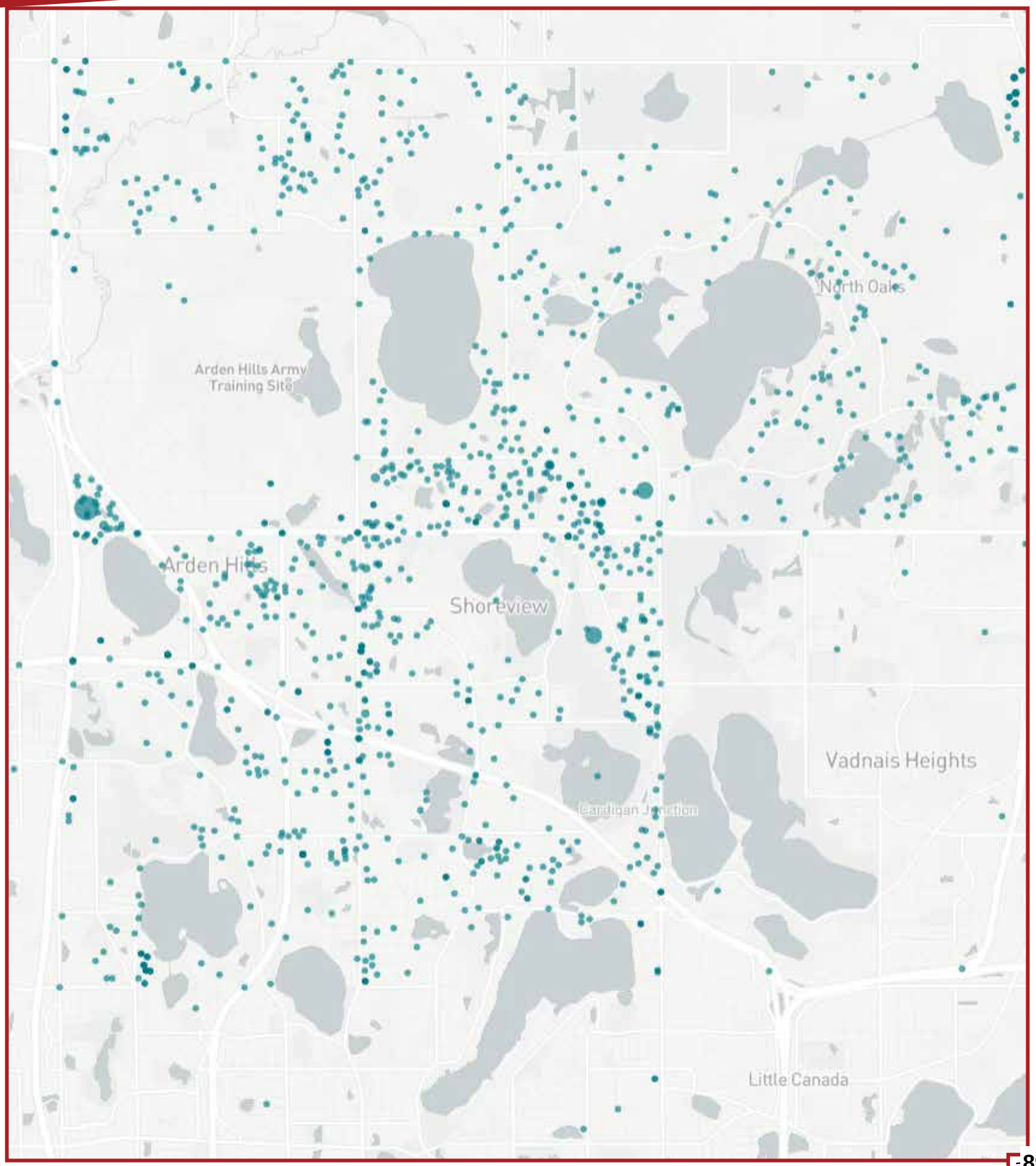
Apparatus	Incident Count
E142	2080
E121*	1506
E131	960
R125*	692
E132**	523
L113	261
C104	196
C103	143
C102	139
C101	68
T124	23
UT146	21
R145	14
UT126	9
BT129	7

* ENGINE 121 and RESCUE 125 were cross-staffed for 9 months during 2025.

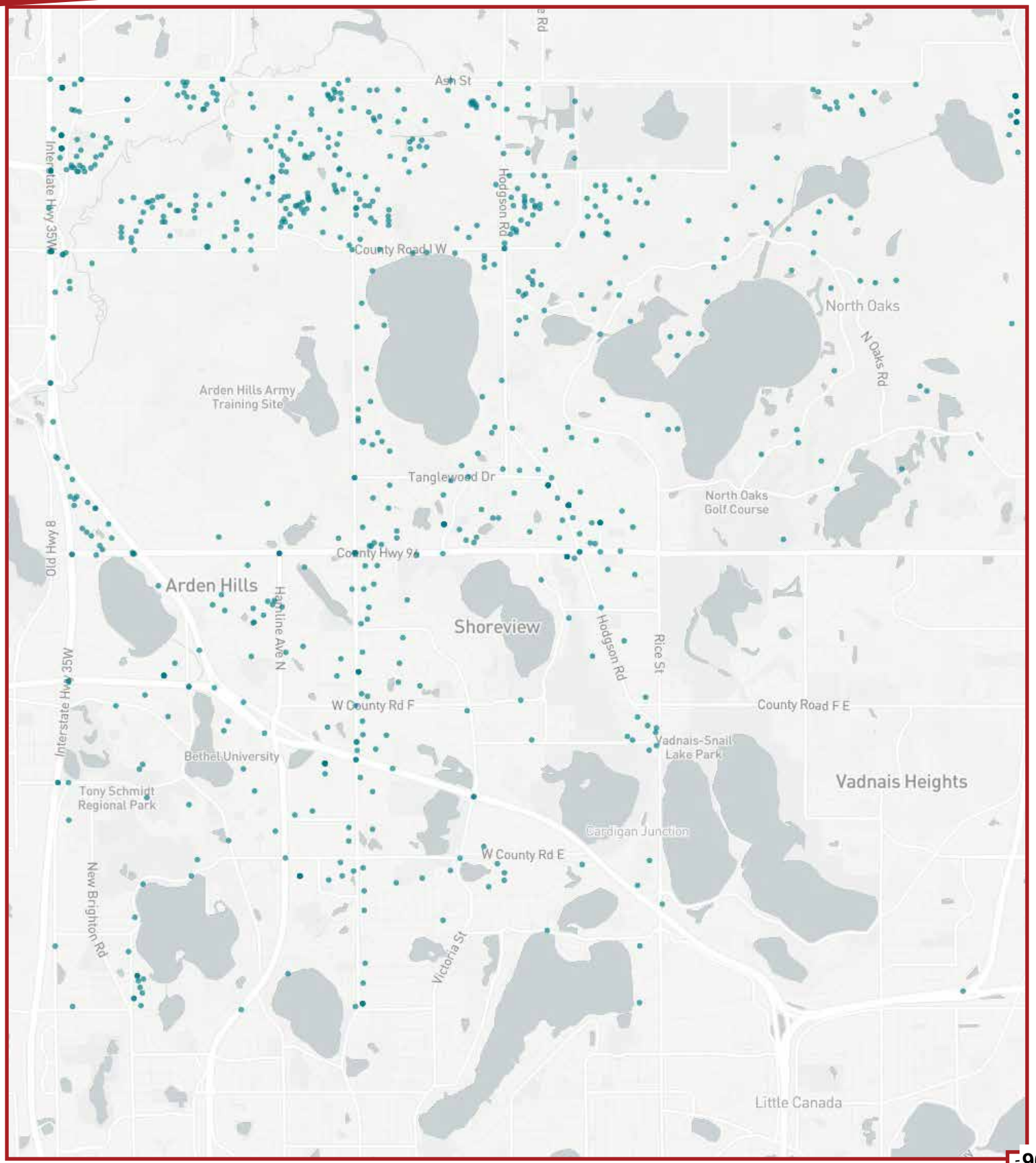
** ENGINE 132 is a reserve unit and may be used for call-backs or when another truck is out of service for maintenance.

Out of the 5,215 calls we responded to in 2025, 1,016 calls had two or more units responding to the call.

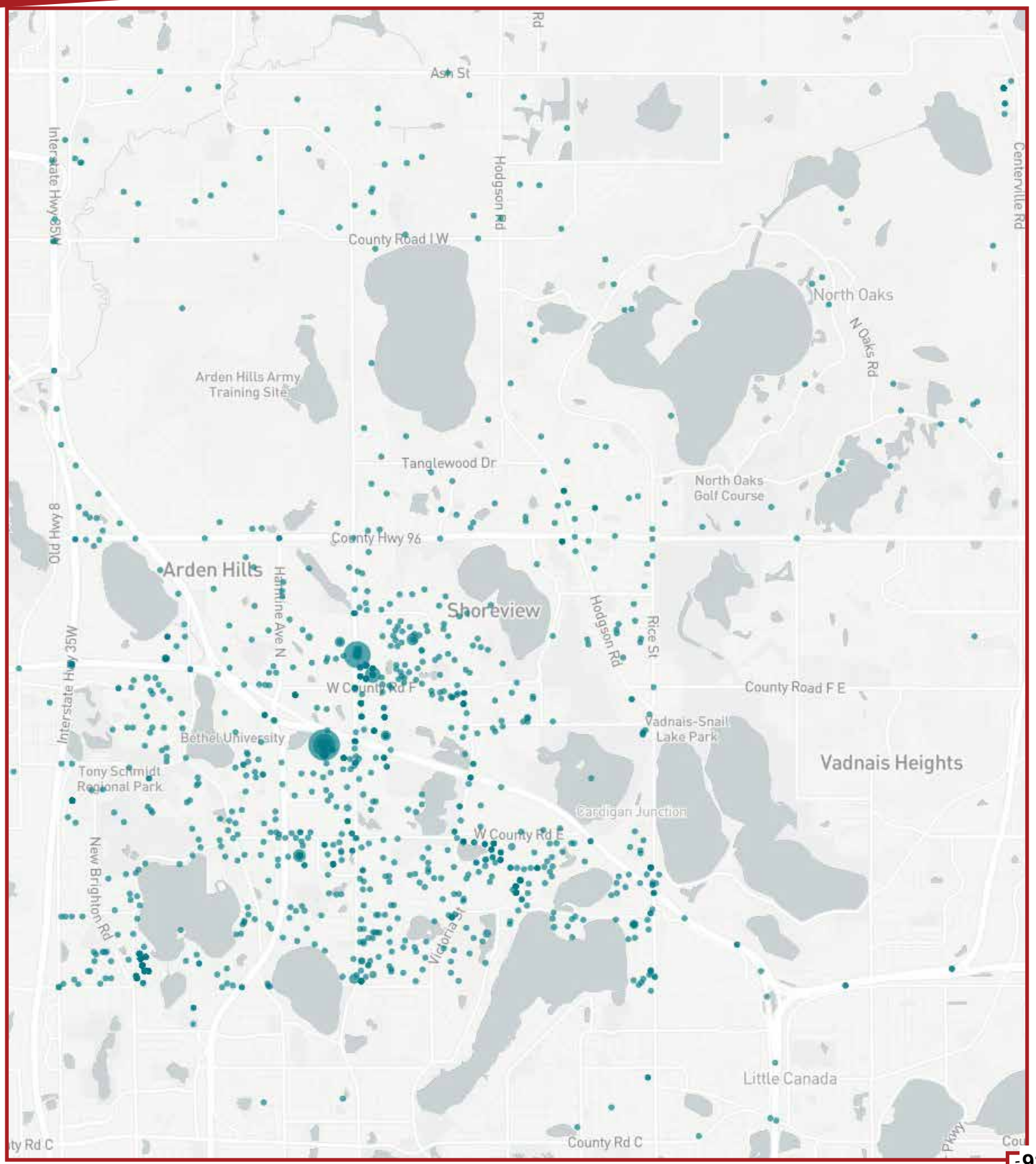
RESPONSES BY STATION
STATION 120



RESPONSES BY STATION
STATION 130



RESPONSES BY STATION
STATION 140





STAFFING

OVERALL STAFFING

Average Personnel Count
Overall

7.7

In 2025, our overall average personnel count on duty was 7.7, excluding the 4 full-time Chief positions that work M-F daytime hours. Budgeted Staffing at Stations 120 and 140 was 3 personnel on duty, 24 hours a day. At Station 130, budgeted staffing was 2 during daytime hours, and increased to 3 during evening and weekend hours where possible. During the year, we experienced times when positions remained unfilled. The hiring of 3 full-time Firefighters in 2026 hopes to reduce this shortfall, and additional full-time positions will be sought in future years to reach our staffing goals at all three stations.

Average Personnel Count STATION 120

2.8

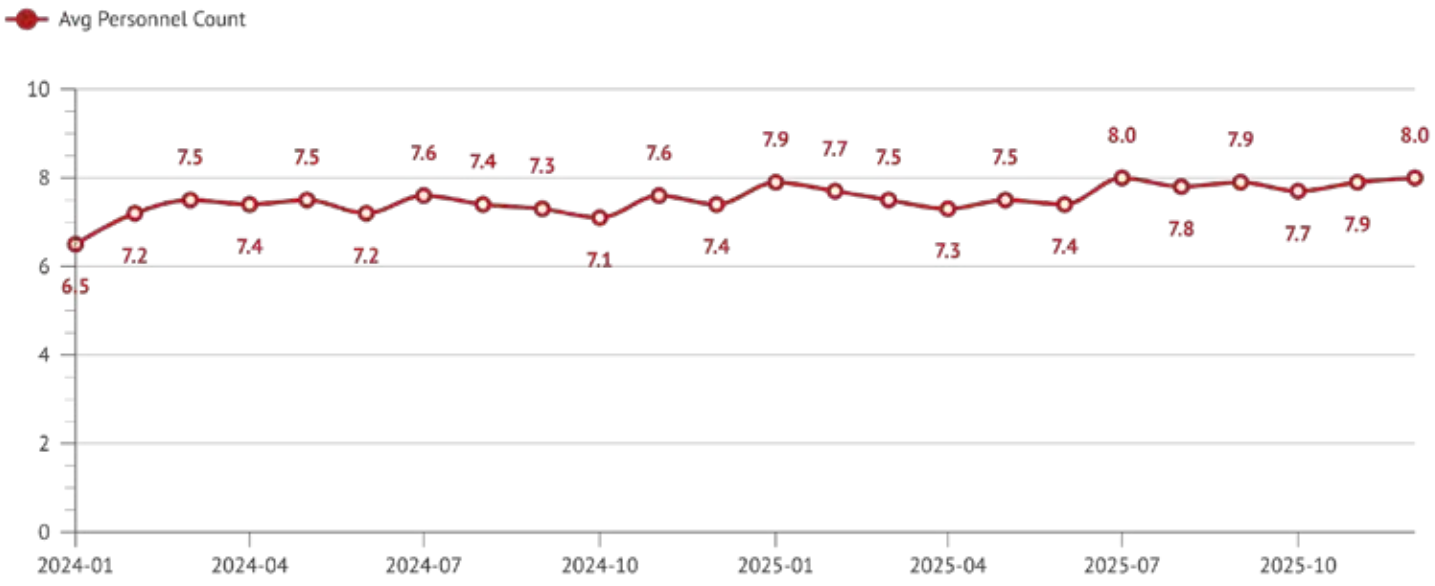
Average Personnel Count STATION 130

2.1

Average Personnel Count STATION 140

2.8

AVERAGE PERSONNEL COUNT OVERALL MONTHLY 2024-2025



STAFFING BY STATION

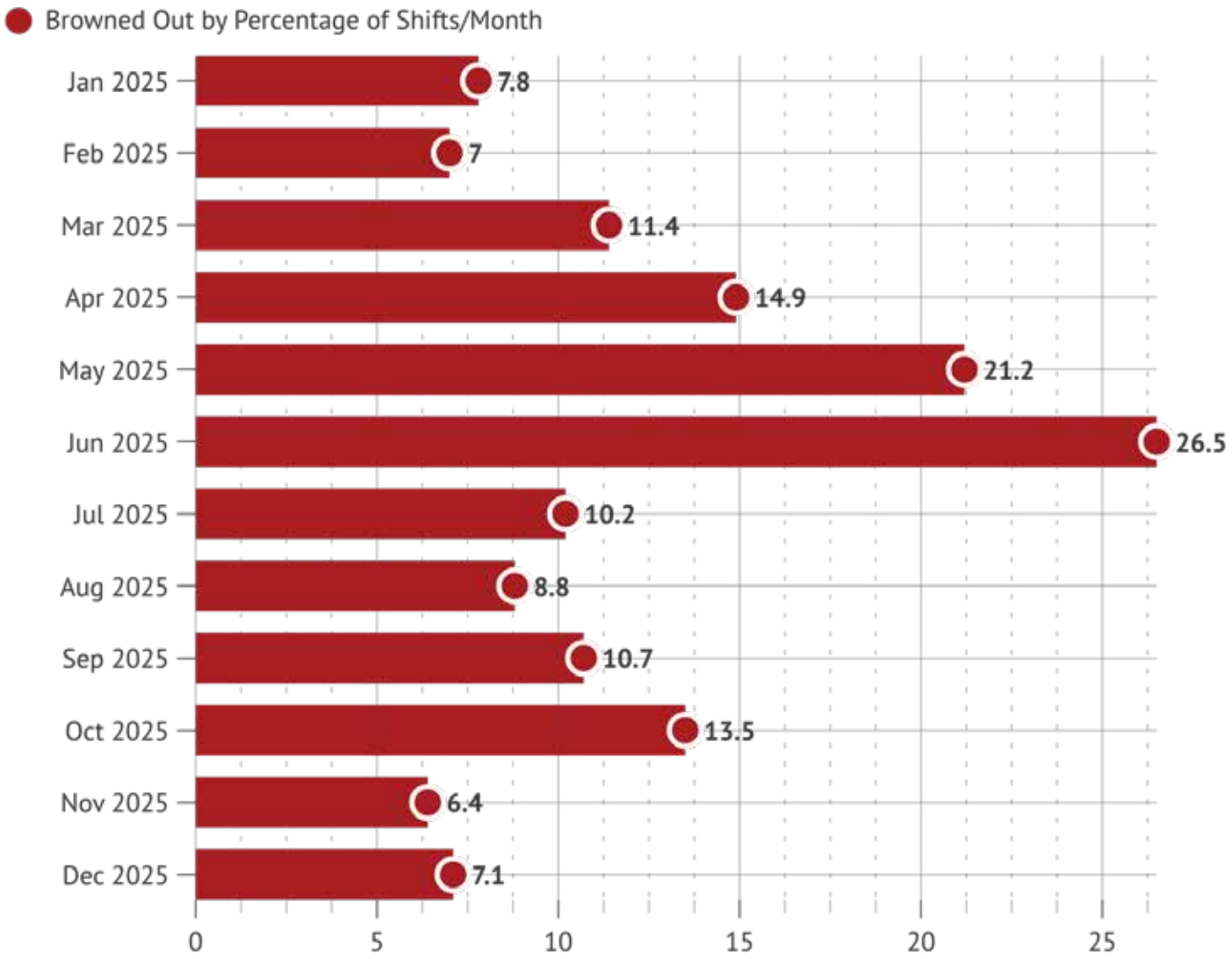
STATION 120	
Personnel Count	% of Shifts
0	0%
2	21.98%
3	77.97%

STATION 130	
Personnel Count	% of Shifts
0	12.80%
2	53.63%
3	33.57%

STATION 140	
Personnel Count	% of Shifts
0	0%
2	18.89%
3	81.11%

STAFFING BROWN OUTS

During times that our budgeted positions are unable to be filled it necessitates adjusting the schedule and moving personnel around to cover stations. If we are unable to staff at least 2 personnel at a station that station will be closed or "browned out". The chart below shows the percentate of time in that month that one of our stations were closed broken down by month for 2025.





ACTIVITIES

DEPARTMENT TRAINING









DEPARTMENT TRAINING

Department members completed over 8,800 hours of training and department activites in 2025. This includes training conducted on shift, pre-fire planning, inspection activities and other training. These statistics help show the dedication to maintaining proficiency in their skills as well as their efforts in fire prevention in the community.



PUBLIC FIRE EDUCATION



Safety Presentations
12

Community Events
36

Classroom Visits
18

Fire Extinguisher Trainings
5

Fire Drills/Smoke Detector Checks
9

Parades
8

Block Parties / Night to Unite
102

EMS Standby
3

Other
4

2025 SHOREVIEW CITIZENS ACADEMY







FIRE INSPECTION ACTIVITES

2025 had a significant increase in Fire Inspection Activities for the department.

The Assistant Chief of Fire Prevention, assisted by the Captains were able to increase the amount of locations inspected, and provide reinspection if needed.

Overall, an increase of 394 inspections activities occured in 2025 over the previous year.

1061 Inspection Activities in 2025

Increased 394 (59%) over 2024

ACTIVITY	COUNT
Consultation - General	49
Consultation - Site	25
Fire Code Complaint - Inspection	38
Inspection - Business License	23
Inspection - Certificate of Occupancy	7
Inspection - Construction Site	3
Inspection - Daycare2	1
Inspection - Fire Alarm	32
Inspection - Fire Prevention Activity	28
Inspection - Fire Protection	125
Inspection - Fireworks	5
Inspection - General	206
Inspection - Multi-Tennant	34
Inspection - Reinspection	279
Inspection - School	5
Inspection - Site	1
Inspection - Sprinkler System	90
Inspection - Temporary Membrane Structure	10
Misc. - Inspection	4
Plan Review - Fire Alarm System	28
Plan Review - General	19
Plan Review - Sprinkler System	49

Monthly public works report

To: Mayor and City Councilmembers

From: Tom Wesolowski, public works director

Date: March 16, 2026

Spring load restrictions: protecting city streets

Each spring, Minnesota implements seasonal weight limits on roadways to protect pavement during one of the most vulnerable times of the year. Spring load restrictions are coordinated by the Minnesota Department of Transportation and typically apply from early March through April, depending on weather conditions.

This year, MnDOT called for spring load restrictions to start March 3, in the metro area.

Why are load restrictions needed?

During the winter, frost penetrates deep into the ground beneath roadways. When spring arrives and temperatures begin to warm, the upper layers of soil start to thaw while deeper layers may remain frozen. This creates a temporary condition where the soil becomes saturated with water and loses strength to distribute weight from vehicle loads. Then local roads can be damaged by heavy vehicles.

How the restrictions work

MnDOT coordinates the spring load restriction timing. The dates vary each year depending on weather and soil conditions. Spring load restrictions lower the allowed weight per axel. Reducing the weights can prevent permanent damage to the pavement.

When restrictions are in place, reduced axle weights apply to many state highways. Public works installs load limit signage around the city to alert drivers. It is important for truck drivers to follow load limit signs posted by public works.

SHOREVIEW
PUBLIC WORKS

In general, restrictions remain in place until the soil has fully thawed and regained strength. In the metro area, the restriction is usually removed in late March or early April.

Protecting our streets

Although spring load restrictions can be inconvenient, they play an important role in preserving roadway infrastructure. Preventing pavement damage during the thaw helps extend the life of roads and reduces the need for costly repairs later.

Limiting heavy loads during this short window of pavement vulnerability helps Shoreview maintain safe and reliable roads throughout the year.

Environmental services

Forestry

The tree contractor has completed the majority of removals for properties that elected to proceed with the quote provided for required tree removal. The majority of trees to be removed are dead or dying ash trees infested with EAB.

The spring tree sale opened for orders and will be open through April 17th. Orders can be placed online or through the form found in the Spring Shoreviews.

Interviews took place for this year's summer interns that will conduct EAB treatments on public and private trees.

Recycling

A cleanup day event will now take place at the Republic transfer station in Blaine on May 9th from 8am-noon.

Water

Regular erosion control inspections take place and construction sites are being monitored with thawing and variable weather conditions.

Environmental quality committee (EQC)

The February EQC meeting was held on February 23 along with the first presentation in the speaker series. The presentation was on Roseville's Green to go ordinance. Roseville's Sustainability specialist presented on the city's new ordinance that requires businesses to use recyclable or compostable food service products. Upcoming dates and topics in this year's speaker series are:

- March 23 - PFAS in Minnesota
- April 27 - Ramsey County food scraps pickup program

All presentations will be held at 7 pm in the council chambers. See the EQC page for more information.

Other

Staff are conducting interviews for the sustainability internship.

Maintenance activities

Utilities

- Regular/daily inspection of all wells, lift stations, water towers, the booster station and the water treatment plant.
  - Routine maintenance is performed and any necessary repairs are completed as scheduled.
  - Cleaning in and around all well houses and lift stations.
- Utility crews continue to respond to location requests by marking underground city utilities in proposed excavation areas.
  - As owners of buried infrastructure, the city is required by law to locate these facilities within a certain time period of a Gopher State One-Call request.
- Drinking water samples are collected and analyzed as required by the Minnesota Department of Health.
- Approximately 10,000 water meters are read monthly.
  - It normally takes one person about a week to drive the streets to collect all the water meter readings through radio transmission. That data is used for utility billing statements.
- Water treatment plant.
  - Utility staff continue to complete the process of timed interval PM's and other necessary repairs.
  - New belt guards were installed for the aerators.
  - HVAC duct work was modified to allow aerator doors to open fully for planned maintenance.

- Water maintenance
  - Utility crews responded to three water main repairs.
  - Well #6 bailing wrapped up. Approximately 25 yards of material was removed from inside the cavity. All well components were installed and start up to put back online.
- Several of the Utility staff attended a technical conference in St. Cloud to earn required hours for sewer and water licenses.
- Sanitary sewer maintenance
  - Regular flushing/cleaning of segments of the sanitary sewer system continues.
  - Flushed and jetted sanitary hot spots that need extra attention.
  - Televised sewer mains as one of our ongoing maintenance programs.
  - Continued flushing of all dead-end manholes. A dead-end manhole is a manhole furthest upstream with no inlet. The water carries debris and sediment downstream.

Streets

- Streets
  - We had a couple of weekend snow events.
  - Tree trimming in the plow routes.
  - Fixed what Chess found wrong with their Inspection at Public Works.
  - Started spring sweeping. Sweeping started south of highway 96
  - Fixing sod damage in the trail, sidewalk, and plow routes.
  - Out pothole patching city wide.
  - Doing maintenance on the trucks and equipment.
  - Helping the Utility Department on water main breaks.
- Surface water
  - Inspected storm structures in next year's replacement projects.
  - Cleaning Pond flared ends of debris and tree removal.
- Trails
  - Crews have finished up the tree trimming on the trails.
- Street lights
  - Lights reported with issues.
  - Replaced street lights as they were reported inhouse.
  - Outsourced 7 lights to be repaired.

Project updates

Maintenance center fuel system replacement

- Due to the extended lead time for the underground tanks required for the project, construction of the project has been delayed until spring 2026.

2026 street rehabilitation

- Project to rehabilitate the neighborhoods on either side of Hamline Avenue, north of Lexington Avenue: Silverthorn and Willow Creek. Also includes minor utility work, rehabilitating trails and retaining walls, resurfacing and adding parking spaces at the lower level parking lot at the community center.
- This project is out for bid. Anticipated council awarding contract at the April 6th meeting.

County Road I boardwalk replacement

- The wood for the boardwalk is expected for delivery mid-March. Delays due to the severe weather this winter in the southeastern United States. Construction will start upon delivery.

2026 sanitary sewer lining

- The contractor has begun cleaning and televising the sewer lines.
- Lining is expected to begin in late-March.

2026 pond dredging - partnership between Shoreview and RWMWD

- Pond dredging is substantially complete. Restoration to follow this spring.

Grass Lake sewer rehabilitation – Metropolitan Council

- Project to replace the aging sanitary sewer near Grass Lake. The new pipe will be installed at a higher elevation to avoid stormwater entering the sanitary sewer system.
- The project will coordinate with Ramsey County parks department to improve the adjacent trail and install a new cross-country ski trail.
- Construction would be completed in spring 2026, with restoration over multiple years to ensure native plantings are successful.

SHOREVIEW
PUBLIC WORKS

Snail Lake Regional Park trails project – Ramsey County Parks

- Project to reconstruct trails in the Snail Lake Regional Park, north of Gramsie Road.
- Tree removals are complete.

Memorandum

TO: City Council

FROM: Janice Miller

DATE: March 16, 2026

SUBJECT: Claims and purchases

ITEM NUMBER: 8.c

SECTION: CONSENT AGENDA

REQUESTED MOTION
To approve the payment of bills as presented by the finance department in the attached table.

INTRODUCTION
Attached payment of bills presented to the Council for review and approval.

DISCUSSION

RECOMMENDATION
It is recommended that the city council approve the attached payment of bills.

ATTACHMENTS
Payment of bills.pdf
9289-9329.pdf
583006-583112.pdf
Applied Business Communications of Minnesota,LLC.pdf
BCI Construction, Inc.pdf
Grove Security.pdf
League of Minnesota Cities.pdf
Minnesota Department of Revenue Tax.pdf
Quality Flow Systems Inc.pdf
Ramsey County.pdf
Xcel Energy.pdf

Date	Description	Check range	EFT range		Amount
1.20.26	Accounts payable		9290, 9292-9293	$	7,495.38
1.29.26	Accounts payable		9297, 9301	$	173.82
1.30.26	Accounts payable		9291	$	1,595.35
2.17.26	Accounts payable		9289, 9294, 9295,9298, 9300, 9302-9307	$	89,394.69
2.20.26	Accounts payable		9299	$	417.00
2.25.26	Accounts payable		9308-9317	$	7,675.47
2.26.26	Accounts payable		9296	$	1,000.00
2.26.26	Accounts payable	583006-583058		$	119,909.98
2.27.26	Accounts payable		9313-9315, 9318	$	20,031.99
03.05.26	Accounts payable		9319-9321	$	6,404.39
03.05.26	Accounts payable	583059-583112		$	1,349,478.20
03.06.26	Accounts payable		9322-9329	$	193,398.51
	Accounts payable				
	Sub-total Accounts Payable			**$**	**1,796,974.78**
03/06/26	Payroll	135601-135610		$	292,914.92
	Sub-total Payroll			**$**	**292,914.92**
	Total			**$**	**2,089,889.70**

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 9289 - 9329

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
01/20/2026	9290(E)	XCEL ENERGY	6,540.97
01/20/2026	9292(E)	XCEL ENERGY	932.59
01/20/2026	9293(E)	XCEL ENERGY	21.82
Total 01/20/2026:			7,495.38
01/29/2026	9297(E)	PMA FINANCIAL NETWORK, INC	130.00
01/29/2026	9301(E)	PMA FINANCIAL NETWORK, INC	43.82
Total 01/29/2026:			173.82
01/30/2026	9291(E)	XCEL ENERGY	1,595.35
Total 01/30/2026:			1,595.35
02/17/2026	9289(E)	XCEL ENERGY	45.18
02/17/2026	9294(E)	XCEL ENERGY	468.87
02/17/2026	9295(E)	XCEL ENERGY	63.42
02/17/2026	9298(E)	MINNESOTA DEPARTMENT OF REVEN	39,165.00
02/17/2026	9300(E)	MINNESOTA UC FUND	4,001.30
02/17/2026	9302(E)	XCEL ENERGY	22.11
02/17/2026	9303(E)	XCEL ENERGY	42.74
02/17/2026	9304(E)	XCEL ENERGY	1,128.95
02/17/2026	9305(E)	XCEL ENERGY	194.34
02/17/2026	9306(E)	XCEL ENERGY	14.93
02/17/2026	9307(E)	XCEL ENERGY	44,247.85
Total 02/17/2026:			89,394.69
02/20/2026	9299(E)	ALERUS RETIREMENT AND BENEFIT	417.00
Total 02/20/2026:			417.00
02/25/2026	9308(E)	XCEL ENERGY	857.20
02/25/2026	9309(E)	XCEL ENERGY	221.54
02/25/2026	9310(E)	XCEL ENERGY	204.54
02/25/2026	9311(E)	XCEL ENERGY	411.92
02/25/2026	9312(E)	XCEL ENERGY	1,780.40
02/25/2026	9316(E)	XCEL ENERGY	1,495.47
02/25/2026	9317(E)	XCEL ENERGY	2,704.40
Total 02/25/2026:			7,675.47
02/26/2026	9296(A)	ALLEN, DEANNE	1,000.00
Total 02/26/2026:			1,000.00
02/27/2026	9313(E)	XCEL ENERGY	15,212.01
02/27/2026	9314(E)	XCEL ENERGY	16.17
02/27/2026	9315(E)	XCEL ENERGY	11.72
02/27/2026	9318(E)	XCEL ENERGY	4,792.09
Total 02/27/2026:			20,031.99
03/05/2026	9319(A)	MADISON NATIONAL LIFE	3,819.87
03/05/2026	9320(A)	NCPERS GROUP LIFE INS	96.00
03/05/2026	9321(A)	RELIANCE STANDARD LIFE INSURA	2,488.52
Total 03/05/2026:			6,404.39
03/06/2026	9322(A)	TASC	8,439.18
03/06/2026	9323(E)	TREASURY, DEPARTMENT OF	98,870.44
03/06/2026	9324(E)	MINNESOTA CHILD SUPPORT PAYME	647.50
03/06/2026	9325(E)	ICMA/VANTAGEPOINT TRANSFER-30	11,664.07
03/06/2026	9326(E)	ICMA/VANTAGEPOINT TRANSFER-70	1,376.78
03/06/2026	9327(E)	COMMISSIONER OF REVENUE- WH T	16,635.95
03/06/2026	9328(E)	MSRS 457 PLAN 98945-01	300.00
03/06/2026	9329(E)	PERA COORDINATED	55,464.59
Total 03/06/2026:			193,398.51
USBNK TOTALS:			
Total of 41 Checks:			327,586.60
Less 0 Void Checks:			0.00
Total of 41 Disbursements:			327,586.60

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 583006 - 583112

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
02/26/2026	583006	AARP C/O SHERYL LAZARUS	405.00
02/26/2026	583007	ACE SOLID WASTE	5,087.07
02/26/2026	583008	AMAZON CAPITAL SERVICES	4,279.51
02/26/2026	583009	ANCHOR SOLAR INVESTMENTS	1,307.69
02/26/2026	583010	APPLIED MAINTENANCE SUPPLIES	36.21
02/26/2026	583011	AQUA LOGIC INC	4,715.00
02/26/2026	583012	ASCENTEK, INC	1,148.56
02/26/2026	583013	BARLOW, RYAN OR SALLY	52.50
02/26/2026	583014	BECKER ARENA PRODUCTS INC	220.00
02/26/2026	583015	BEISSWENGER'S HOMETOWN HARDWA	163.94
02/26/2026	583016	BPH HOLDINGS INC	8.64
02/26/2026	583017	CANTEEN	1,014.55
02/26/2026	583018	CARLSON BUILDING MAINTENANCE	3,805.00
02/26/2026	583019	CARLSON, LUKAS	176.66
02/26/2026	583020	CINTAS CORPORATION #470	379.23
02/26/2026	583021	COURTNEY, EMILY	22.68
02/26/2026	583022	DOTY, DEREK	17.81
02/26/2026	583023	DUININCK INC MN	1,456.00
02/26/2026	583024	ELECTRO WATCHMAN INC.	110.85
02/26/2026	583025	FACTORY MOTOR PARTS COMPANY	97.52
02/26/2026	583026	GRAINGER, INC.	555.54
02/26/2026	583027	GREENHAVEN PRINTING	660.00
02/26/2026	583028	H & L MESABI, INC.	3,360.00
02/26/2026	583029	HACH COMPANY	232.40
02/26/2026	583030	HD SUPPLY	2,378.75
02/26/2026	583031	INNOVATIVE OFFICE SOLUTIONS L	5,976.70
02/26/2026	583032	JACOBSEN, RICHARD H	22.08
02/26/2026	583033	JOHNSON CONTROLS	161.29
02/26/2026	583034	KIRSTIN CHATFIELD LLC	463.75
02/26/2026	583035	KUCHINSKI, A M	4.41
02/26/2026	583036	LB CARLSON, LLP	7,745.00
02/26/2026	583037	LOSOS, HANNAH	24.89
02/26/2026	583038	MARTENS, BRAD	65.00
02/26/2026	583039	MASON, JILL	630.00
02/26/2026	583040	MASTER-LINK SPORTS INC	519.00
02/26/2026	583041	MINNESOTA METRO NORTH TOURISM	26,394.54
02/26/2026	583042	MINTERWEISMAN CO DBA CORE-MAR	1,324.39
02/26/2026	583043	ORKIN, LLC	509.99
02/26/2026	583044	QUALITY FLOW SYSTEMS INC	33,764.00
02/26/2026	583045	RADEN, KEVIN	9.91
02/26/2026	583046	RAMSEY COUNTY	3,600.00
02/26/2026	583047	ROYAL TEXTILE MANUFACTURING	232.53
02/26/2026	583048	SAFE-FAST INC	149.85
02/26/2026	583049	SAJJAD, MEGAN	7.69
02/26/2026	583050	SHALLES, CONSTANCE	14.87
02/26/2026	583051	THEDISPLAYSHIELD.COM	135.00
02/26/2026	583052	TJB HOMES INC	2,000.00
02/26/2026	583053	TJB HOMES INC	3,250.00
02/26/2026	583054	VESTIS	240.76
02/26/2026	583055	WATSON COMPANY	726.25
02/26/2026	583056	WOLLEAT, PAUL OR DARLENE	234.19
02/26/2026	583057	ZHANG, SHANDI	3.22
02/26/2026	583058	ZURN, SUE	9.56
Total 02/26/2026:			119,909.98
03/05/2026	583059	AMAZON CAPITAL SERVICES	450.49
03/05/2026	583060	APPLIED BUSINESS COMMUNICATIO	20,000.00
03/05/2026	583061	BADGER METER INC.	2,937.88
03/05/2026	583062	BAUER BUILT TIRE AND BATTERY	431.40
03/05/2026	583063	BCI CONSTRUCTION, INC	753,456.30
03/05/2026	583064	BEISSWENGER'S HOMETOWN HARDWA	200.95
03/05/2026	583065	BLUUM OF MINNESOTA, LLC	405.50
03/05/2026	583066	CABLE CLOUD	3,418.00
03/05/2026	583067	CINTAS CORPORATION #470	441.29
03/05/2026	583068	DAVE PERKINS CONTRACTING	16,620.00
03/05/2026	583069	FEDERS ARCHITECTS, LLC	3,212.80
03/05/2026	583070	FERGUSON WATERWORKS 472426	2,087.43
03/05/2026	583071	FIDELITY SECURITY LIFE	253.71
03/05/2026	583072	FRA-DOR INC	2,588.00
03/05/2026	583073	GROVE SECURITY	54,859.44
03/05/2026	583074	HAWKINS, INC.	814.92

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
03/05/2026	583075	HIGH POINT NETWORKS, LLC	1,575.47
03/05/2026	583076	HORIZON COMMERCIAL POOL SUPPL	232.84
03/05/2026	583077	IAG COMMERCIAL	7,919.00
03/05/2026	583078	INSTRUMENTAL RESEARCH INC	457.00
03/05/2026	583079	JEFF ELLIS & ASSOCIATES, INC	202.00
03/05/2026	583080	JOHNSON CONTROLS	3,510.60
03/05/2026	583081	KEYS WELL DRILLING COMPANY	25,750.00
03/05/2026	583082	LAKE JOHANNA FIRE DEPT	2,833.84
03/05/2026	583083	LEAGUE OF MINNESOTA CITIES	41,201.00
03/05/2026	583084	LEGACY LOCKERS LLC	13,134.50
03/05/2026	583085	Linser, Kim	25.00
03/05/2026	583086	MATHESON TRI-GAS INC	693.91
03/05/2026	583087	MCCAREN DESIGNS INC	1,066.82
03/05/2026	583088	MENARDS - BLAINE	77.54
03/05/2026	583089	MENARDS - FRIDLEY	629.16
03/05/2026	583090	METROPOLITAN AREA MANAGEMENT	35.00
03/05/2026	583091	NAPA AUTO PARTS	167.99
03/05/2026	583092	NEOGOV	2,381.85
03/05/2026	583093	NINE NORTH	1,208.00
03/05/2026	583094	ODP BUSINESS SOLUTIONS LLC	27.98
03/05/2026	583095	OXYGEN SERVICE COMPANY	329.05
03/05/2026	583096	RAMSEY COUNTY	360,518.87
03/05/2026	583097	REVOLUTIONARY SPORTS, LLC	2,939.99
03/05/2026	583098	RICOH USA, INC.	1,240.24
03/05/2026	583099	RICOH USA, INC.	107.35
03/05/2026	583100	SCHELEN-GRAY AUTO ELECTRIC	390.00
03/05/2026	583101	SEELEY, MARK WARREN	416.00
03/05/2026	583102	SIGNATURE LIGHTING INC	1,475.69
03/05/2026	583103	STATE INDUSTRIAL PRODUCTS	328.00
03/05/2026	583104	STEPHEN TOKLE INSPECTIONS INC	3,902.92
03/05/2026	583105	TASC	384.00
03/05/2026	583106	TERMINAL SUPPLY CO	17.92
03/05/2026	583107	TEXON TOWEL & SUPPLY INC	531.24
03/05/2026	583108	TREVIPAY	73.19
03/05/2026	583109	TWIN CITIES FAMILY	750.00
03/05/2026	583110	UPPER CUT TREE SERVICES INC	9,185.00
03/05/2026	583111	W.D.LARSON COMPANIES LTD, INC	20.28
03/05/2026	583112	YALE MECHANICAL INC	1,560.85
Total 03/05/2026:			1,349,478.20

USBNK TOTALS:

Total of 107 Checks:	1,469,388.18
Less 0 Void Checks:	0.00
Total of 107 Disbursements:	1,469,388.18

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 03 26 2026 (Mo. Day Yr.) IN THE SUM OF $ 20000.00

CITY OF SHOREVIEW

V #	W #

Payee APPLIED BUSINE

VENDOR # 101545
APPLIED BUSINESS COMMUNICATIONS OF
213 OLD HIGHWAY 8 SW

NEW BRIGHTON, MN 55112-7743

Purchase Order No.

Terms

Due Date 03/26/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
02/26/2026	21238	434-4700-45800.200		OTHER EQUIPMENT - SHOREIVEW	12,300.00
02/26/2026	21238	434-4700-45800.201		OTHER EQUIPMENT - ARDEN HILLS	4,840.00
02/26/2026	21238	434-4700-45800.202		OTHER EQUIPMENT - NORTH OAKS	2,860.00

CITY OF SHOREVIEW

Favor Of

APPLIED BUSINESS COMMUNICATIONS OF MINNESOTA, LLC

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 03 26 2026 (Mo. Day Yr.) IN THE SUM OF $ 753456.30

CITY OF SHOREVIEW

V #	W #

Payee BCI CONSTRUCT

VENDOR # 101392 BCI CONSTRUCTION, INC 7135 5TH AVE NE SAUK RAPIDS, MN 56379-9558	Purchase Order No. Terms Due Date 03/26/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
02/26/2026	PF-001048	434-4700-45900.200		APPLICATION NO 10 LJFD	463,375.63
02/26/2026	PF-001048	434-4700-45900.201		APPLICATION NO 10 LJFD	182,336.42
02/26/2026	PF-001048	434-4700-45900.202		APPLICATION NO 10 LJFD	107,744.25

CITY OF SHOREVIEW

Favor Of

BCI CONSTRUCTION, INC

Total Amount of Voucher	$	
Deductions		
Total Amount of Warrant	$	

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 03 15 2026 (Mo. Day Yr.) IN THE SUM OF $ 54859.44

CITY OF SHOREVIEW

V #	W #

Payee GROVE SECURIT

VENDOR # 101137 GROVE SECURITY 14296 GARDEN WAY N HUGO, MN 55038	Purchase Order No. Terms Due Date 03/15/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
02/26/2026	2854	434-4700-45800.200		OTHER EQUIPMENT - SHOREIVEW	33,738.56
02/26/2026	2854	434-4700-45800.201		OTHER EQUIPMENT - ARDEN HILLS	13,275.98
02/26/2026	2854	434-4700-45800.202		OTHER EQUIPMENT - NORTH OAKS	7,844.90

CITY OF SHOREVIEW

Favor Of

GROVE SECURITY

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 04 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 38457.00

CITY OF SHOREVIEW

V #	W #

Payee LEAGUE OF MIN

VENDOR # 00373
LEAGUE OF MINNESOTA CITIES
C/O BERKLEY RISK ADMINISTRATORS LLC
222 S NINTH ST, SUITE 2700
MINNEAPOLIS, MN 55458-1517

Purchase Order No.

Terms

Due Date 04/01/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
03/04/2026	40009170 - 3/4/26	101-4010-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	17.40
03/04/2026	40009170 - 3/4/26	101-4020-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	358.84
03/04/2026	40009170 - 3/4/26	101-4021-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	189.74
03/04/2026	40009170 - 3/4/26	101-4040-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	200.46
03/04/2026	40009170 - 3/4/26	101-4050-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	402.94
03/04/2026	40009170 - 3/4/26	101-4055-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	133.91
03/04/2026	40009170 - 3/4/26	101-4080-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	166.27
03/04/2026	40009170 - 3/4/26	101-4205-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	422.96
03/04/2026	40009170 - 3/4/26	101-4220-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	3,367.51
03/04/2026	40009170 - 3/4/26	101-4340-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	972.35
03/04/2026	40009170 - 3/4/26	101-4345-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	304.23
03/04/2026	40009170 - 3/4/26	101-4371-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	10,621.81

CITY OF SHOREVIEW

Favor Of

LEAGUE OF MINNESOTA CITIES

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 04 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 38457.00

CITY OF SHOREVIEW

V #	W #

Payee LEAGUE OF MIN

VENDOR # 00373
LEAGUE OF MINNESOTA CITIES
C/O BERKLEY RISK ADMINISTRATORS LLC
222 S NINTH ST, SUITE 2700
MINNEAPOLIS, MN 55458-1517

Purchase Order No.

Terms

Due Date 04/01/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
03/04/2026	40009170 - 3/4/26	101-4390-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	140.79
03/04/2026	40009170 - 3/4/26	101-4410-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	292.29
03/04/2026	40009170 - 3/4/26	101-4430-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	328.50
03/04/2026	40009170 - 3/4/26	210-4275-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	81.72
03/04/2026	40009170 - 3/4/26	220-4380-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	6,529.51
03/04/2026	40009170 - 3/4/26	225-4340-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	1,144.08
03/04/2026	40009170 - 3/4/26	225-4351-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	62.10
03/04/2026	40009170 - 3/4/26	225-4352-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	292.70
03/04/2026	40009170 - 3/4/26	225-4353-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	290.07
03/04/2026	40009170 - 3/4/26	225-4354-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	756.32
03/04/2026	40009170 - 3/4/26	225-4355-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	545.54
03/04/2026	40009170 - 3/4/26	225-4356-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	153.73

CITY OF SHOREVIEW

Favor Of

LEAGUE OF MINNESOTA CITIES

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 04 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 38457.00

CITY OF SHOREVIEW

V #	W #

Payee LEAGUE OF MIN

VENDOR # 00373
LEAGUE OF MINNESOTA CITIES
C/O BERKLEY RISK ADMINISTRATORS LLC
222 S NINTH ST, SUITE 2700
MINNEAPOLIS, MN 55458-1517

Purchase Order No.

Terms

Due Date 04/01/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
03/04/2026	40009170 - 3/4/26	225-4359-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	118.94
03/04/2026	40009170 - 3/4/26	230-4090-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	15.78
03/04/2026	40009170 - 3/4/26	240-4440-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	79.50
03/04/2026	40009170 - 3/4/26	241-4450-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	234.84
03/04/2026	40009170 - 3/4/26	601-4505-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	2,947.18
03/04/2026	40009170 - 3/4/26	602-4555-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	2,683.82
03/04/2026	40009170 - 3/4/26	603-4585-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	2,511.07
03/04/2026	40009170 - 3/4/26	603-4590-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	24.27
03/04/2026	40009170 - 3/4/26	604-4260-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	280.15
03/04/2026	40009170 - 3/4/26	701-4650-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	1,574.93
03/04/2026	40009170 - 3/4/26	225-4357-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	37.22
03/04/2026	40009170 - 3/4/26	225-4360-41510.000		2026 WORKERS' COMP 2ND INSTALLMENT	173.53

CITY OF SHOREVIEW

Favor Of

LEAGUE OF MINNESOTA CITIES

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 02 15 2026 (Mo. Day Yr.) IN THE SUM OF $ 39165.00

CITY OF SHOREVIEW

V #	W #

Payee MINNESOTA DEP

VENDOR # 00151
MINNESOTA DEPARTMENT OF REVENUE-T
MN. SALES & USE TAX
MAIL STATION 1110
SAINT PAUL, MN 55146

Purchase Order No.

Terms

Due Date 02/15/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
01/01/2026	JANUARY 2026	220-0000-21810.000		SALES USE TAX: JANUARY 2026	36,117.06
01/01/2026	JANUARY 2026	701-4650-42120.003		SALES USE TAX: JANUARY 2026	69.12
01/01/2026	JANUARY 2026	601-0000-21810.000		SALES USE TAX: JANUARY 2026	2,959.36
01/01/2026	JANUARY 2026	220-4380-43610.000		SALES USE TAX: JANUARY 2026	15.24
01/01/2026	JANUARY 2026	220-4380-42140.000		SALES USE TAX: JANUARY 2026	4.22

CITY OF SHOREVIEW

Favor Of

MINNESOTA DEPARTMENT OF REVENUE-TAX

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 01 17 2026 (Mo. Day Yr.) IN THE SUM OF $ 33764.00

CITY OF SHOREVIEW

V #	W #

Payee QUALITY FLOW

VENDOR # 00459
QUALITY FLOW SYSTEMS INC
800 6TH ST NW
NEW PRAGUE, MN 56071

Purchase Order No.
Terms
Due Date 01/17/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/18/2025	50237	603-4585-43190.000		STORM LIFTSTATION PANEL MACKUBIN	33,764.00

CITY OF SHOREVIEW

Favor Of

QUALITY FLOW SYSTEMS INC

Total Amount of Voucher $
Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 03 15 2026 (Mo. Day Yr.) IN THE SUM OF $ 360518.87

CITY OF SHOREVIEW

V #	W #

Payee RAMSEY COUNT

VENDOR # 01337 RAMSEY COUNTY 121 7TH PLACE EAST, MAIL STOP 5100 SAINT PAUL, MN 55101	Purchase Order No. Terms Due Date 03/15/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
02/13/2026	SHRFL-002386	101-4110-43190.000		SHRFF INC. PERS. COST 1 TIME LUMP SU	360,518.87

CITY OF SHOREVIEW

Favor Of

RAMSEY COUNTY

Total Amount of Voucher	$	
Deductions		
Total Amount of Warrant	$	

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 03 11 2026 (Mo. Day Yr.) IN THE SUM OF $ 44247.85

CITY OF SHOREVIEW

V #	W #

Payee XCEL ENERGY

VENDOR # 10206
XCEL ENERGY
PO BOX 4176

CAROL STREAM, IL 60197-4176

Purchase Order No.

Terms

Due Date 03/11/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
02/09/2026	964351743	220-4380-43610.000		GAS & ELECTRIC UTILITY BILL	21,419.32
02/09/2026	964351743	220-4380-42140.000		GAS & ELECTRIC UTILITY BILL	22,828.53

CITY OF SHOREVIEW

Favor Of

XCEL ENERGY

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

Memorandum

TO: City Council

FROM: Will Harris , Associate Planner

DATE: March 16, 2026

SUBJECT: Minor Subdivision - 760 Heather Dr, Todd Hinz, Summit Design Build LLC

ITEM NUMBER: 8.d

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the minor subdivision and development agreements for Todd Hinz to allow him to divide the property at 760 Heather Drive into two parcels, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Chapter 105, Article III of the Development Regulations, before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property, with credit given to Parcel A for the existing home.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The existing single family home and detached garage shall be demolished before the City will endorse deeds for recording.
5. Municipal water and sanitary sewer service shall be provided to Parcel A and B as reflected in the City Engineer's comments, as well as curb and gutter with associated permit fees and escrows.
6. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be reviewed by the city attorney and executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of new homes on Parcel A and B.
7. A permit or approval from Ramsey-Washington Watershed is required prior to issuing a building permit.
8. A tree survey and replacement plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. Trees that are to remain shall be protected, including wood chips and protective fencing at the drip line of the retained trees.
9. A grading, drainage, and erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence. This plan shall be completed by a Minnesota licensed civil engineer.
10. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This recommendation of approval is based on the following findings of fact:

1. The proposed land use is consistent with the policies of the Comprehensive Plan.
2. The proposed subdivision is supported in the policies of the Comprehensive Plan by providing additional housing opportunities in the city.
3. The parcels will comply with the minimum standards of the R1, Detached Residential zoning district.

INTRODUCTION

Todd Hinz, with Summit Design Build LLC, submitted a minor subdivision application to divide the property at 760 Heather Dr into two parcels. The existing home and detached garage will be demolished for future plans to construct two new single-family homes on each of the newly created parcels.

DISCUSSION

Site Characteristics

The property is located on the west side of Heather Dr, off Victoria St, and is zoned R1, Detached Residential, as are the adjoining properties to the north, west, and south.

The property is under 1 acre in size at 25,500 sf., with a width of 150 feet and a depth of 170 feet on both sides. A single-family home was built on the property in 1950 with a detached garage. This home's current location would be bisected by the lot split, while the detached garage would be located entirely on Parcel B.

Vegetation on the property includes a mixture of open lawn area and trees. The topography changes very little on the property; it seems slightly higher at the house and gradually slopes down to the rear property line on Parcel A.

Project Description

The applicant is proposing to divide the property into two parcels. In the future, he plans to create single-family homes on each of the new parcels. The existing home and detached garage will be demolished before the City will endorse deeds for recording, as the home is located on the new property line. Future homes will be required to comply with the standards of the R1 zoning district.

Development Ordinance Requirements

Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards (Chapter 105) require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer must also be provided to the new lot. These standards also require 5-foot public drainage and 10-foot utility easements along property lines where necessary. Public drainage and utility easements are also required over infrastructure, watercourses, drainages or floodways.

The property is zoned R1, Detached Residential, as are the adjacent properties. In this district, lot standards (Sec. 107-67(e)) require a minimum lot area of 10,000 square feet, a width of 75 feet, and a depth of 125 feet. Minimum structure setbacks for a dwelling are 25-40 feet from a front, 30 feet from a rear property line, and 10 feet from an interior side lot line. A 5-foot minimum side yard is required for accessory buildings, including detached garages.

The existing parcel is defined as a key lot under Section 101-2 because the rear lot line abuts the side lot line of the property to the south of 4136 Victoria St. If subdivided, both of the new parcels would also be key lots and therefore subject to some additional regulations. While key lots are considered discouraged by code, they are permitted provided the lot is at least 15 feet more in depth or width than required for the zoning district to ensure there is sufficient buildable area on the parcel (Sec. 105-87 (9)). With a depth of 170' for both lots, both parcels will exceed this threshold. Key lots are also prevalent in the surrounding neighborhoods and would therefore not be uncommon.

Applicant Statement

The applicant states that they have purchased the property at 760 Heather Avenue with the intent to remove the existing structures and construct 2 new single-family residences in their place. The topography will be minimally affected as the grade already drops towards the large rear part of the property. Grading plans will be proposed as part of the new home plan review. Tree removal will be minimal, with only the choice of either the 32" elm tree at the street or the 24" oak tree in the building path. All tree replacement guidelines would be followed as part of the new home plan review.

STAFF REVIEW

Minor Subdivision

The applicant is proposing to remove the existing structures and divide the property into two parcels, with both Parcels A and B being for future single-family residential development. As shown below, the proposed parcels both exceed the minimum R1 District lot requirements.

Requirements	Parcel A	Parcel B
Area: 10,000 sf	12,750 sf	12,750 sf
Width: 75 feet	75 feet	75 feet
Depth (Key Lot): 140 feet	170 feet	170 feet

Both properties comply with the minimum lot standards and have sufficient buildable area for a new home when the minimum structure setbacks are applied. Even including the key lot restrictions to the rear yards, both properties' depths exceed the minimum depth requirements by 30 feet.

Watermain and sanitary sewer main and service depictions do not match the city's as-built records, therefore the applicant will need to verify their locations prior to approval of water and sewer permits. The existing driveway on Parcel B exceeds the 40% maximum allowed by City code. Therefore, the concrete curb and gutter on Heather Dr will need to be modified for Parcel B to bring the driveway approach into compliance, and concrete curb and gutter will need to be removed and a new driveway approach will need to be installed for Parcel A.

Escrows and associated permit fees will be required prior to the installation of the new driveways. The standard drainage and utility easements along the property lines will be required.

Tree removal, replacement, and protection will be addressed in the building permit reviews for the new homes.
A grading and drainage plan will need to be submitted with the building permit application.

Heather Dr has a paved width of 30 feet, which is in line with the city's standard road width of 28 to 30'. The City does not have specific capacity guidelines for local roadways, although there are capacity guidelines for roads that serve a higher purpose. Generally, local road capacity is based on the development potential of the area. Local roads are designed to accommodate traffic generated by low-density residential development. Single-family residential generates between 8 and 10 vehicle trips per day. The level of service on the roadway will not be reduced as a result of the subdivision.

Public and Agency Comment
Property owners within 350 feet were notified of the applicant's minor subdivision request. At the time the staff report was written, staff had not received any comments.

Planning Commission
The planning commission reviewed this application for the minor subdivision of 760 Heather Dr at the meeting on February 24th, 2026, where they also took public testimony.

Two residents came forward with public comments and questions regarding housing sizing and compatibility with the surrounding neighborhood, questions about tree removal on the site, and concerns about construction traffic and noise.

The commission recommended unanimously that the City Council approve the minor subdivision with a 6 to 0 vote.

RECOMMENDATION

Staff has reviewed the application request in accordance with the Comprehensive Plan policies and the Development Code regulations. After review, staff found it to be in compliance with these standards. Therefore, staff recommends the planning commission recommend approval of the minor subdivision for Todd Hinz to divide the property at 760 Heather Dr into two parcels, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Chapter 105, Article III of the Development Regulations, before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property, with credit given to Parcel A for the existing home.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The existing single family home and detached garage shall be demolished before the City will endorse deeds for recording.

5. Municipal water and sanitary sewer service shall be provided to Parcel A and B as reflected in the City Engineer's comments, as well as curb and gutter with associated permit fees and escrows.
6. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be reviewed by the city attorney and executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of new homes on Parcel A and B.
7. A permit or approval from Ramsey-Washington Watershed is required prior to issuing a building permit.
8. A tree survey and replacement plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. Trees that are to remain shall be protected including wood chips and protective fencing at the drip line of the retained trees.
9. A grading, drainage, and erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence. This plan shall be completed by a Minnesota licensed civil engineer.
10. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

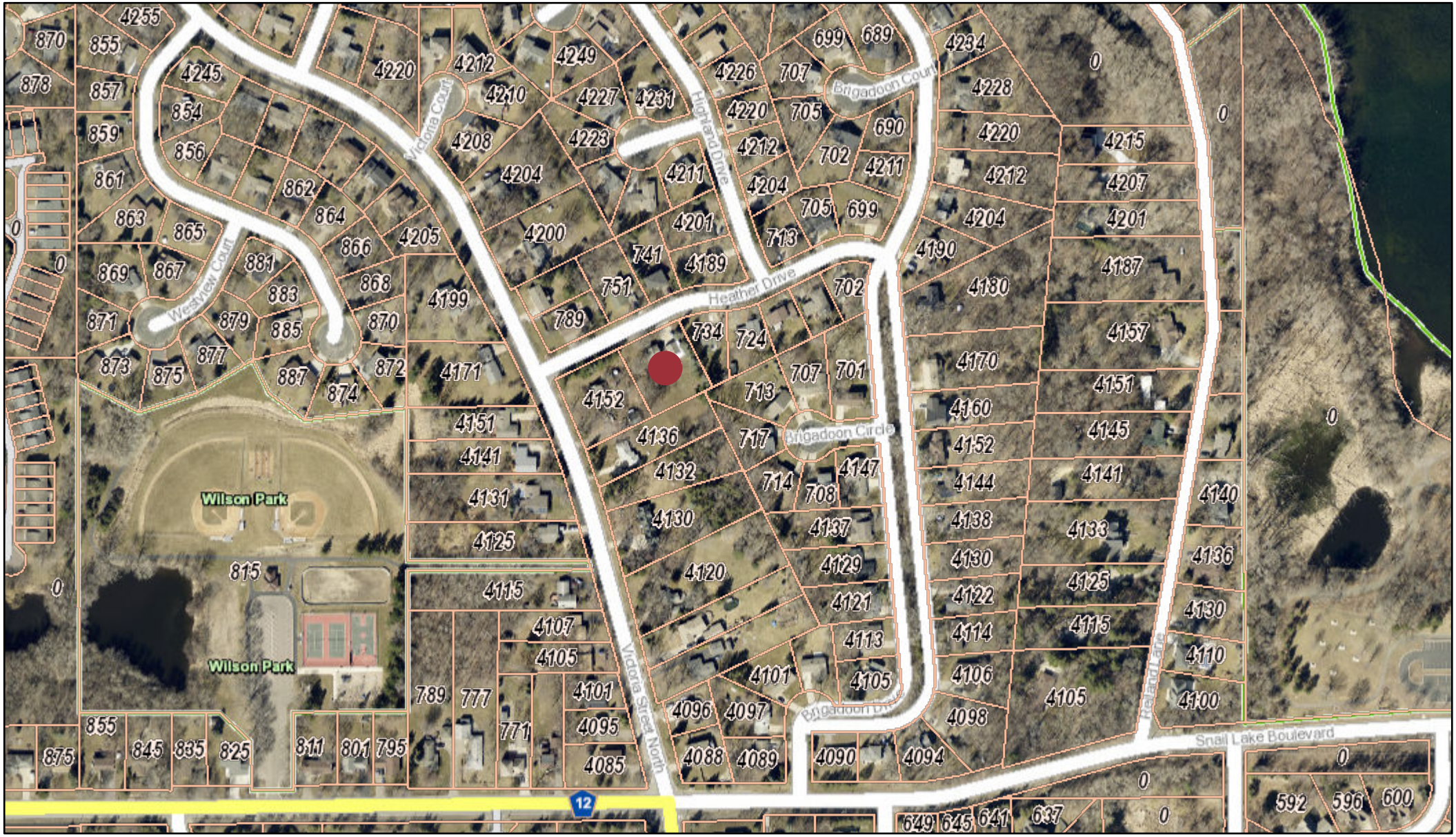
This recommendation of approval is based on the following findings of fact:

1. The proposed land use is consistent with the policies of the Comprehensive Plan.
2. The proposed subdivision is supported in the policies of the Comprehensive Plan by providing additional housing opportunity in the city.
3. The parcels will comply with the minimum standards of the R1, Detached Residential zoning district.

ATTACHMENTS

Location Map - 760 Heather Dr
760 Heather Ave - Statement
Proposed Subdivision Survey
DRAFT - Subdivision Agreement

760 Heather Dr



2/3/2026, 1:29:04 PM

1:3,600

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Personal Property

Cities

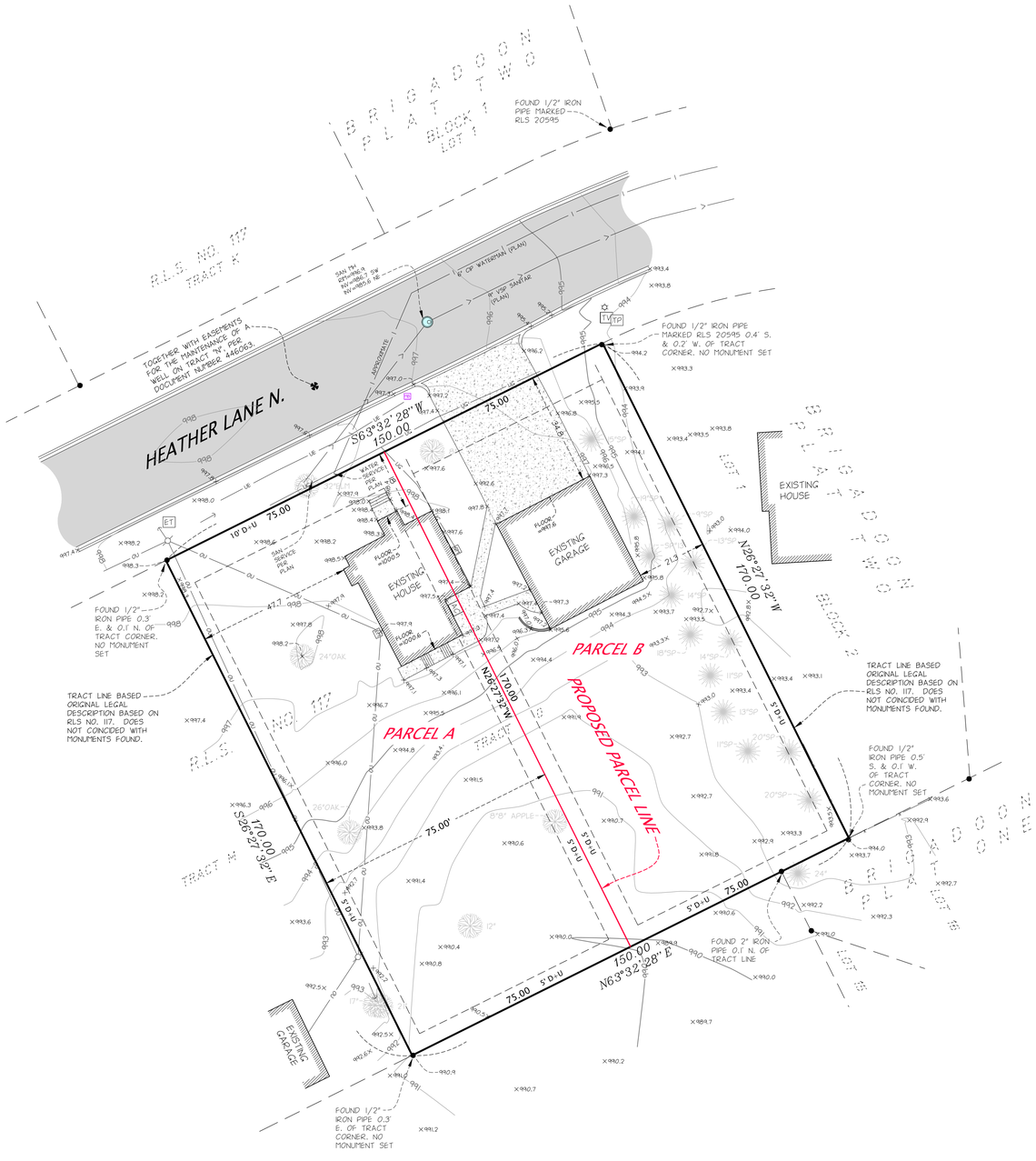
Tax Parcels

County Offices

Ramsey County

Ramsey County MN

Summit has purchased the property at 760 Heather Avenue with the intent to remove the existing structures and construct 2 new single-family residences in it's place. The lot conforms with all current requirements for it to work as 2 new building sites, and no variances are required. The topography will be minimally affected as the grade already drops towards the large rear part of the property. Grading plans will be proposed as part of the new home plan review. Tree removal will be minimal, with only the choice of either the 32" elm tree at the street or the 24" oak tree in the building path. All tree replacement guidelines would be followed as part of the new home plan review. New home designs will be up to the future owners; however, I would suspect that they would be in a similar size and scope to the recent new construction residence at 4132 Victoria Street.



LEGEND:

- FOUND MONUMENT
- SET 1/2" IRON PIPE MARKED RLS NO. 25718
- CABLE TV PEDESTAL
- AIR CONDITIONER
- ELECTRIC MANHOLE
- ELECTRIC METER
- ELECTRIC PEDESTAL
- ELECTRIC TRANSFORMER
- LIGHT POLE
- GUY WIRE
- POWER POLE
- GAS MANHOLE
- GAS METER
- TELEPHONE MANHOLE
- TELEPHONE PEDESTAL
- SANITARY CLEANOUT
- SANITARY MANHOLE
- CATCH BASIN
- STORM DRAIN
- FLARED END SECTION
- STORM MANHOLE
- FIRE DEPT. CONNECTION
- HYDRANT
- CURB STOP
- WATER WELL
- WATER MANHOLE
- WATER METER
- POST INDICATOR VALVE
- WATER VALVE
- BOLLARD
- FLAG POLE
- MAIL BOX
- TRAFFIC SIGN
- UNKNOWN MANHOLE
- SOIL BORING
- TRAFFIC SIGNAL
- CONIFEROUS TREE
- DECIDUOUS TREE
- UE — UNDERGROUND ELECTRIC
- UTV — UNDERGROUND CABLE TV
- UF — UNDERGROUND FIBER OPTIC
- UT — UNDERGROUND TELEPHONE
- OU — OVERHEAD UTILITY
- UG — UNDERGROUND GAS
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- FENCE
- CURB [TYPICAL]
- CONCRETE SURFACE
- BITUMINOUS SURFACE

PROPOSED LEGAL DESCRIPTION:

(SUBJECT TO EXAMINER OF TITLE REVIEW)

PARCEL A

The southwesterly 75.00 feet of Tract O, Registered Land Survey No. 117, Ramsey County, Minnesota as measured parallel with the southwesterly line of said Tract O.

PARCEL B

That part of Tract O, Registered Land Survey No. 117, Ramsey County, Minnesota lying northeasterly of the southwesterly 75.00 feet thereof as measured parallel with the southwesterly line of said Tract O.

PROPOSED EASEMENT DESCRIPTIONS:

The following proposed easements shall be recorded by separate document.

PARCEL A
An Easement for public Drainage and Utility purposes over, under and across that part of the following described property:

The southwesterly 75.00 feet of Tract O, Registered Land Survey No. 117, Ramsey County, Minnesota as measured parallel with the southwesterly line of said Tract O.

said easements are described as follows:
1. the northwesterly 10.00 feet thereof ;
2. the northeasterly 5.00 feet thereof;
3. the southeasterly 5.00 feet thereof;
4. and the southwesterly 5.00 feet thereof.

PARCEL B
An Easement for public Drainage and Utility purposes over, under and across that part of the following described property:

That part of Tract O, Registered Land Survey No. 117, Ramsey County, Minnesota lying northeasterly of the southwesterly 75.00 feet thereof as measured parallel with the southwesterly line of said Tract O.

said easements are described as follows:
1. the northwesterly 10.00 feet thereof ;
2. the northeasterly 5.00 feet thereof;
3. the southeasterly 5.00 feet thereof;
4. and the southwesterly 5.00 feet thereof.

5' D+U — PROPOSED PUBLIC DRAINAGE AND UTILITY EASEMENTS

DEVELOPEMENT DATA

ZONED: R1 - DETACHED RESIDENTIAL

PARCEL A
MINIMUM AREA: 10,000 SQ FT - PROPOSED = 12,750 SQ.FT.
MINIMUM WIDTH: 75' - PROPOSED 75.00'
MINIMUM DEPTH 125' - PROPOSED 170'

PARCEL A
MINIMUM AREA: 10,000 SQ FT - PROPOSED = 12,750 SQ.FT.
MINIMUM WIDTH: 75' - PROPOSED 75.00'
MINIMUM DEPTH 125' - PROPOSED 170'

BUILDING SETBACKS:
FRONT = 25' MIN 40' MAX
SIDE = 10'
REAR = 30'
MAX 40% LOT COVERAGE
VERIFY WITH BUILDING OFFICIAL PRIOR TO DESIGN AND DEVELOPMENT

ADJUSTMENTS TO BUILDING SETBACK LINES ARE RECOMMENDED BASED ON THE FOUND MONUMENTS THAT MAY OR MAY HAVE FESTERED INTO A PRACTICAL LOCATION OF BOUNDARIES SCENARIO.

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

LEGAL DESCRIPTION:

The following legal description is as shown on the FSA Title Services, LLC as agent for First American Title Insurance Company Title Commitment No. 250601, dated November 21st, 2025.

Tract O, Registered Land Survey No. 117

Together with Easements in favor of Eugene A. Schwartz and Patricia A. Schwartz, their heirs, successors and assigns, for the maintenance of a well on said Tract "N", granted in an instrument dated the 6th day of August, 1962. See Document Number 446063.

Torrens Property Certificate of Title No. 663075.

EASEMENT NOTES:

The following easements and encumbrances are as shown on the FSA Title Services, LLC as agent for First American Title Insurance Company Title Commitment No. 250601, dated November 21st, 2025, as listed on this survey was relied upon for matters of record. Other easements may exist that were not shown in this commitment and are not shown on this survey.

1. Together with Easements in favor of Eugene A. Schwartz and Patricia A. Schwartz, their heirs, successors and assigns, for the maintenance of a well on said Tract "N", granted in an instrument dated the 6th day of August, 1962. See Document Number 446063. (NOT SHOWN ON SURVEY, TRACT N DEDICATED AS ROADWAY)

AREA:

TOTAL TRACT O AREA AS SHOWN = 25,500 SQ.FT.

UNDERGROUND UTILITIES NOTES:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THIS SURVEY HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES ADDITIONAL UTILITIES OF WHICH WE ARE UNAWARE MAY EXIST.

SURVEY NOTES:

1. BEARINGS ARE BASED ON THE RAMSEY COUNTY COORDINATE SYSTEM NAD 1983.
2. UNDERGROUND UTILITIES SHOWN PER VISUAL OBSERVATION AND AS-BUILTS PLANS PROVIDED BY THE CITY OF SHOREVIEW PUBLIC WORKS DEPARTMENT.
3. THERE MAY SOME UNDERGROUND UTILITIES, GAS, ELECTRIC, ETC. NOT SHOWN OR LOCATED.
4. DATE OF FIELD SURVEY = 1-6-25
5. TRACK O OF RLS NO. 117 MEASURES 150' X 170' . FOUND MONUMENTS AROUND THE TRACT REVEAL A SHORTAGE IN THE TRACT O BY 0.8' MORE OR LESS. WE HAVE SHOWN THE BOUNDARIES OF TRACT O BASED ON THE ORIGINAL LEGAL DESCRIPTION OF RLS 117 AND THE SUBDIVISION THEREOF.

EXISTING IMPROVEMENT AREAS:

(IN SQUARE FEET)

HOUSE = 1091
GARAGE = 1167
DRIVEWAY =1132
CONCRETE = 421
WALL = 6

TOTAL IMPROVEMENTS = 3,817 SQ.FT.
= 15.0% OF OVERALL TRACT AREA

NORTH
0 20 40

CONTACT:

Todd E. Hinz
President
Summit Design-Build, LLC
www.summitdesign-build.com
651-431-8890 cell
651-756-1187 fax

COUNTY/CITY:

RAMSEY COUNTY

CITY OF SHOREVIEW

REVISIONS:

DATE	REVISION
1-16-26	ISSUED

CERTIFICATION:

I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

Daniel L. Thurmes Registration Number: 25718

Date: 1-16-26

PROJECT LOCATION:

760
HEATHER DRIVE
PID#233023430053

Suite #200
1970 Northwestern Ave.
Stillwater, MN 55082
Phone 651.275.8969
dan@cssurvey
.net

CORNERSTONE
LAND SURVEYING, INC.

FILE NAME SURVSUM11A
PROJECT NO. SUM22011A

MINOR LOT
SUBDIVISION

SUBDIVISION AGREEMENT
760 Heather Dr

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Summit Design-Build, LLC., property owner, and successors (hereinafter the "Developer").

2.0 On March 16th, 2026 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the "Subject Property")

See Attachment A
(This property is commonly known as 760 Heather Dr)

3.0 Pursuant to City Ordinances, the Developer is required:

A. To make certain improvements to the subject property.
B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

4.0 The approval is subject to the terms and conditions contained herein, and the following conditions as approved by the City Council on March 16th, 2026:

A. The minor subdivision shall be in accordance with the plans submitted.
B. For Parcel B, a Public Recreation Use Dedication fee as required by Chapter 105, Article III of the Development Regulations, before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property, with credit given to Parcel A for the existing home.
C. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
D. The existing single family home and detached garage shall be demolished before the City will endorse deeds for recording.
E. Municipal water and sanitary sewer service shall be provided to Parcel A and B as reflected in the City Engineer's comments, as well as curb and gutter with associated permit fees and escrows.

F. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of new homes on Parcel A and B.

G. The applicants shall enter into a Development Agreement at the time of construction of new homes on Parcel A and B.

H. A permit or approval from Ramsey-Washington Watershed is required prior to issuing a building permit.

I. A tree survey and replacement plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. Trees that are to remain shall be protected including wood chips and protective fencing at the drip line of the retained trees.

J. A grading, drainage, and erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence. This plan shall be completed by a Minnesota licensed civil engineer.

K. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

5.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

A. Conditions Precedent. Prior to the City's endorsement of the deeds for recording which will effectuate the subdivision of the Subject Property into 2 lots, the Developer shall:

i. **Pay Public Use Dedication Fee.** The Developer agrees to pay a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of the property. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the city will endorse the deeds for recording. The Cash Equivalency Payment required on a residential use depends upon the density of dwelling units per acre on the proposed development or subdivision. The proposed development has a density of 0 to 2 units per acre; therefore, the Cash Equivalency Payment shall equal 4% of the fair market value. Credit will be given for the existing house. As calculated per Attachment B, the public use dedication fee is **$2,841.16.**

ii. **Public Easements.** Drainage and Utility easements shall be dedicated to the City as required by the Public Works Director and the Municipal Code.

iii. **Sewer Availability Charge (SAC).** The new dwellings are subject to a SAC charge of the Metropolitan Council at the time of building permit issuance. Credit will be given for the existing house.

iv. **Utility Assessment and Connection Charges.** One of the new lots is subject to utility assessment and connection fees for city water and sanitary sewer service at the time of building permit issuance. The fee will be $275.00 for the new sewer connection and $275.00 for the new water connection.

v. **Maintenance of Private Sanitary Sewer and Water Services.** Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the new lots are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.

vi. **Removal of Existing Buildings.** The existing single family home and detached garage shall be demolished in accordance with the permit requirements.

6.0 Default. The occurrence of any of the following after written notice from the City shall be considered an "Event of Default" in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

7.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not

cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.

B. The Developer shall save, indemnify, and hold harmless, including reasonable attorney's fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
C. Obtain an order from a court of competent jurisdiction in Ramsey County, Minnesota, requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
D. Exercise any other remedies, which may be available to it, including an action for damages.
E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorney's fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.
G. The laws of the State of Minnesota shall govern the interpretation of this agreement.

8.0 **IN WITNESS WHEREOF,** the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, the 16th day of March 2026.

DEVELOPER/PROPERTY OWNER

_____

Todd Hinz for Summit-Design Build, LLC
Owner/Developer

CITY OF SHOREVIEW

_____

Sue Denkinger, Mayor

_____

Brad Martens, City Manager

Drafted by: Will Harris
Associate Planner
4600 Victoria St N
Shoreview, MN 55126

Attachment A

Legal Description

Tract O, Registered Land Survey No. 117

Attachment B
Fee Calculations

Public Use Dedication Fee

Calculations as follows:
Property Area = 25,550 sq. ft.
Market Land Value (2025) = $142,000
Per Square Foot Value (Est Land) = $5.56/sq. ft.

Land Value:
Credit will be given to Parcel A for the existing residence.

Parcel B – Property Area = 12,775 sq. ft. @ $5.56/sq. ft. = $71,029

Based on density of 0-2 units per acre for the subdivision, the park fee is based on 4% of the land value ($90,085.38 x .04 = **$2,841.16**)

Memorandum

TO:	City Council
FROM:	Todd Jagoe , Utilities Supervisor
DATE:	March 16, 2026
SUBJECT:	Accept the quote from Key's Well for the rehabilitation of well #7
ITEM NUMBER:	8.e
SECTION:	CONSENT AGENDA

REQUESTED MOTION
To accept the quote from Key's Well for the rehabilitation of Well #7

INTRODUCTION
Rehabilitation of well #7 is scheduled in 2026. Staff has solicited quotes to complete this work and city council quote acceptance is required to complete the rehabilitation.

DISCUSSION
Rehabilitation of city wells is required every 10,000-hours of pump run time which equates to approximately every 6-years for well #7. Rehabilitation consists of removing and rebuilding the well pump and motor, televising the well casing and miscellaneous well casing replacements as needed. Staff solicited quotes from contractors that have completed work in the past on Shoreview's wells and are attached at the end of the report for reference. Staff is recommending the acceptance of the low quote from Key's Well in the amount of $25,085.00. The project will be paid for through the water fund.

RECOMMENDATION
It is recommended that the city council accept the quote from Key's Well in the amount of 25,085.00 for the rehabilitation of Well #7.

ATTACHMENTS
Traut Companies quote
Keys Well quote
EH Renner quote

Traut Companies

32640 Co Rd 133
St. Joseph MN
320-251-5090
joet@trautcompanies.com

Quote - Well 7 Pull 200hp VHS pump - Pull, Inspect, Video, Repair, & Reinstall Pump

DATE: 1/19/2026

PHONE # 651-490-4672
FAX #

NAME: City of Shoreview
ADDRESS: 4600 Victoria St. N.
Shoreview MN 55126
ATTN: Todd Jagoe

JOB # 30-0000

	Description Pump Repair	Unit	Unit Price	Quanity	Totals
LABOR	Mobilization & Demobilization	LS	$ 2,650.00	1	$ 2,650.00
	Pull Pump	HR	$ 350.00	6	$ 2,100.00
	Clean & Disassemble Pump	HR	$ 125.00	8	$ 1,000.00
	Remobilize & Demobilze	HR	$ 2,650.00	1	$ 2,650.00
	Reinstall Pump & Hook to System	HR	$ 350.00	7	$ 2,450.00
	Start Pump & Test Run	HR	$ 175.00	1	$ 175.00
	Video	EA	$ 2,100.00	1	$ 2,100.00
MATERIALS	Rebuild - 200hp US VHS motor (rewind not included) Estimated	EACH	$ 6,800.00	1	$ 6,800.00
	Rebuild 13MC - 5stage Am-Marsh	EACH	$ 6,500.00	1	$ 6,500.00
	1 11/16" SS head shaft	EACH	$ 925.00	1	$ 925.00
	1 11/16" packing box rebuild	EACH	$ 350.00	1	$ 350.00
	10" x 9'-11 1/4" T&C column pipe Sch40 blk	EACH	$ 1,850.00		$ -
	10" x 4'-11 1/4" T&C column pipe Sch40 blk	EACH	$ 1,400.00		$ -
	1 1/2" x 10' SS Shaft w/sleeves	EACH	$ 975.00		$ -
	1 1/2" x 5' SS Shaft w/sleeves	EACH	$ 675.00		$ -
	Rubber spider inserts	EACH	$ 75.00	14	$ 1,050.00
	SS Shaft sleeves	EACH	$ 115.00	14	$ 1,610.00
	1 1/4" PVC sound tube	LF	$ 3.00	140	$ 420.00
	Misc supplies	LS	$ 750.00	1	$ 750.00
	Electrical connectors	EACH	$ 65.00	3	$ 195.00
	New Pump - 13MC - 5 stage Flowise 1200GPM @ 300TDH	EACH	$ 19,800.00		$ -
	New 200hp VHS motor Prem. Eff.	EACH	$ 25,800.00		$ -
	TOTAL MATERIALS				$ 18,600.00
	TOTAL LABOR				$ 13,125.00
	INCOMING FREIGHT			EST.	$ 1,800.00
	TOTAL				$ 33,525.00

Traut Companies Represenative: *Joe Traut*

KEYS WELL DRILLING
"WATER PRODUCERS SINCE 1890"
1156 HOMER STREET, ST. PAUL, MN 55116-3232
PH-651-646-7871 FX-651-641-0216

Quotation

To: City of Shoreview, MN

Date of: January 15, 2026
Attention: Todd Jagoe
Project: Well 7 Rehab
Location: Shoreview, MN

We are pleased to quote you as follows:

No.	Description	Unit	Est. Qty	Price	Extension
1	Remove and reinstall well pump	LS	1	$ 9,600.00	$ 9,600.00
2	Shop time (tear down, inspect, unload/load,etc.)	HR	20	$ 125.00	$ 2,500.00
3	Post install performance test	EA	1	$ 500.00	$ 500.00
4	Televise well	EA	1	$ 2,200.00	$ 2,200.00
					$ 14,800.00
	Materials (as needed)				
5	Rubber lineshaft inserts	EA	14	$ 40.00	$ 560.00
6	Sch. 40 10"x10' T&C column pipe	EA	13	$ 1,000.00	$ 13,000.00
7	Sch. 40 10"x5' T&C column pipe	EA	2	$ 850.00	$ 1,700.00
8	Sch. 40 10"x10' suction pipe	EA	1	$ 900.00	$ 900.00
9	Machine new SS headshaft	EA	1	$ 675.00	$ 675.00
10	Machine & install new discharge head bearing	EA	1	$ 450.00	$ 450.00
11	Machine & install new bowl bearing	EA	6	$ 375.00	$ 2,250.00
12	Machine & install new bowl wear ring	EA	4	$ 475.00	$ 1,900.00
13	Machine new SS bowl shaft	EA	1	$ 650.00	$ 650.00
14	Standard motor rebuild (200HP VHS)	LS	1	$ 3,000.00	$ 3,000.00
					$ 25,085.00
	Additional Options:				
A.1	Wire brush casing	LS	1	$ 4,000.00	$ 4,000.00
A.2	Mob for bailing	LS	1	$ 15,000.00	$ 15,000.00
A.3	Sandremoval	CY	1	$ 575.00	
A.4	New pump to match existing conditions	EA	1	$ 13,000.00	$ 13,000.00

Clarifications:
*Prices subject to change on actual sizes and quantities
*Price excludes bonding
*Owner to supply dumpster or dump truck for sand removal

Thank you for the opportunity to quote this project.

Terms: N-30
Quotation valid for 30 days
Quoted By _____
Trevor Keys

Accepted _____

Date_____

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS
15688 Jarvis Street NW * Elk River, Minnesota 55330
Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

January 20, 2026

City of Shoreview
Todd Jagoe
4600 North Victoria Street
Shoreview, MN 55126

Subject: Well No. 07

Re: Estimate for repair in 2020

Description	Qty	Units	Price	Extension
Labor to remove balance of pump				
Operator	8	Hrs.	$150.00	$1,200.00
Helper	8	Hrs.	$125.00	$1,000.00
Pump Rig	8	Hrs.	$150.00	$1,200.00
Flat Bed	1	Day	$250.00	$250.00
Televise Well	1	Ea.	$2,000.00	$2,000.00
Wire Brush Well Casing	1	Ea.	$3,200.00	$3,200.00
Material as required.				
Motor Repairs (estimate)	1	Ea.	$5,700.00	$5,700.00
Balance Pump and Motor	1	Ea.	$800.00	$800.00
Headshaft	1	Ea.	$800.00	$800.00
Headshaft Coupling	1	Ea.	$50.00	$50.00
Sandblast and Paint Head	1	L.S.	$800.00	$800.00
Pump Packing and Discharge Head bearing	1	L.S.	$350.00	$350.00
Motor Oil	1	Ea.	$30.00	$30.00
Column .365 10" x 53" TBE	1	Ea.	$475.00	$475.00
Column .365 10" x 9' 11-1/4" T&C	14	Ea.	$900.00	$12,600.00
Column .365 10" x 4' 11-1/4" T&C	1	Ea.	$850.00	$850.00
Column .365 Suction Pipe 10" x 10' TOE	1	Ea.	$900.00	$900.00
Shafting .416 1-11/16" x 120" TBE - 8 TPI	14	Ea.	$700.00	$9,800.00
Shafting .416 1-11/16" x 60" TBE - 8 TPI	1	Ea.	$625.00	$625.00
Shaft Coupling .416 SS 1-11/16 x 4.5"	14	Ea.	$70.00	$980.00
Rubber Bearing	14	Ea.	$50.00	$700.00
Bronze Retainers	14	Ea.	$165.00	$2,310.00
Replacement Bowl Assembly 13MC - 5 Stage 1200 at 300 Ft	1	Ea.	$15,500.00	$15,500.00
Misc	1	Ea.	$300.00	$300.00
2 Stilling tubes	280	Ft	$7.00	$1,960.00
Labor to install pump and motor and start up				
Operator	9	Hrs.	$150.00	$1,350.00
Helper	9	Hrs.	$125.00	$1,125.00
Pump Rig	9	Hrs.	$125.00	$1,125.00
Flat Bed	1	Day	$250.00	$250.00
Amount of This Invoice				**$68,230.00**

If you need additional information or have questions, I can be contacted at my office 763-427-6100 or on my cell phone at 763-286-5283.

Sincerely

Katie Renner Welle

Project Manager
E.H. Renner & Sons, Inc.

Memorandum

TO: City Council

FROM: Niki Hill, AICP , Assistant Community Development Director

DATE: March 16, 2026

SUBJECT: Contract for Planning Services - Comprehensive Plan 2050

ITEM NUMBER: 8.f

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the Professional Services Agreement with HKGI to provide assistance with the 2050 Comprehensive Plan.

INTRODUCTION

The City of Shoreview will begin the process of preparing its 2050 Comprehensive Plan later this spring. To assist with this effort, staff has approached HKGI for professional planning services.

HKGI has previously worked with the city on a number of planning initiatives, including finalizing the 2040 Comprehensive Plan and assisting with the City's current Development Code update. Their familiarity with the community, existing policies, and the city's planning framework will allow them to effectively support staff through the 2050 Comprehensive Plan process.

Assistance from HKGI will help the city address updated Metropolitan Council requirements while also considering emerging trends related to planning and zoning. This work will build upon the City's existing comprehensive plan policies and help ensure the 2050 Plan continues to reflect Shoreview's community priorities and long-term planning goals.

DISCUSSION

The proposed scope of work reflects staff discussions with both the city council and planning commission emphasizing the desire to complete more than the minimum required comprehensive plan update. HKGI has developed a scope that includes three phases:

Phase 1 – Plan Development

Phase 1 includes preparation of the Comprehensive Plan, including public and stakeholder engagement, drafting of the Plan, and preliminary City Council approval to distribute the draft Plan to affected jurisdictions for the required six-month review period and to the Metropolitan Council for an informal review.

Engagement activities during this phase will gather input from community members and stakeholders across the city. Importantly, engagement will also include City staff, appointed board and commission members, and elected officials. This input will help identify the

initiatives and policies that have been successfully implemented from the 2040 Plan and determine which efforts should be carried forward or updated in the 2050 Plan.

Phase 2 – Jurisdictional Review Period
Phase 2 accommodates the required six-month review period. Work during this phase will include compiling, summarizing, and responding to comments received from the Metropolitan Council and adjacent jurisdictions in coordination with City staff. At the end of this phase, a revised Plan will be presented to the City Council for approval to submit the document to the Metropolitan Council for formal review.

Phase 3 – Metropolitan Council Review and Final Adoption
Phase 3 consists of the Metropolitan Council's formal review of the Plan. HKGI will work with City staff to respond to any additional comments and revise the Plan as needed prior to City Council adoption and formal submittal to the Metropolitan Council.
While more than 90 percent of the work associated with the project will occur during Phase 1, including the review phases in the project scope helps establish realistic expectations for the full project timeline from project kickoff through final plan adoption.

The full proposal from HKGI is attached for City Council review.

Financial Impact

The contract will be funded through the Community Development Department's contractual services budget. Per the proposal, the "Not-To-Exceed Total Proposed Fee" is $143,500. This aligns with the budgeted cost of the comprehensive plan update. Funding for the project has been allocated over three years:

- 2026: $50,000 budgeted
- 2027: $50,000 budgeted
- 2028: $50,000 budgeted

The City of Shoreview is eligible for a $40,000 base-level grant to assist with preparation of the 2050 Comprehensive Plan. In addition to the base grant, the City may apply for two optional incentive grants:

- Early Plan Submission: $4,000
- Advancing Regional Goals: $10,000

The City will apply for the base grant comprehensive plan assistance funding through the Metropolitan Council. Staff will evaluate whether to apply for the optional incentive grants as the process gets underway. Half of the base-level grant ($20,000) is paid upon completion of the application process, with the remaining $20,000 and any incentive grant funds paid upon completion of the Comprehensive Plan and authorization by the Metropolitan Council.

RECOMMENDATION
Staff recommends that the City Council approve the Professional Services Agreement with HKGI to assist with preparation of the Shoreview 2050 Comprehensive Plan.

ATTACHMENTS
Shoreview DRAFT 2050 Comp Plan Contract
HKGi Shoreview 2050 Comp Plan proposal

Planning | Landscape Architecture | Urban Design

February 24, 2026

Niki Hill
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

RE: AN AGREEMENT BETWEEN THE CITY OF SHOREVIEW AND HOISINGTON KOEGLER GROUP INC. FOR SERVICES PERTAINING TO 2050 COMPREHENSIVE PLAN

Dear CLIENT:

This letter outlines a Scope of Services, Fee Schedule and other elements which together constitute an agreement between the City of Shoreview hereinafter referred to as the CLIENT, and Hoisington Koegler Group Inc., hereinafter referred to as the CONSULTANT for 2050 Comprehensive Plan, hereinafter referred to as the PROJECT.

The CLIENT and CONSULTANT agree as set forth below:

A. BASIC SERVICES

The CONSULTANT'S basic services for the PROJECT are as provided in Attachment A Work Program.

B. ADDITIONAL SERVICES

The CONSULTANT and the CLIENT may agree in writing to amend this Contract for additional services related to the PROJECT and compensation for such services. The following services have not been requested by the CLIENT but are available upon written authorization.

1. Meetings in addition to those specified in Paragraph A above.
2. Services or Deliverables not specifically identified in Paragraph A above.

C. FEES FOR PROFESSIONAL SERVICES

The CONSULTANT agrees to complete the scope of work contained in Paragraph A in exchange for professional fee compensation as noted below. The CLIENT agrees to pay the CONSULTANT for PROJECT services rendered as follows:

1. For the CONSULTANT'S Basic Services described in Paragraph A above, a fee based on the CONSULTANT'S current hourly rate schedule (see Attachment B) not-to-exceed one hundred forty-three thousand five hundred dollars inclusive of expenses as noted in Paragraph A.
2. For the CONSULTANT'S Additional Services described in Paragraph B, a fee based on the CONSULTANT'S current hourly rate schedule plus incidental expenses or a negotiated fee.
3. Invoices will be submitted electronically (PDF form) to the CLIENT via email on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.
4. The CONSULTANT reserves the right to suspend services if the CLIENT is delinquent in making payments in accordance with this Agreement.

D. CLIENT'S RESPONSIBILITY

The CLIENT shall be responsible for the following:

1. Assembly of background information including, but not limited to digital copies of all files, pertinent plans, aerial photographs, base maps, inventory data, available GIS mapping, limited to those that are reasonably available.
2. Arrangements and notification for public meetings, including, but not limited to community engagement and commission/board meetings.
3. Preparation of required minutes per city policy.
4. Participation in Planning Staff and Key Staff meetings.
5. Reproduction and distribution of Project reports as deemed necessary and not otherwise specified in paragraph A.
6. Participation in community engagement events to expand reach of those specified in paragraph A.
7. Review of draft Project reports prepared in accordance with paragraph A.
8. Coordination on transportation and infrastructure analysis. This includes the delivery of DNR water supply and the local surface water management plans or summaries of these plans in a schedule consistent with the overall comprehensive plan schedule.
9. Preparation of content to be inserted into comprehensive plan chapters.

E. INSURANCE

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The CLIENT reserves the right to

review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
    - $2,000,000 per occurrence
    - $3,000,000 general aggregate
    - $300,000 damage to rented premises
    - $15,000 medical expenses
2. Umbrella Liability
    - $1,000,000 per occurrence
    - $1,000,000 general aggregate
    - $10,000 self-insured retention
3. Worker's Compensation and Employer's Liability
    a. Worker's Compensation per Minnesota Statutes
    b. Employer's Liability
        - $500,000 per accident;
        - $500,000 per employee;
        - $500,000 per disease policy limit.
4. Professional Liability Insurance
    - $2,000,000 per claim
    - $4,000,000 annual aggregate

F. COMPLETION SCHEDULE

The services of the CONSULTANT will begin upon CLIENT approval and will, absent of causes beyond the control of the CONSULTANT, be completed within thirty months of the date that the CLIENT issues a notice to proceed. The notice to proceed shall come from an authorized representative of the City.

G. SUB-CONSULTANTS

The CONSULTANT shall not add any Sub-Consultants without written consent from the CLIENT.

H. NONDISCRIMINATION

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

I. EQUAL OPPORTUNITY

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

J. INDEMNIFICATION

CLIENT and CONSULTANT agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the CLIENT and CONSULTANT, they shall be borne by each party in proportion to its negligence

K. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CLIENT and the CONSULTANT.
2. Either party may terminate this Agreement by written notice to the other party at its address by certified mail at least ten (10) days prior to the date of termination.
3. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.
4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.
5. This Agreement shall be governed by all applicable laws.

6. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

L. DISPUTES

In the event the CLIENT and CONSULTANT are unable to reach agreement under the terms of this contract, disputes shall be resolved using alternative dispute resolution (ADR).

M. REVOCATION

If this agreement is not signed and accepted by both parties within 90 days of the contract date, it shall become null and void.

N. AUTHORIZATION

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services,

This _____ day of _____, 2026

CLIENT

City of Shoreview

_____ _____

Name Title

_____ _____

Name Title

CONSULTANT

Hoisington Koegler Group Inc.

Name	Title

ATTACHMENT A
WORK PROGRAM

1. Take the Pulse

Task 1 is focused on establishing the foundation for the 2050 Comprehensive Plan. Task 1 will focus on updating the community's existing context, gathering input on community needs, and confirming the vision. In addition to updating base mapping and demographics, the planning process will include an audit of the 2040 Comprehensive Plan and a review of how the direction established by the Metropolitan Council in Imagine 2050 will need to be incorporated into the 2050 Comprehensive Plan. This task will include the following subtasks:

1.1. Evaluate the city's system statement and minimum requirements checklist from the Metropolitan Council to preliminarily determine what needs to be updated and what topics potentially require additional discussion with Staff, policymakers, and the community.

1.2. Prepare base mapping and update demographic, housing, and economic information to create a succinct summary for the community and to update the Community Background chapter.

1.3. Review any studies or reports prepared since completion of the 2040 Comprehensive Plan.

1.4. Assess how new laws passed in the 2026 legislative session impact the comprehensive plan update process.

1.5. Facilitate a meeting with Key Staff (e.g. parks, engineering, public works) to officially kick off the project:

a. Discuss issues and opportunities.

b. Discuss potential impacts from city's system statement and minimum requirements checklist from the Metropolitan Council.

c. Review and refine draft community engagement materials.

d. Discuss approach for updates to Transportation and Water Resources chapters.

1.6. Conduct Engagement Round 1. Round 1 of the community engagement will have two primary purposes. First, we will use it to communicate the project to the community: the "what," "why," and "how" of the Comprehensive Plan update. Secondly, we will use this phase to confirm the vision that was prepared during the recent amendment process and identify any community needs that should be considered. It is anticipated that this round of engagement will include the preparation of materials for posting on the project website and inclusion in

City communications; preparation of an online engagement tool; attendance at community pop-up events and/or targeted community groups to reach underrepresented populations; and the preparation of an engagement summary. It also will include property owner interviews for those areas where the future land use may change from the 2040 Comprehensive Plan.

In order to ensure a broad audience is engaged, this round of community engagement will extend for at least four months to enable the consulting team and Planning Staff to participate in a range of events. While the consultant team will participate in up to 3 events, the consultant team will ensure Planning Staff will have the materials needed to attend additional events.

1.7. Conduct Kick Off Event with the Planning Commission and City Council to provide background on comprehensive planning, provide highlights about Shoreview today, share community input received to date, and solicit initial input. Combine with discussion about zoning code.

1.8. Conduct Kick Off Event with Parks & Recreation Commission and Rambling River Center Advisory Board to provide background on comprehensive planning, provide highlights about Shoreview today, share community engagement input received to date, and solicit initial input.

1.9. Meet with Planning Staff to review the draft community engagement summary and community context chapter, as well as to confirm additional community outreach events.

1.10. At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

2. Shape the Plan

Building on the findings from Task 1, HKGi will collaborate with Key Staff to identify key directions for each chapter of the Comprehensive Plan. This will include changes to land use based on revised projections, refinements to existing goals and policies, and the development of new goals and policies for the Metropolitan Council's new requirements regarding climate and natural systems. Community Engagement Round 2 will focus on seeking input through neighborhood meetings as appropriate. This task will include the following subtasks:

2.1. Collaborate with Key Staff on the plan directions, as well as land use changes and infrastructure system improvements needed. This exploration is anticipated to extend up to three Key Staff meetings and will include the development of diagrams and illustrations. Preliminary data, including GIS of future land use, will also be prepared and quantified to enable high-level evaluation of land use concepts.

2.2. Conduct a Joint Meeting where members of the Planning Commission, Park and Recreation Commission, and City Council to learn the findings from the 1st round of community engagement and discuss the key directions.

2.3. Conduct Community Engagement Round 2. The 2nd round of community engagement will seek input from targeted stakeholders regarding key directions. This is anticipated include at least two neighborhood meetings and a meeting to focus on the topics of transportation, trails, greenways, and linear parks. While the consultant team will participate in up to 3 events, the consultant team will ensure Planning Staff will have the materials needed to attend additional events.

2.4. Meet with Key Staff to review input received and identify proposed revisions to the plan key directions.

2.5. Prepare revised GIS files of land use and confirm conformance with Metropolitan Council projections.

2.6. At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

3. Prepare the Plan

Task 3 will use community input and the key directions from Task 2 to prepare a full draft of the 2050 Comprehensive Plan in collaboration with Key Staff. A review draft will be presented to the Planning Commission and City Council. Then, HKGi will facilitate Community Engagement Round 3. Input from the reviews and community engagement will be used to create a final draft that will be considered for approval by the Planning Commission and City Council in Task 4. This task will include the following subtasks:

3.1. Prepare draft of the 2050 Comprehensive Plan in collaboration with Key Staff. Work with Key Staff to incorporate transportation and utility information into the document.

3.2. Present the draft 2050 Comprehensive Plan to the Planning Commission.

3.3. Present the draft 2050 Comprehensive Plan to the City Council.

3.4. Conduct Community Engagement Round 3. Round 3 of Community Engagement will include the posting of the draft 2050 Comprehensive Plan online for broad community review and comment. The draft will also be sent to the Park & Recreation Commission and the Rambling River Center Advisory Board for review and comment.

3.5. At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

4. Seek Approvals

The final task of this phase will begin with the preparation of the final draft of the 2050 Comprehensive Plan based on the review and community input in Task 3. The final draft will then be presented to the Planning Commission at a public hearing. The City Council will consider approving the draft for distribution to adjacent and affected agencies for review. This task will include the following subtasks:

4.1. Prepare final draft of the 2050 Comprehensive Plan.

4.2. Conduct the Planning Commission Public Hearing.

4.3. Make final revisions to the plan based on Planning Commission recommendation.

4.4. Present 2050 Comprehensive Plan to the City Council for approval to distribute to adjacent and affected agencies.

5. Distribute the Plan for 6-Month Review

Comprehensive Plans are required to be distributed to adjacent and affected jurisdictions for a minimum of six months, or until comments from all agencies are received. Depending on timing, the Metropolitan Council also allows communities to submit the draft Comprehensive Plan for optional preliminary review. This task will include the following subtasks:

5.1. Assemble electronic version of Comprehensive Plan for distribution.

5.2. Support review by adjacent and affected jurisdictions by preparing an email with a response form and a link to the 2050 Comprehensive Plan for Planning Staff to distribute to the required list of affected and affected jurisdictions.

5.3. Submit the 2050 Comprehensive Plan for Metropolitan Council preliminary plan review.

5.4. Summarize comments received and prepare revisions as needed from adjacent and affected jurisdictions, as well as the Metropolitan Council.

5.5. Present revised 2050 Comprehensive Plan to the City Council for authorization to submit it to the Metropolitan Council.

5.6. At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

6. Facilitate Metropolitan Council Review

Task 6 will focus on seeking approval from the Metropolitan Council for the 2050 Comprehensive Plan. This will involve making revisions until the Metropolitan Council deems it complete and supporting Planning Staff through the approval process. This task will include the following subtasks:

6.1. Prepare and submit the 2050 Comprehensive Plan for Metropolitan Council formal review.

6.2. Revise the 2050 Comprehensive Plan as needed to address completeness issues identified by the Metropolitan Council.

6.3. Support Planning Staff through the Metropolitan Council approval process.

6.4. At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

7. Adopt the Plan

The final task will support the final adoption of the 2050 Comprehensive Plan by the City Council following approval by the Metropolitan Council. This task will include the following subtasks:

7.1. Prepare final 2050 Comprehensive Plan for City Council adoption.

7.2. Support Planning Staff with the City Council's adoption.

7.3. Submit the 2050 Comprehensive Plan and all required documentation to the Metropolitan Council.

7.4. Provide Planning Staff with the final electronic files.

ATTACHMENT B
2026 HOURLY RATE SCHEDULE

Rates by Professional Category

Principal..... $200-290/hr

Associate..... $145-200/hr

Senior Professional..... $110–160/hr

Professional II $90-135/hr

Professional I $50–90/hr

Technical..... $50-90/hr

Litigation Services..... $250-350/hr

Testimony $275-375/hr

Incidental Expenses

Mileage..... current federal rate/mile

Photocopying BW.....5¢/page

Photocopying Color .....25¢/page

Outside Printing.....Actual Cost

Large Format Scanning.....Actual Cost

Lodging and meals..... Actual Cost



2050 COMPREHENSIVE PLAN UPDATE

Shoreview, Minnesota

Prepared by

HKGi

Planning | Landscape Architecture | Urban Design

Proposal for
Planning Services
February 4, 2026

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IMAGE FROM ENGAGEMENT FOR COMPREHENSIVE PLAN FARMINGTON, MINNESOTA

February 4, 2026

Niki Hill, Assistant Community Development Director
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

800 Washington Ave. N., #207
Minneapolis, MN 55401

612-338-0800 | hkgi.com

RE: Planning Services for 2050 Comprehensive Plan Update

Dear Niki,

I am pleased to present HKGi's proposal to assist the City of Shoreview in developing its 2050 Comprehensive Plan. HKGi will be able to provide the City with the knowledge and experience we have gained completing dozens of comprehensive plans for communities throughout the metropolitan region.

Since the firm's establishment in 1982, comprehensive planning has been one of HKGi's core services, with more than 85 completed comprehensive plans in our portfolio. Many of those plans have been completed for communities under the regulatory jurisdiction of the Metropolitan Council. In fact, this comprehensive planning cycle marks our fourth round of working with cities to produce comprehensive plans that meet the Metropolitan Council's Regional Comprehensive Planning requirements. During the last cycle we completed more than twenty comprehensive plans that were successfully adopted under the Thrive MSP 2040 framework. Drawing from this experience, we are proposing a three-phased approach to guide the development of the 2050 Comprehensive Plan for Shoreview and respond to the Metropolitan Council's review and approval process.

Phase 1 covers the development of the Plan, including engagement, drafting of the Plan, and preliminary City Council approval to distribute the Plan to affected jurisdictions for their required six-month review and to the Metropolitan Council for an informal review. Phase 1 engagement will collect input from community members and stakeholders across the city, but importantly, it will also include engagement with City staff, appointed board and commission members, and elected officials. This input will be vital in helping us understand what the City has accomplished from the 2040 Plan, and what initiatives to carry over or introduce in the 2050 Plan.

Phase 2 accommodates the six-month review period. Work during this phase will consist of compiling, summarizing, and responding, with staff, to Met Council and jurisdictional comments. At the end of this phase, a revised Plan will be presented to City Council for their approval to submit to the Met Council. Phase 3 will consist of the Met Council's formal review. Again, we will work with City staff to respond to Met Council comments and revise the Plan accordingly before City Council official adoption of the Plan and formal submittal to the Metropolitan Council. While more than 90% of the work for this project will occur during Phase 1, in our experience it is helpful to include the two review processes in our proposed schedule and fee structure. Doing so sets realistic expectations for the project timeline, from kick-off to adoption.

I will provide leadership for our team throughout the planning process and I will work closely with City staff to ensure that the planning process stays on track and that the City stays well ahead of the Metropolitan Council's review and approval timelines. HKGi's planning staff will provide support for the engagement and plan development process. If you have any questions about our proposal, please don't hesitate to contact me. Thank you for the opportunity to submit a proposal for this work, and I look forward to speaking with you.

Sincerely,



Rita Trapp

Rita Trapp, AICP, LEED AP
Principal & Project Manager
651-402-8045 | rita@hkgi.com

WORK SCOPE



Scope Overview

The following provides an overview of the key phases, tasks, and activities of the 2050 Comprehensive Plan Update. Additional information about task, community engagement and the full timeline can be found on the following pages.

Phase 1 Create the 2050 Comprehensive Plan

MAY '26

TASK 1 | TAKE THE PULSE

- Collaborate with Staff on updating community context
- Kick-off meeting with the Planning Commission and City Council
- Conduct Round 1 of Community Engagement with online and in-person outreach

OCT '26

TASK 2 | SHAPE THE PLAN

- Collaborate with staff on key plan directions, including land use and infrastructure changes
- Meet with the Planning Commission and City Council on community input and key directions
- Conduct Round 2 of Community Engagement with online and in-person outreach

JAN '27

TASK 3 | PREPARE THE PLAN

- Collaborate with staff to prepare the draft 2050 Comprehensive Plan
- Review the draft separately with the Planning Commission and City Council
- Conduct Round 3 of Community Engagement with online and in-person outreach

JUL '27

TASK 4 | SEEK APPROVALS

- Conduct Planning Commission public hearing
- Present the 2050 Comprehensive Plan for City Council approval for distribution

Phase 2 Distribute the Plan for Review

SEP '27

TASK 5 | DISTRIBUTE THE PLAN FOR 6-MONTH REVIEW

- Distribute the plan for 6-month adjacent and affected jurisdiction review
- Submit the plan to the Metropolitan Council for informal review
- Summarize comments and prepare revisions for City Council approval

Phase 3 Metropolitan Council Review and Final Adoption

MAY '28

TASK 6 | FACILITATE METROPOLITAN REVIEW

- Submit the 2050 Comprehensive Plan for Metropolitan Council consideration
- Revise the plan as needed to address Metropolitan Council completeness issues
- Support staff as needed through the Metropolitan Council approval process

SEP '28

TASK 7 | ADOPT THE PLAN

- Prepare the final 2050 Comprehensive Plan for City Council adoption
- Submit the final plan and required documentation to Metropolitan Council
- Provide staff with final electronic files for City use and records

Scope of Work

Phase 1 | *Create the 2050 Comprehensive Plan*

Task 1: Take the Pulse

Task 1 is focused on establishing the foundation for the 2050 Comprehensive Plan. While the plan is not a complete rewrite, the community has changed since the last plan was adopted. Task 1 will focus on developing an understanding of the community's existing context, gathering input on community needs, and confirming the vision. In addition to updating base mapping and demographics, the planning process will include an audit of the 2040 Comprehensive Plan and a review of how the direction established by the Metropolitan Council in Imagine 2050 will need to be incorporated into the 2050 Comprehensive Plan.

1.1 Conduct a kick-off meeting with Planning Staff to confirm the scope, schedule, gather background information, and begin preparations for community engagement.

1.2 Prepare base mapping.

1.3 Update demographic, housing, and economic information to create a succinct summary for the community and to update the population and demographics chapter.

1.4 Review any studies, reports, or Comprehensive Plan amendments prepared since completion of the 2040 Comprehensive Plan.

1.5 Evaluate the city's system statement and checklist from the Metropolitan Council to determine what needs to be updated and what topics potentially require additional discussion with staff, policymakers, and the community.

1.6 Facilitate a meeting with Key staff (e.g. parks & rec, public works, etc.) to officially kick off the project:

a. Discuss what worked and what didn't work with the 2040 Comprehensive Plan and introduce upcoming meetings to audit the 2040 Comprehensive Plan.

b. Discuss issues and opportunities.

c. Confirm background information received to date.

d. Review and refine draft community engagement materials.

e. Discuss chapter updates.

1.7 Conduct virtual meetings with Key Staff to audit individual chapters of the 2040 Comprehensive Plan to understand what is working, what should be modified, what barriers or obstacles prevented implementation, and what potential updates are needed to address the Metropolitan Council direction.

1.8 Conduct Kick Off Event with the Planning Commission and City Council to provide background on comprehensive planning, provide highlights about Shoreview today, preview the upcoming community engagement outreach, and solicit initial input.

1.9 Conduct Engagement Round 1. Round 1 of the community engagement will have two primary purposes. First, we will use it to communicate the project to the community: the "what," "why," and "how" of the comprehensive plan update. Secondly, we will use this phase to confirm the vision and identify any community needs that should be considered. It is anticipated that this round of engagement will include the preparation of materials for posting on the project website and inclusion in City communications; preparation of an online engagement tool; attendance at community pop-up events; and the preparation of an engagement summary. In order to ensure a broad audience is engaged, this round of community engagement will extend for at least four months to enable the consulting team and Planning Staff to participate in a range of events. While the consultant team will participate in up to 3 events, the consultant

team will ensure Planning Staff will have the materials needed to attend additional events.

1.10 Meet with Planning staff to review of draft community engagement summary and community context chapter, as well as to confirm additional community outreach events.

1.11 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

Task 2: Shape the Plan

Building on the findings from Task 1, HKGi will collaborate with Key staff to identify key directions for each chapter of the comprehensive plan. This will include recommended refinements to existing goals and policies, as well as the development of new goals and policies for the Metropolitan Council's new requirements regarding climate and natural systems. Task 2 will also focus on exploring key land use changes and potential impacts of those changes on infrastructure. Community Engagement Round 2 will focus on seeking input with targeted stakeholders on areas of change and areas of topical expertise.

2.1 Collaborate with Key staff on the key plan directions, as well as land use changes and infrastructure system improvements needed. This exploration is anticipated to extend up to three staff meetings and will include the development of diagrams and illustrations. Preliminary data will also be quantified as needed to enable high-level evaluation of land use concepts.

2.2 Meet with the Planning Commission to review community input from Task 1 and discuss the key directions being explored.

2.3 Meet with Planning staff to refine key directions and prepare for Community Engagement Round 2.

2.4 Conduct Community Engagement Round 2. The 2nd round of community engagement will focus on seeking input from targeted stakeholders regarding key directions. This outreach will include meetings with the Bikeways & Trails Committee, Economic Development Commission, Environmental Quality Committee, and Parks & Recreation Commission to review key directions and updates anticipated to the relevant plan chapter. Then, depending on the key directions identified, this could also include a meeting with a neighborhood or a community organization.

2.5 Meet with Planning staff to review input received and identify proposed revision to the plan key directions.

2.6 Prepare revised GIS files of land use to confirm conformance with Metropolitan Council projections and to provide basis for transportation and infrastructure analysis.

2.7 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.



Round 1 engagement will include pop-up activities intended to collect input broadly throughout the community.



Round 2 engagement will include meetings with key stakeholder groups or neighborhood organizations.



Round 3 engagement will include a draft of the Plan posted online for public review and comment. (See engagement approach summary on page 8.)

Task 3: Prepare the Plan

Task 3 will use community input and the key directions from Task 2 to prepare a full draft of the 2050 Comprehensive Plan in collaboration with Key staff. A review draft will be presented to the Planning Commission and City Council. Then, HKGi will facilitate Community Engagement Round 3. Input from the reviews and community engagement will be used to create a final draft that will be considered for approval by the Planning Commission and City Council in Task 4.

3.1 Prepare draft of the 2050 Comprehensive Plan in collaboration with Key staff.

3.2 Present the draft 2050 Comprehensive Plan to the Planning Commission.

3.3 Present the draft 2050 Comprehensive Plan to the City Council.

3.4 Conduct Community Engagement Round 3. Round 3 will include the posting of the draft 2050 Comprehensive Plan online for broad community review and comment. The draft will also be sent to the Bikeways & Trails Committee, Economic Development Commission, Environmental Quality Committee, and Parks & Recreation Commission for review and comment.

3.5 Complete audit in collaboration of Staff to identify potential zoning changes that will be needed based on the Comprehensive Plan direction.

Task 4: Seek Approvals

The final task of this phase will begin with the preparation of the final draft of the 2050 Comprehensive Plan based on the review and community input in Task 3. The final draft will then be presented to the Planning Commission at a public hearing. The City Council will consider approving the draft for distribution to adjacent and affected agencies for review.

4.1 Prepare final draft of the 2050 Comprehensive Plan.

4.2 Conduct the Planning Commission public hearing.

4.3 Make final revisions to the plan based on Planning Commission recommendation.

4.4 Present 2050 Comprehensive Plan to the City Council for approval to distribute to adjacent and affected agencies.

Phase 2 | *Distribute the Plan for Review*

Task 5: Distribute the Plan for 6-Month Review

Comprehensive Plans are required to be distributed to adjacent and affected jurisdictions for a minimum of six months, or until comments from all agencies are received. Depending on timing, the Metropolitan Council also allows communities to submit the draft Comprehensive Plan for optional preliminary review. Subtasks for this task include:

5.1 Assemble electronic version of Comprehensive Plan for distribution.

5.2 Support review by adjacent and affected jurisdictions by preparing an email with a response form and a link to the 2050 Comprehensive Plan for Planning staff to distribute to the required list of affected and affected jurisdictions.

5.3 Submit the 2050 Comprehensive Plan for Metropolitan Council preliminary plan review.

5.4 Summarize comments received and prepare revisions as needed from adjacent and affected jurisdictions, as well as the Metropolitan Council.

5.5 Present revised 2050 Comprehensive Plan to the City Council for authorization to submit it to the Metropolitan Council.

Phase 3 | *Metropolitan Council Review and Final Adoption*

Task 6: Facilitate Metropolitan Council Review

Task 6 will focus on seeking approval from the Metropolitan Council for the 2050 Comprehensive Plan. This will involve making revisions until the Metropolitan Council deems it complete and supporting Planning staff through the approval process.

6.1 Prepare and submit the 2050 Comprehensive Plan for Metropolitan Council formal review.

6.2 Revise the 2050 Comprehensive Plan as needed to address completeness issues identified by the Metropolitan Council.

6.3 Support Planning staff through the Metropolitan Council approval process.

Task 7: Adopt the Plan

The final task will support the final adoption of the 2050 Comprehensive Plan by the City Council following approval by the Metropolitan Council.

7.1 Prepare final 2050 Comprehensive Plan for City Council adoption.

7.2 Support Planning staff with the City Council's adoption.

7.3 Submit the 2050 Comprehensive Plan and all required documentation to the Metropolitan Council.

7.4 Provide Planning staff with the final electronic files.

TARGETED ENGAGEMENT FOR THE

2050 Comprehensive Planning Process



ENGAGEMENT ROUND #1
Taking the Pulse

- Project Website
- Create promotional materials
- Maptionnaire online survey
- Pop-up at Community Events (Concerts in the commons, Farmers Market, Night to Unite)



ENGAGEMENT ROUND #2
Shape the Plan

- Project website updates
- Stakeholder Meetings
- Meeting with commissions, committees, and boards





ENGAGEMENT ROUND #3
Preparing the Plan

- Online posting of draft plan
- Review by commissions, committees, and boards
- Public hearing at the Planning Commission

SCHEDULE



IMAGE FROM
COMPREHENSIVE PLAN
ST. FRANCIS, MINNESOTA

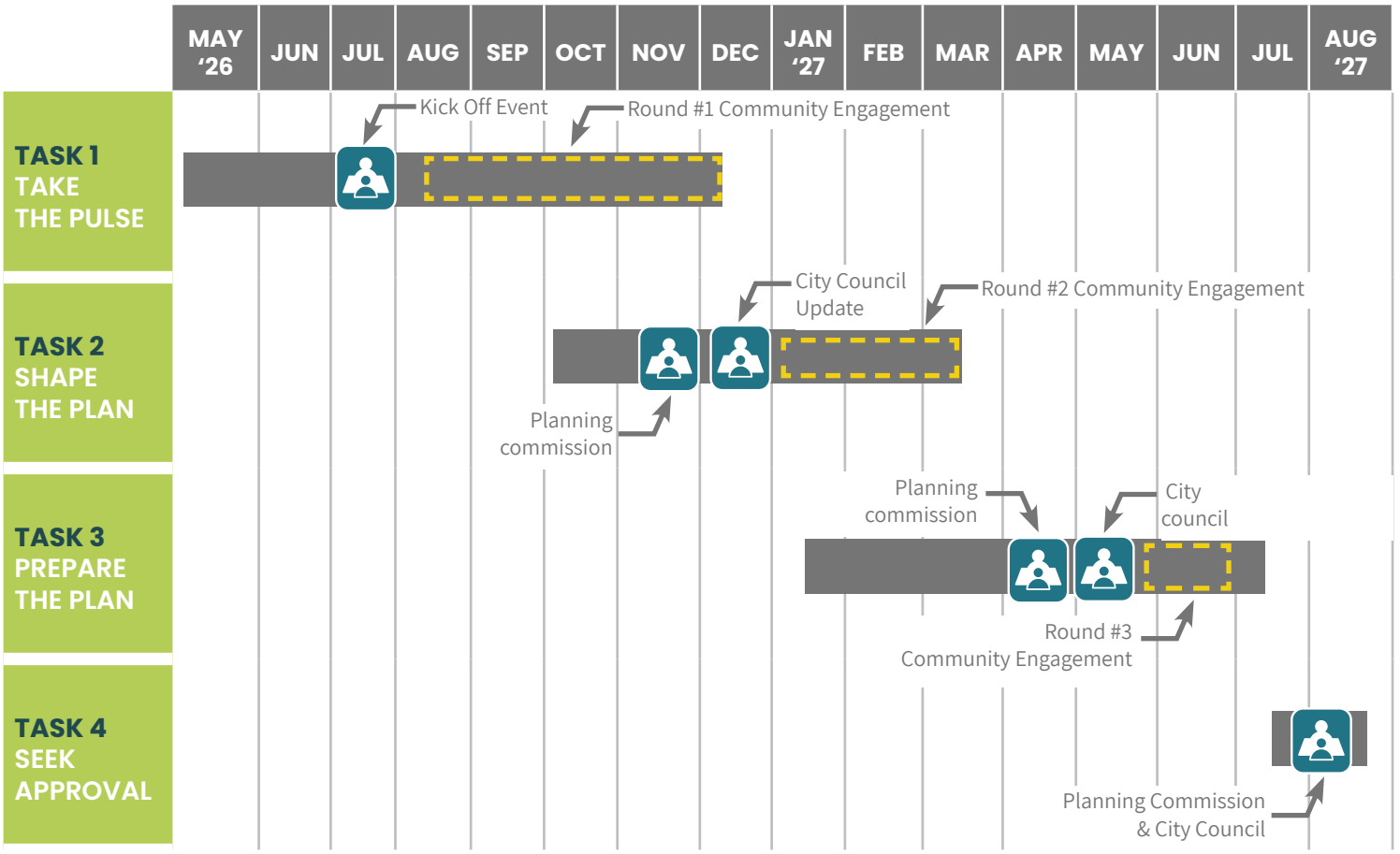
Comprehensive Plan Overall Timeline

BY PHASES OF COMPLETION

MAY '26 TO AUG '27	SEP '27 TO APR '28	MAY '28 - OCT '28
Phase 1 Create the 2050 Comprehensive Plan	**Phase 2** Distribute the Plan for Review	**Phase 3** Metropolitan Council Review and Final Adoption

Phase 1 *Break Out Schedule*

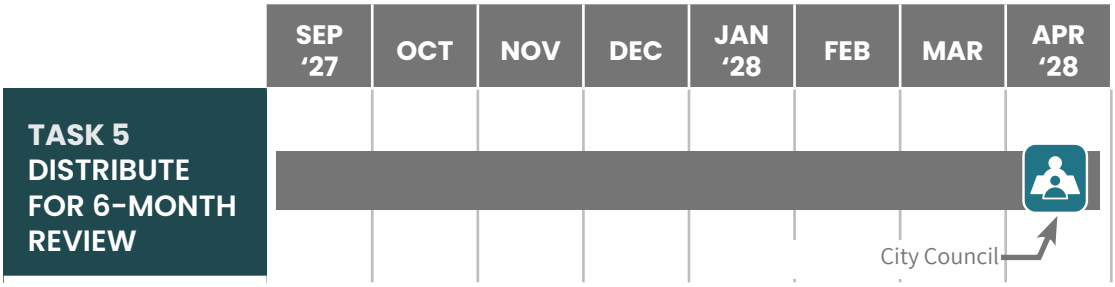
Create the 2050 Comprehensive Plan



This schedule assumes information for the Transportation and Water Resources chapters, including the DNR local water supply plan and local water plan for surface water if needed, is available when needed to complete a draft of the plan.

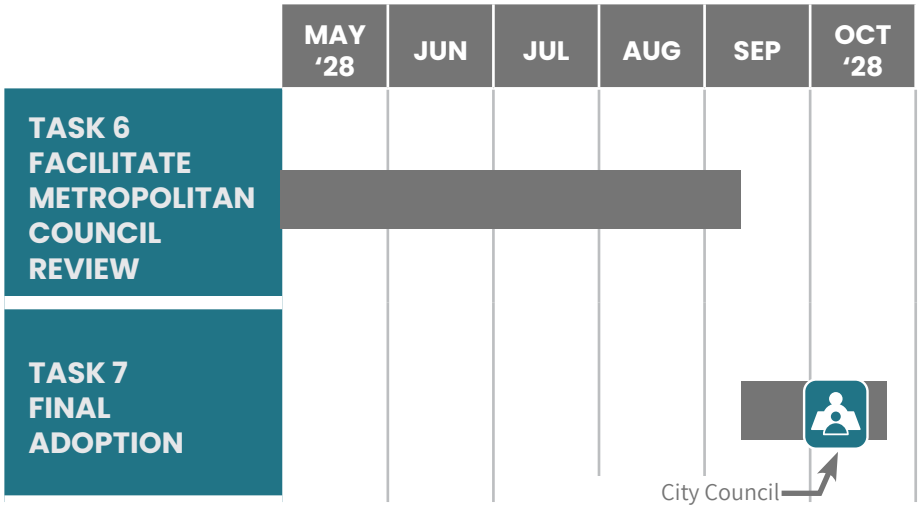
Phase 2 *Break Out Schedule*

Distribute the Plan for Review



Phase 3 *Break Out Schedule*

Facilitate Metropolitan Council Review and Final Adoption



Please note that the length of time for the Metropolitan Council review in Task 6 is an estimate and may very depending on the issues identified. As this phase of the process nears, a better sense of timing should be possible.

FEE PROPOSAL



IMAGE FROM COMPREHENSIVE PLAN WINONA, MINNESOTA

Cost Proposal

FEE PER TASK PROPOSAL

The table below contains our proposed fee per task to conduct the work plan contained in this proposal. We will work with City staff to refine the work scope as needed to ensure this project achieves the City's objectives and meets its expectations. Scope revisions may impact the proposed fee. HKGi will ensure that the City is updated on any fee adjustments before a final agreement is executed.

	FEE
TASK 1 TAKE THE PULSE	$23,000
TASK 2 SHAPE THE PLAN	$42,000
TASK 3 PREPARE THE PLAN	$30,000
TASK 4 SEEK APPROVALS	$8,000
TASK 5 DISTRIBUTE FOR 6-MONTH REVIEW	$6,500
TASK 6 FACILITATE MET COUNCIL REVIEW	$8,500
TASK 7 ADOPT THE PLAN	$2,500
REIMBURSABLE EXPENSES	$3,000
CONTINGENCY	$20,000
NOT-TO-EXCEED TOTAL PROPOSED FEE	$143,500

CONTINGENCY

The budget includes a contingency to enable Staff to authorize additional tasks as may be identified during the planning process. This may include additional community engagement efforts, completing a more significant update to a chapter than was anticipated, provide additional graphic enhancements to the plan, or to respond to Metropolitan Council requirements that were not fully understood at the start of the process.

HKGi

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Community-Inspired Planning & Design

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Memorandum

TO: City Council

FROM: Tom Simonson , Assistant City Manager and Community Development Director

DATE: March 16, 2026

SUBJECT: Ninth amendment to purchase agreement with Enclave Shoreview Rice Street, LLC - The Krew redevelopment project

ITEM NUMBER: 8.g

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve a ninth amendment to purchase agreement extending the closing date to no later than May 15, 2026 with Enclave Shoreview Rice Street, LLC, for The Krew redevelopment project, with the developer providing an additional $25,000 of earnest money bringing the total to $225,000.

INTRODUCTION

The developer and city continue to work towards the closing on the sale of city-owned property to Enclave Shoreview Rice Street, LLC, in order for the construction of the Krew Apartments redevelopment project to commence. An eighth amendment to the purchase agreement was approved by the city council in January of this year, extending the deadline for the closing to no later than March 31, 2026. However, the lender for the project requires additional time as they prepare closing documents on the financing in advance of the closing on the land transaction with the city. As such, Enclave is seeking a ninth amendment to the purchase agreement that would extend the date of the closing with the city to no later than May 15, 2026. In exchange for this extension, the developer will provide an additional $25,000 in non-refundable earnest money to the city.

DISCUSSION

The city and developer first executed a purchase agreement on May 6, 2024 for the sale of the city-owned 11-acre parcel at the southwest quadrant of Interstate 694 and Rice Street. The approved development plan includes 293 apartments, including 8 live/work units, and approximately 5,000 square feet of a building endcap for retail/restaurant space. A housing tax increment district has been established to financially assist with the project costs to clean-up the brownfield site and support affordable housing of 20% (59 units) of the apartments that will be available to people at 50% of the area median income (AMI).

Since the original purchase agreement was approved and executed, there have been eight amendments that have extended the inspection period and the closing date. These extensions were necessitated by delays due to a variety of reasons including the overall complexity of the project, working through cleanup grant terms with the Minnesota Department of Employment

and Economic Development, and challenges faced by the developer in securing financing given changes in the housing market and uncertainty with the economy.

These issues have all been resolved, and the project is ready to proceed once the closing with the lender is completed for financing and the land transaction is completed. The developer has provided the following update showing that significant progress has been made and they remain fully committed to starting the project this summer.

- A $1 million deposit has been provided to the lender (Protective) with a formal commitment letter. Loan documents are now being drafted for the purpose of closing.
- The lender requires 45-60 days to close, thus requiring another extension to the purchase agreement.
- The developer would provide an additional $25,000 of non-refundable earnest money to the city as an offer of good faith. This would bring the total earnest money to $225,000.
- The goal is to have a closing on the property sale by mid-April.

Attached is a proposed ninth amendment to the purchase agreement extending the closing deadline to no later than May 15, 2026. Chad Lemmons, of Kelly and Lemmons, has been representing the city and approves of the language presented in the ninth amendment. Financial terms of the sale do not change with this proposed amendment.

RECOMMENDATION

The developer is confident that they can meet this deadline extension for closing on the land transaction and will then be in position to finally start construction on the project. Staff is recommending city council approval of a ninth amendment to purchase agreement, extending the closing date to no later than May 15, 2026, with Enclave Shoreview Rice Street, LLC, for the Krew redevelopment project, with the developer providing an additional $25,000 of earnest money.

ATTACHMENTS

Ninth Amendment to Purchase Agreement - Enclave & City of Shoreview (Krew Redevelopment)

NINTH AMENDMENT TO
PURCHASE AGREEMENT

This Ninth Amendment to Purchase Agreement ("Amendment") is entered into effective as of March 16, 2026 (the "Amendment Date"), by and between **CITY OF SHOREVIEW**, a municipal corporation under the laws of the state of Minnesota ("Seller"), and **ENCLAVE DEVELOPMENT, LLC**, a North Dakota limited liability company, and/or its assigns ("Buyer").

RECITALS

A. Seller and Buyer executed that certain Purchase Agreement made effective as of May 6, 2024, as amended by that certain First Amendment to Purchase Agreement dated December 17, 2024, as amended by that certain Second Amendment to Purchase Agreement dated March 10, 2025, as amended by that certain Third Amendment to Purchase Agreement dated June 2, 2025, as amended by that certain Fourth Amendment to Purchase Agreement dated August 5, 2025, as amended by that certain Fifth Amendment to Purchase Agreement dated August 18, 2025, as amended by that certain Sixth Amendment to Purchase Agreement dated November 4, 2025, as amended by that certain Seventh Amendment to Purchase Agreement dated December 1, 2025, and as amended by that certain Eighth Amendment to Purchase Agreement dated January 20, 2026 (as amended hereby, the "Agreement"), for the purchase and sale of the Real Estate described therein located in Shoreview, Minnesota.

B. Seller and Buyer mutually desire to amend the Agreement as provided herein.

C. Defined terms used but not separately defined in this Amendment shall be given the meaning ascribed in the Agreement.

NOW, THEREFORE, for and in consideration of the Recitals and the following mutual agreements, Seller and Buyer hereby agree to amend the Agreement as follows:

1. Extension of Closing Date. Notwithstanding any provisions of the Agreement to the contrary, the **Closing** referenced in Section 3 of the Agreement shall take place no later than **May 15, 2026**.

2. Additional Earnest Money. Buyer shall deposit additional Earnest Money in the amount of $25,000.00 (the "Additional Earnest Money") with Title within three (3) business days following the Amendment Date. Effective upon Buyer's deposit of the Additional Earnest Money, the total Earnest Money deposited by Buyer with Title under the Agreement in the amount of $225,000.00 shall be non-refundable, unless the Agreement is terminated pursuant to Section 6, 10(c), 13 or 21 of the Agreement (in which event all of the Earnest Money and Additional Earnest Money shall be refunded to Buyer), and shall be applied to the Purchase Price at Closing. For avoidance of doubt, Buyer deposited $50,000.00 on May 10, 2024, $75,000.00 on December 2, 2024, and $75,000.00 on February 23, 2026 as Earnest Money with Title.

3. Assignment. Buyer and Seller agree that Section 16 of the Agreement shall be deleted in its entirety and replaced with the following:

16. **Assignment**. Buyer may assign this Agreement to one or more affiliated entities that directly or indirectly, through one or more intermediaries, control, or are controlled by, or are under common control with Buyer (each such entity, an "Affiliate"), without the written consent of Seller, prior to Closing. In connection with any such assignment, Buyer shall (i) cause the Affiliate or Affiliates, as applicable, to assume all obligations of Buyer under this Agreement that accrue from and after the effective date of such assignment pursuant to a written assignment and assumption agreement between Buyer and such Affiliate or Affiliates, and (ii) provide such written assignment and assumption agreement to Seller. All of the terms and provisions of this Agreement, and the covenants, obligations, agreements, representations and warranties contained herein, shall survive and be enforceable after Closing.

4. 1031 Exchange. If requested by Buyer, Seller shall cooperate with Buyer in structuring this transaction as a like-kind exchange under Section 1031 of the Internal Revenue Code of 1986, as amended, and the regulations thereunder, provided that Seller shall incur no liability, additional cost, or delay in connection therewith. Buyer shall bear the additional transactional costs attributable to the election of a qualifying exchange. In connection with such exchange, Seller agrees that Buyer's rights and obligations under the Agreement may be assigned to a qualified intermediary party.

5. Effect. Except as expressly amended by this Amendment, the terms and conditions set forth in the Agreement remain unmodified and in full force and effect. The Agreement shall not be further amended or modified, except by a writing signed by the parties. Buyer and Seller acknowledge and agree that, as of the Amendment Date, neither of them is aware of any fact or circumstance that has resulted in, or could give rise to, a breach by the other of the Agreement.

6. Counterparts / Signatures. This Amendment may be executed in any number of counterparts, all of which taken together shall constitute one, complete Amendment. A copy of this Amendment delivered as or by .pdf, facsimile or other electronic means containing a party's signature shall be deemed such party's original, binding signature.

[Signatures Contained on Following Page]

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the Amendment Date.

SELLER:

CITY OF SHOREVIEW,
a municipal corporation under the laws of the state of Minnesota

By:_____
Name: Susan C. Denkinger
Its: Mayor

BUYER:

ENCLAVE DEVELOPMENT, LLC,
a North Dakota limited liability company

By: _____
Austin J. Morris, Manager

Memorandum

TO:	City Council
FROM:	Tom Simonson , Assistant City Manager and Community Development Director
DATE:	March 16, 2026
SUBJECT:	Resolution approving assignment and assumption of tax increment financing documents with respect to the sale of 4100 Lexington office building (TIF 13)
ITEM NUMBER:	8.h
SECTION:	CONSENT AGENDA

REQUESTED MOTION

To adopt Resolution No. 26-13, approving the assignment of tax increment financing documents relating to the sale of the 4100 Lexington Avenue building (TIF District 13).

INTRODUCTION

Shoreview Ridge Office LLC, the developer and owner of the 4100 Lexington Avenue building with Tax Increment District 13, is pursuing the transfer ownership of the Project (as defined in the Development Agreement) to Yellowbrick II, LLC, and assign its interest in the Tax Increment Financing Documents to the buyer pursuant to an Assignment and Assumption of Tax Increment Financing Documents, for which consent of the city is required by resolution adopted by the city council.

DISCUSSION

The city entered into a Development Agreement, dated as of December 1, 2019, followed by execution of amended an Amended and Restated Development Agreement, dated October 13, 2022, with Shoreview Ridge Office LLC. Pursuant to the terms of the Development Agreement, the city issued a Tax Increment Revenue Note (Shoreview Ridge Office LLC 4100 Building Project) in the principal amount of $4,700,000, dated August 21, 2023.

The city and the developer are also parties to an Assessment Agreement dated December 1, 2019, subsequently amended in an Amended and Restated Assessment Agreement dated December 6, 2022, and together with the Development Agreement and the TIF Note, a minimum market value was established for the Development Property (as defined in the Development Agreement) and the improvements constructed. The developer undertook and completed all building and site approvements, as required.

The developer proposes to transfer ownership of the Project (as defined in the Development Agreement) to Yellowbrick II, LLC, and assign its interest in the Tax Increment Financing Documents to the Assignee pursuant to an Assignment and Assumption of Tax Increment Financing Documents. The Assignment and Assumption requires the consent of the city.

A resolution and Assignment and Assumption Agreement have been prepared the city's tax increment development legal counsel at the Taft Law firm. No financial terms of the tax increment assistance previously approved changes with the proposed assignment, and there is no risk to the city associated with this action. It is our understanding that while ownership is changing, Eagle Ridge Partners will continue to manage the property at 4100 Lexington Avenue.

RECOMMENDATION

Staff is recommending the city council adopt Resolution No. 26-13, approving the assignment of tax increment financing documents relating to the sale of the 4100 Lexington Avenue building (TIF District 13).

ATTACHMENTS

RESOLUTION 26-13 APPROVING ASSIGNMENT (2026) Shoreview TIF 13 (Shoreview Ridge Office LLC - 4100 Building)

Shoreview Ridge Office LLC 4100 Building ASSIGNMENT OF TAX INCREMENT FINANCING DOCUMENTS TIF 13 (2026)

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF SHOREVIEW, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Ramsey County, Minnesota, was duly held at the City Hall in said City on March 16, 2026, at 7:00 P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

* * * * * * * * * * * * * *

RESOLUTION NO. 26-13

RESOLUTION APPROVING ASSIGNMENT AND ASSUMPTION OF TAX INCREMENT FINANCING DOCUMENTS

A. **WHEREAS,** the City of Shoreview, Minnesota (the "City"), entered into that certain Development Agreement, dated as of December 1, 2019, as amended and restated by that certain Amended and Restated Development Agreement, dated October 13, 2022 (together, the "Development Agreement"), with Shoreview Ridge Office LLC (as successor in interest to Shoreview Ridge LLC), a Minnesota limited liability company (the "Developer"); and

B. **WHEREAS,** pursuant to the Development Agreement, the City has heretofore issued in favor of the Developer that certain Tax Increment Revenue Note (Shoreview Ridge Office LLC 4100 Building Project) in the principal amount of $4,700,000 dated as of August 21, 2023 (the "TIF Note"); and

C. **WHEREAS,** the City and the Developer are parties to that certain Assessment Agreement dated December 1, 2019, as amended and restated by that certain Amended and Restated Assessment Agreement dated December 6, 2022 (the “Assessment Agreement,” and together with the Development Agreement and the TIF Note, the “Tax Increment Financing Documents”) whereby a minimum market value was established for the Development Property (as defined in the Development Agreement) and the improvements constructed or to be constructed thereon; and

D. **WHEREAS,** the Developer proposes to transfer ownership of the Project (as defined in the Development Agreement) to Yellowbrick II, LLC, a Minnesota limited liability company (the "Assignee"), and assign its interest in the Tax Increment Financing Documents to the Assignee pursuant to an Assignment and Assumption of Tax Increment Financing Documents (the "Assignment") for which consent of the City is required; and

E. **WHEREAS,** a draft of the Assignment has been submitted to the City Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shoreview, Minnesota, as follows:

1. The City Council hereby approves the Assignment in substantially the form submitted, and the Mayor and the City Manager are hereby authorized and directed to execute the Assignment on behalf of the City. In the absence of the Mayor or the City Manager, any document authorized by this resolution to be executed may be executed by an acting or duly designated official.

2. The approval hereby given to the Assignment includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Assignment. The execution of the Assignment by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the Assignment in accordance with the terms hereof.

* * * * * * * * * * * * * *

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

_____
Mayor

Attest:

_____
City Manager

STATE OF MINNESOTA

COUNTY OF RAMSEY

CITY OF SHOREVIEW

I, the undersigned, being the duly qualified and acting City Manager of the City of Shoreview, Minnesota, **DO HEREBY CERTIFY** that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly held on the date therein indicated, insofar as such minutes relate to a Resolution Approving the Assignment and Assumption of Tax Increment Financing Documents.

WITNESS my hand this _____ day of _____, 2026.

_____

City Manager

ASSIGNMENT AND ASSUMPTION OF TAX INCREMENT FINANCING DOCUMENTS

This Assignment and Assumption of Tax Increment Financing Documents (this "Agreement") is made and entered into as of _____, 2026 (the "Effective Date"), by and between Shoreview Ridge Office LLC, a Minnesota limited liability company (the "Assignor"), and Yellowbrick II, LLC, a Minnesota limited liability company (the "Assignee").

RECITALS:

WHEREAS, the City of Shoreview, Minnesota (the "City"), entered into that certain Development Agreement, dated as of December 1, 2019, as amended and restated by that certain Amended and Restated Development Agreement, dated October 13, 2022 (together, the "Development Agreement"), with the Assignor, as successor in interest to Shoreview Ridge LLC; and

WHEREAS, pursuant to the Development Agreement, the City has heretofore issued in favor of the Assignor that certain Tax Increment Revenue Note (Shoreview Ridge Office LLC 4100 Building Project) in the principal amount of $4,700,000 dated as of August 21, 2023 (the "TIF Note"); and

WHEREAS, the City and the Assignor are parties to that certain Assessment Agreement dated December 1, 2019, as amended and restated by that certain Amended and Restated Assessment Agreement dated December 6, 2022 (the "Assessment Agreement," and together with the Development Agreement and the TIF Note, the "Tax Increment Financing Documents") whereby a minimum market value was established for the Development Property (as defined in the Development Agreement) and the improvements constructed or to be constructed thereon; and

WHEREAS, the Assignor desires to assign to the Assignee its rights, and be released from all of its duties, obligations and responsibilities under the Tax Increment Financing Documents arising or accruing after the Effective Date, and the Assignee is willing to accept and assume such rights, duties, obligations and responsibilities under the Tax Increment Financing Documents arising or accruing after the Effective Date.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, the Assignors and Assignee hereby agree as follows:

1. Definitions. All capitalized terms not otherwise defined in this Agreement shall bear the meaning given them in the Development Agreement.

2. Assignment and Assumption of Tax Increment Financing Documents. The Assignor hereby assigns, transfers and quitclaims to the Assignee all of Assignor's rights, duties, obligations and responsibilities under the Tax Increment Financing Documents arising or accruing after the Effective Date, subject to the terms of this Agreement. The Assignee hereby accepts such rights and assumes such duties, obligations and responsibilities of the Assignor as the "Developer" under the Tax Increment Financing Documents arising or accruing after the Effective Date, subject to the terms of this Agreement. Assignor shall retain rights, liabilities or obligations under the Tax Increment Financing Documents arising or occurring prior to the Effective Date, but shall have no

further rights, liabilities or obligations under the Tax Increment Financing Documents associated with actions or inactions arising or occurring on or after the Effective Date. Assignor shall be released from all of its duties, obligations, liabilities, and responsibilities under the Tax Increment Financing Documents on and after the Effective Date. The Assignor warrants that it is not in default under the Development Agreement.

3. Indemnification. Assignor hereby agrees to indemnify the Assignee and the City from all claims arising from the Tax Increment Financing Documents prior to the Effective Date. Assignee hereby agrees to indemnify the Assignor and the City from all claims arising from the Tax Increment Financing Documents as of and after the Effective Date.

4. Covenants of Assignee:

a. The Assignee acknowledges that it may not re-assign its rights as the "Developer" under the Development Agreement without the express prior written consent of the City, which consent shall not be unreasonably withheld, delayed or conditioned as provided in the Development Agreement.

b. The Assignee certifies that it has the qualifications and financial responsibility necessary and adequate to fulfill the obligations undertaken by the "Developer" in the Development Agreement.

5. Assignee Default. In the event the Assignee defaults under the terms and obligations of the Development Agreement assigned hereunder and does not cure the default in accordance with the terms of the Development Agreement, the Assignee acknowledges the City has the right to pursue any remedies against the Assignee as provided in the Development Agreement without any notice to and without seeking any remedy from the Assignor.

6. Governing Law. It is agreed that this Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Minnesota.

7. Partial Invalidity. The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

8. Entirety of Agreement. This Agreement shall constitute the entire agreement between the parties regarding its subject matter and any prior understanding or representation of any kind preceding the Effective Date shall not be binding upon either party except to the extent incorporated in this Agreement.

9. Modification. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

10. Paragraph Headings. The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

11. City Consent. The City of Shoreview, Minnesota, by signing below, hereby consents to the foregoing assignment of the Tax Increment Financing Documents, and agrees to transfer the TIF Note on the registration records for the TIF Note maintained by the City and to update the Certificate of Registration attached to the original TIF Note to identify that Assignee is the new Registered Owner of the TIF Note.

12. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of such counterparts shall constitute one Agreement. To facilitate execution of this Agreement, the parties may execute and exchange by email in PDF format counterparts of the signature pages, which shall be deemed an original.

[signature page follows]

IN WITNESS WHEREOF, the parties have executed this Assignment and Assumption of Tax Increment Financing Documents effective as of the date first set forth above.

ASSIGNOR:

SHOREVIEW RIDGE OFFICE LLC

By: _____
Print Name: _____
Print Title: _____

ASSIGNEE:

YELLOWBRICK II, LLC

By: _____
Print Name: _____
Print Title: _____

[Signature page to Assignment and Assumption of Tax Increment Financing Documents]

CONSENT AND ACKNOWLEDGMENT OF THE ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF SHOREVIEW, MINNESOTA

The City of Shoreview, Minesota (the "City"), by its undersigned designated representatives, hereby expressly agrees and consents to the assignment of the Tax Increment Financing Documents by a Shoreview Ridge Office LLC, a Minnesota limited liability company to Yellowbrick II, LLC, a Minnesota limited liability company, pursuant to the terms and conditions of the foregoing Assignment and Assumption of Tax Increment Financing Documents (the "Assignment"). From and after the date of the foregoing Assignment, Assignor shall be released from all of its duties, obligations, liabilities, and responsibilities under the Development Agreement. The City certifies that, as of the date hereof, all obligations of Assignor under the Development Agreement have been satisfied and, to the City's knowledge, the Assignor is not in default thereunder.

CITY OF SHOREVIEW, MINNESOTA

By: _____
Mayor

By: _____
City Manager

Memorandum

TO: City Council

FROM: Will Harris , Associate Planner

DATE: March 16, 2026

SUBJECT: Rental License Revocation - 441 Maple Lane

ITEM NUMBER: 10.a

SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Resolution No. 26-17, approving the revocation of a rental license for the property located at 441 Maple Lane pursuant to section 30-91 of the municipal code.

INTRODUCTION

The city council is being asked to revoke the rental license for the property located at 441 Maple Lane. The council has the authority to suspend, revoke, deny, or not renew a license for any of the reasons listed in Section 30-91. The property owner at 441 Maple Lane has received a stop work order for failure to receive proper permits for work done at the home. Staff is recommending revocation and posting the property.

DISCUSSION

City regulation(s)

Section 30.91 - License Suspension or Revocation. A dwelling unit rental license is subject to suspension or revocation by the City Council for the reasons specified herein. Prior to suspension or revocation, the Owner or its Agent shall be notified in writing at least five (5) days prior to the City Council's consideration of such action.

Timeline of events:

The owner of the home currently resides out of state. Therefore, staff have been working through the property manager as they are the responsible party for the home by code.

- January 8th - Staff spoke with the property manager on after receiving a information from code enforcement staff that there was a dumpster in the driveway of the property and suspected work was being done without permits. Staff informed the manager that a roof permit is required by code and informed them that if they did not receive the required roof permit for the property, the City would post it for work without permits.
- January 14th - After receiving no contact, staff posted the property with a stop work order.
- February 18th - code enforcement staff performed a follow-up inspection and verified that the placard was removed from the front door, and no permits have been pulled for the work.
- February 27th - staff sent a revocation notice to the owner and property manager via email and mail.
- March 4th - staff is contacted by the manager, saying they will pull the roof permit. The

following day, the general contractor, who stated they assisted with the roof work, says they will apply pressure to the roofing company to pull the permit.

At the time of this report, there has not been a permit pulled, and the stop work order is still active.

RECOMMENDATION

Staff is recommending that the city council adopt resolution 26-17 and move forward with the revocation. The approval gives authorization for city personnel take necessary actions to post the property with a placard that they are operating without a rental license. This will allow a tenant to withhold rent, if they choose, until they relocate or the property comes into compliance.

ATTACHMENTS

Location Map
Resolution 26-17 - Rental License Revocation - 441 Maple Ln

441 Maple Ln



3/9/2026, 3:21:55 PM

1:2,400

0 0.02 0.04 0.08 mi

0 0.03 0.07 0.13 km

Personal Property

Cities

Tax Parcels

County Offices

Ramsey County

Ramsey County MN

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD March 16th, 2026

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on March 16th, 2026 at 7:00 p.m.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

* * * * * * * * * * * * * *

RESOLUTION NO. 26-17
REVOCATION OF RENTAL LICENSE

WHEREAS, there is a non-compliant rental license on the following described property:

CHAPMAN'S LAKE OWASSO LOT 9 BLK 1
(commonly addressed at 441 Maple Ln)

WHEREAS, notice was sent to the owners address of said property of rental license violations pursuant to City Code Chapter 30, section 30-23 on February 27th, 2026; and

WHEREAS, the city notified the property owner that a license revocation hearing would be held on March 16th, 2026 by the city council if corrective action is not taken; and

WHEREAS, the city council held a hearing on March 16th, 2026 and all persons present at said meeting were given an opportunity to be heard and present written statements. The council also considered the recommendation of the city staff that this license revocation be approved.

NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL hereby adopts Resolution 26-17 to revoke the rental license at the property located at:

441 Maple Ln

* * * * * * * * * * * * * *

The motion was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 16th day of March, 2026.

_____
Sue Denkinger, Mayor

ATTEST:

_____
Brad Martens, City Manager

SEAL

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 16th day of March, 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the rental license revocation.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 16th day of March, 2026.

_____

Brad Martens, City Manager

SEAL