CITY OF SHOREVIEW
AGENDA
CITY COUNCIL
Monday October 05, 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 September 21, 2026 city council workshop minutes
8.b September 21, 2026 city council meeting minutes
8.c Receipt of committee/commission minutes
8.d Claims and purchases
8.e Approve assessment roll for voluntary assessments for required tree removals
8.f Contract renewal with Ramsey County for elections services
8.g Accept quote from Surface Construction for the 2026 Paver Block Sealing, City Project 26-14
8.h Approve 2026 Street Rehabilitation, city project 26-04 change order 2 for additional utility work

9. **PUBLIC HEARINGS**

10. **GENERAL BUSINESS**
10.a 5710 Deer Trail East - Special Purpose Fence - Mustonen
10.b Tall Grass and Weed Abatement: 165 County Road F
10.c 3760 Lexington Ave N -Â Planned Unit Development Concept - Suite Living Senior Care, Hampton Companies LLC
10.d Legal services agreements

11. **SPECIAL ORDER OF BUSINESS**

12. **ADJOURNMENT**

Memorandum

TO:	City Council
FROM:	Emma Walker
DATE:	October 5, 2026
SUBJECT:	September 21, 2026 city council workshop minutes
ITEM NUMBER:	8.a
SECTION:	CONSENT AGENDA

REQUESTED MOTION
Approve September 21, 2026 city council workshop minutes.

INTRODUCTION
City council is being asked to approve the September 21, 2026 city council workshop minutes.

DISCUSSION

RECOMMENDATION
It is recommended that the city council approve the minutes of the September 21, 2026 city council workshop as presented.

ATTACHMENTS
9-21-2026 workshop minutes.pdf

CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
SEPTEMBER 21, 2026

CALL TO ORDER

Mayor Denkinger called the workshop meeting of the Shoreview City Council to order at 5 pm on September 21, 2026.

ROLL CALL

The following attended the meeting:

City Council: Mayor Denkinger; Councilmembers Doan, Gardener, Myrland, and Springhorn

Staff: Assistant City Manager Renee Eisenbeisz
Assistant City Manager/Community Development Director Tom Simonson
Assistant Community Development Director Niki Nill, AICP
Parks and Recreation Director Steve Benoit

Parks and recreation commissioners:
Chris Droske
Carol Jauch
Jean Kiehnbaum
Tom Lemke
Faye Murphy
Charlie Oltman
Brent Swisher
Jane Ullmann-Bester

GENERAL BUSINESS

JOINT CITY COUNCIL/PARKS AND RECREATION COMMISSION MEETING

At this time, park commission members Tom Lemke and Brent Swisher arrived at the meeting.

Presentation by Parks and Recreation Director Steve Benoit

The 2024-2026 parks and recreation commission work plan was divided into two parts: 1) projects; and 2) initiatives.

2024 – 2026 projects:
Bobby Theisen Park renovation

- Park building
- Hockey rink

- Playground
- Basketball/tennis/pickleball courts
- Trail connection
- Expanded parking lot

All renovations have been completed except for a few minor items.

Shoreview Commons Park building
- Complete

McCullough Park renovation
This project was rescheduled in the CIP. An architect will be hired in 2027. Design work will be done in 2028 and construction in 2029. Renovations include:
- Playground
- Park building
- Splash pad
- Realign parking lot
- Trail connections

Dugouts for Bucher Park, Rice Creek Fields, and Sitzer Park
An architect has been hired. Designs have begun, with potential construction in 2027. The commission is working in collaboration with youth athletic associations on design.

Shamrock Park playground
- Installed in spring 2026
- Finishing follow-up items

Future park buildings plan
Park buildings are a part of the park system master plan. They are tied to park renovation projects and depend on available funding.

Signage and wayfinding
Many signs are outdated. A meeting was held with communications, public works, and park and rec staff to make sure signs are consistent throughout the system. The new signage at Bobby Theisen is a template. There is more work to do.

Park and light study
The study has been completed and will be reviewed at a future commission meeting. It is a study on the costs to light amenities in the park system, such as courts and public fields.

Shoreview Commons game features
This project is to possibly add more permanent game features at the new park building. The amount of time the building is rented is under review to see if adding those features would work.

2024 – 2026 initiatives:
Policies

- Rental policies to address: free rentals, program usage, resident/non-resident/ non-profit
- A policy of non-profits was adopted in 2025
- The other items are in process

Sustainability and conservation

- New buildings at Bobby Theisen and Shoreview Commons are green buildings with high-efficiency energy systems and solar panels that were put in with grant funding.
- EV charging stations were installed at Bobby Theisen and additional ones will be at Shoreview Commons as part of the parking lot project
- Replaced last set of community center boilers
- Conducted energy audit through Xcel in August
- All parks and parking lot lighting have been upgraded to LED
- Filter basins installed at Bobby Theisen

Councilmember Doan asked how it was decided that the solar panels would go on the Bobby Theisen Park building. Benoit said the goal is to put solar panels on both Bobby Theisen and Shoreview Commons buildings. A grant allowed solar panels to be added to the work done at Bobby Theisen.

Doan asked if there is an education component as part of the installation of solar panels that explains how they work and the savings to the city. Benoit said that the goal is to show interpretive pieces at the Commons building that explain how the power is used and the rate of return.

Sponsorship program
This has been on the commission's list for a long time. Sponsorship would be for programs or events. A plan was adopted by the council in 2025, and the commission is reviewing how it would be implemented.

Community center rates
There are ongoing discussions at the commission and council levels. Consideration is being given to hiring a consultant to look at the current process. Assistant Parks and Recreation Director Becky Sola has attended a national revenue school through the national association and will attend again this year. Different groups have been

identified through that organization that could potentially work with the commission. This is a critical issue that needs to be done right and will also be on the next two-year list.

Fee assistance program
There is an assistance program, but it is not robust. Initial meetings are beginning this fall for further discussion.

Volunteer program
Areas in the system where there are active volunteers:

- Adopt-a-park
- Parent coaches
- Slice of Shoreview
- Special events
- Lepak-Larson House through Shoreview's Historical Society
- Garden club
- Rotary at McCullough Park pollinator garden

The commission will review this program to see if this can be expanded.

Community center space audit
This item is budgeted for 2027. It could be tied to looking at rates for amenities.

Community engagement
Communications does a great job with reels and marketing techniques to reach new people with services.

Athletic field usage
This is to determine whether field alignments are what is needed. Currently, there is an intern conducting research on this question.

Recreation program audit
Review of programs is done on a regular basis—what went well? What did not work? What can be done differently?

Budget overview
The commission is interested in learning how capital revenue and special revenue work and the budgeting process for parks and recreation. A special meeting will be scheduled in 2027 with City Manager Martens and Finance Director Knopik.

2026 – 2028 plan:
Many projects will continue into the next two-year plan:

- McCullough Park renovation

- Dugouts
- Commons play features
- Signage and wayfinding
- Park light study

Future park building funding:
- Shamrock Park
- Bucher Park
- Sitzer Park
- Wilson Park

New projects
- Future of outdoor ice skating - covered rink discussion
- Funding
- Sufficient number of rinks
- Redevelopment of Shoreview Commons tennis and pickleball courts
- Community center space audit in 2027
- Replacement of the tropics indoor waterpark boat slide in 2027
- Meeting rooms refurbishment in 2028 and 2029

New initiatives
- Community center fees - cost recovery expectations
- Fee assistance program
- Athletic field usage
- Recreation program audit
- Budget overview
- Memorial program - formalize a process
- Implement a sponsorship program
- Establish Slice of Shoreview advisory board

Ongoing focus areas:
- Sustainability and conservation to be considered in any project
- Collaboration with neighboring cities and counties
- Community engagement

Discussion
Commissioner Doan asked other commissioners what their highest priorities are. The responses are:

- Community center rates - many people in the last couple of years say it is not affordable
- Keeping parks updated and fresh, as well as the community center - not let park features get old and stale
- Xcel audit and better understanding of operating expenses and where costs may be reduced
- Parks system master plan
- Updating buildings and consistency of signage from park to park that identify a park as a Shoreview park
- Slice of Shoreview advisory board needs to be planned early
- Fundraising for the Slice of Shoreview has been declining over the last few years. The Taste of Shoreview is a fundraiser for the Slice. Because the Slice is a city function, the city cannot advertise the fundraiser. The council is urged to have a discussion with the city attorney to see if there is language that could be used to advertise the Taste of Shoreview
- Cooperation between neighboring communities and counties - Shoreview is the cream of the crop in parks and depends on revenue from outside residents. Rather than neighboring communities repeating facilities, maybe some of that money could be used toward Shoreview park costs and work together. A plan for cooperative usage and cost sharing rather than everyone doing the same in their own community.

Mayor Denkinger said she is glad to hear appreciation for the master park plan because it is a beautiful plan. Not everyone may be aware of it, and she does not hear about it in the community.

Councilmember Myrland asked if the new spaces at Bobby Theisen and the Commons can be used for local group meetings without cost, i.e., Boy Scout meetings. Benoit said the free spaces at the community center are offset by the $300,000 from the city to the community center fund. Park buildings are a different fund, and free rentals can be explored.

Doan said that it is important that everyone can access the community center. Sponsorships and scholarships could offset the higher cost. The cost of the amazing service must be covered. The destination playground needs to be kept free.

Denkinger suggested a sign to help support parks and a QR code for donations. Users come from many communities to use Shoreview parks. With public safety being such a huge part of the levy, the council is exploring funding possibilities.

Myrland said it is important to be fiscally responsible and find ways to provide both needs and wants. The council will be discussing a local sales tax at this meeting, which is a hard discussion to have. Maybe non-residents need to pay more because residents of Shoreview are already paying for the facility.

Councilmember Springhorn commended the commission and staff for the grand opening of Bobby Theisen Park, but there was disappointment from the pickleball club, and he asked if there has been any further feedback. Benoit said there have been many positive comments about the quality of the facility. Other comments are that there are not enough courts. Club members have been very positive.

One issue with the pickleball courts was neighbors complaining about the noise. Noise abatement measures have helped, and they are pleased to enjoy the backyards of their homes again.

Pickleball players were concerned about moving the courts close to County Road E because of the wind, but there have not been complaints about the wind panels. A windy day is a factor for playing pickleball.

Councilmember Gardner had three quick comments: 1) commended the heat pump behind the building, which is very efficient; 2) he would like to see the Slice of Shoreview become a zero-waste event; 3) proactive communication on use of pesticides in the spring to prevent time spent on residents' questions. He suggested a look at the Ramsey County policy on pest management.

Further, Gardner said the city's awesome assets are so well used that park staff are putting in overtime to manage all. He would expect that any expansion, such as a splash pad, will mean additional staff. Having 1,500 paying people every day at the community center is astounding, plus events. It is also a lot of wear and tear. The budget information is presented in a disjointed manner. He would like to see a budget work plan with columns that list items and how they will be paid for—budgeted, tax levy, unsecured money, or won't happen without an increase to the levy.

Denkinger thanked the commission for their time and planning of the presentation.

DISCUSSION ON LOCAL SALES TAX AUTHORITY

Presentation by Assistant City Manager Renee Eisenbeisz

Based on the council's discussion at the June workshop, staff has developed a list of regional projects that would qualify for local sales tax revenue. The list includes the community center, parks, and trail connections.

Earlier this summer, Mayor Denkinger and City Manager Martens met with legislative representatives, and there is general support for a sales tax. Senator John Marty cautioned the council on specifically identifying what the sales tax would be used for.

Questions for the council to consider:

1. Is there consensus by the council to move forward with a sales tax?
2. Is there an urgency to get the sales tax passed in the 2027 legislative session? If so, an outside consultant will be needed because bill drafting starts in November.
3. Is there any council feedback on the project list?

Councilmember Gardner said he is reluctant to support a sales tax because the quality of life survey shows two declining indicators— cost of housing and the cost of living. A sales tax would be close to 10% if adopted. From a practical standpoint, he would not want to see this in the 2027 legislative session. First, because it is a tremendous amount of work, and there could not be a referendum until 2028 anyway. It is possible that after the election, there may be the same committee chair in the House who does not want any of this passed. That would mean a lot of time and effort on the part of City Manager Martens between November and March would be wasted. Secondly, as a first-term councilmember, he had to vote on things that had started before he was elected. The previous council had decided certain things, and his vote was on the last phase. There will be two new members next year, and it would be a courtesy to them to allow them to be in on this action on the ground floor. He would like to initiate a strategic plan that lays everything out on the table and shows how items are paid for, whether they can be paid for with the current levy, what has to be dropped if the levy is not raised, and what items do not yet have funding. That gives the council the information to say, strategically, what is important. In 2028, there needs to be a two-pronged strategy because if a sales tax is put on a referendum, the truth and taxation hearing will be after the election, when an adjustment can be made for the $800,000 in sales tax if it passes. It is premature for the council to commit to this process. When it comes to the list of projects, he does not know their timeline at the current levy and rate of inflation. He does not know what the debt situation will be, as the city has taken on a lot with the new fire station, and the city's ability to bond for more is lower at the moment before more things are paid off. He would like to know the schedule to get these things done with the current levy and what things could only be done with the additional sales tax. Also, the report does not take into account the additional 10% to 15% in online sales that would be paid by city residents. He would suggest a delay to the next council to decide if they want to take that leap, and he wants to keep City Manager Martens from too much work pressure. He would also like to see some public engagement to check public response.

Mayor Denkinger said she discussed this with City Manager Martens, who said if the council goes ahead this year, he would need an outside consultant, the cost of which is estimated between $5,000 and $7,000.

Councilmember Springhorn said he believes this is a priority for the reasons that were heard in the first 45 minutes of this meeting that need to be accomplished. Users of parks are as much from outside the city as inside. Nobody wants an additional sales tax if it can be avoided, but if it can be framed that there will be a splash pad at McCullough Park, it will be paid for by taxpayers through property tax

or split between everyone spending in Shoreview, whether a resident or not. It is something to pursue. He agreed that trying to get in the 2027 legislative session is probably not feasible. It is important to do it right.

Councilmember Myrland agreed with Councilmembers Gardner and Springhorn on waiting because there will be two new members. The State of Minnesota charges a sales tax of 6.875%; the counties add on to that, and St. Paul and Roseville have added on to that. It is a struggle to think of adding on another tax for people who do live here and are already paying the taxes for the facilities. They will pay an additional tax and may or may not use the parks. She would like more research and is definitely not ready for this in 2027.

Councilmember Doan said that although it is September, he does not believe 2027 is unreachable if the council wants to move forward. This is a multi-year process. While the council is saying it wants to move forward, whether in 2027 or 2028, there is still the whole legislative process and then the referendum process. A decision today or in a month or in three months does not lock this council into a decision. Decisions still need to be made by the legislature and by a referendum. He would prefer to move more quickly because the sales tax revenue will amount to approximately $1 million a year. A 1% increase in the levy is approximately $150,000. If needs are identified, the question is whether the levy is increased by 5% or 10% to fund those items, or through the sales tax mechanism. It is a new revenue stream. He has been thinking about a sales tax since coming on the council four years ago, but in 2024-2025, there was a moratorium put on it by the state legislature. He does not want to lose another two years, and there will be another election in two years, and who knows if there will be new councilmembers. The best decision needs to be made from what is known now. If the city is looking at double-digit levy increases in the next two to five years, a new revenue stream is needed to offset that. It is the council's fiscal responsibility to look at the tough decisions of what is cut and what is done less. He is prepared for that, but he also wants different revenue streams to consider as part of that discussion.

Gardner said that as part of the budget planning process in the next six months, he would like to see the whole picture simultaneously. This would not go on the ballot until 2028. Doan asked if the referendum could be in 2027. Eisenbeisz said the city would have to call a special election for 2027. There would be a better response at a general election, the next one being in 2028.

Gardner said that telling people what could happen or not regarding implementing a sales tax can be identified more clearly as a strategic choice next year. Time is tight now, and the legislature will be doing two-year budgets. He would like more room for the next council to put all the pieces together, including the city's debt situation and whether public safety costs level off, so the council can think long term.

Myrland said that every park does not have to be like Bobby Theisen or Shamrock. They can be simple parks. She does not believe the city has to spend a couple of million dollars on each park. They can still be usable, relevant, and good for the neighborhood. Her concern is maintenance, upkeep, and staff time. It sounds like staff is working overtime. What is the city's capacity to maintain additional amenities?

Denkinger said the park buildings are the most expensive. It has always been a goal for a building to be at each park. It engages the neighborhood by providing a place for classes, meetings, or rentals. She is not sure how to make the distinction that one park has a building and one does not. Not everything can be done in one year, but it is important for people to see movement.

Denkinger said she does not look at the sales tax necessarily as a revenue stream because the legislature would be looking for a regionally significant project. Many items on the list benefit the community center, which is a regional destination, such as tighter security, which would be a good sell to legislators. However, the bump in public safety costs will be in this levy and the next one. Then the levy should drop to within single digits. That has been messaged in the last couple of years, telling residents the SAFR grant would end, and there would be the cost of the fire station personnel and facility. She does not think this would be the best year to start this process and does not feel a current urgency. It should definitely be part of the goal-setting planning for 2027, not because of new councilmembers, but this year feels rushed, and next year there may not even be the cost for a consultant. There is value in doing research for a project worth implementing. After the space analysis of the community center, there may be opportunities to cut costs.

Gardner thanked Councilmember Doan for pushing the discussion to give thought to bigger issues that will need lengthy and deep discussions.

TEMPORARY RV OCCUPANCY

Assistant Community Development Director Hill said that, based on a property owner's request to temporarily live in an RV, the question is whether the council is interested in changing the code. This part of the code is not under land use and the development code, so a variance is not an option. In order to allow it, there has to be a change to the general code. If the code is changed, it is not just for one person; it is for everyone. Questions that need to be considered:

- What situations would qualify?
- How long can an RV be used for temporary living?
- Where can it be located?
- How would the water, wastewater, and other health and safety requirements be met?
- What happens if there are delays in construction?
- How would the city enforce the requirements and ensure the RV is removed?

There have been concerns in the past where residents stayed in garages longer than code allowed. However, city policy has changed because this issue has led to abatement three times, which requires extensive staff time and resources. One situation is still currently in litigation.

Councilmember Gardner said it is not a bad idea, but there are definite boundaries that would have to be established. One is that it would have to be a hard-sided, self-contained vehicle with its own potable water and sewage storage tank, and access to electricity. It would have to be on a concrete or asphalt pad so it can be moved when they have to go to the dump station. The issue of a generator is a concern. If that is run every day for four hours all winter long out of propane, that is a definite no. He is not averse to the idea, but a time limit should be tied to construction, with the possibility of an amendment as long as the construction end date can be shown. There could be a situation where construction does not work out; maybe the bank loan did not work out, and the person is stuck. Does staff want to navigate a situation like that?

Mayor Denkinger said there are other alternatives. When a code amendment is done based on an individual request, she has to ask if it is something that benefits the city or a person. There is also risk to consider. There have been abatements with malfunctioning equipment. Changing code is not a small matter, and this is almost like an exception. There are places to rent short-term without putting staff in the position of monitoring this. The city could make many exceptions. There are requests all the time. She does not want to set a precedent.

Councilmember Springhorn said it is not unusual for people to live in a trailer during construction in rural settings. The city will get calls. It is hard to see why the city would want to allow this.

Assistant City Manager/Community Development Director Simonson said that the reason this was brought to the city council is that the person does have the right to apply for a text amendment, which is a formal process. Staff is trying to at least get an answer on whether or not it may be worth his time to request a formal amendment.

Councilmember Myrland said she understands the predicament, but so many things can go wrong with construction schedules. She does not think the city should change the code for this particular situation. Often, people will abandon old campers. That may not happen here, but she is not in favor of changing the code.

Councilmember Doan agreed with other councilmembers. He does not support changing the ordinance in this one case. He does not know enough about this particular situation to ask staff to support a text amendment to the code. A text amendment can be interpreted so many different ways that it would put the city in the midst of legal issues. This is something not to do.

OTHER ISSUES & LIAISON UPDATES

Eisenbeisz said the city has received five applications for citizen of the year as well as the applications from the last two year.

The council discussed applicants and came to consensus on their selection. The citizen of the year award will be presented at the November 4 volunteer dinner.

ADJOURNMENT

Mayor Denkinger declared the meeting adjourned at 6:44 pm.

Memorandum

TO: City Council

FROM: Emma Walker

DATE: October 5, 2026

SUBJECT: September 21, 2026 city council meeting minutes

ITEM NUMBER: 8.b

SECTION: CONSENT AGENDA

REQUESTED MOTION
Approve September 21, 2026, city council meeting minutes.

INTRODUCTION
City council is being asked to approve the September 21, 2026, city council meeting minutes.

DISCUSSION

RECOMMENDATION
It is recommended that the city council approve the minutes of the September 21, 2026, city council meeting as presented.

ATTACHMENTS
9-21-2026 approved council minutes.pdf

CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
SEPTEMBER 21, 2026

CALL TO ORDER

Mayor Denkinger called the regular meeting of the Shoreview City Council to order at 7 pm on September 21, 2026.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

Staff: Assistant City Manager Renee Eisenbeisz
Assistant City Manager/Community Development Director Tom Simonson
Finance Director Kevin Knopik
Public Works Director Tom Wesolowski
Assistant Community Development Director Niki Hill, AICP
Natural Resources Manager Krista Billerbeck
Associate Planner Will Harris
City Attorney Martin Norder

APPROVAL OF AGENDA

MOTION: by Councilmember Myrland, seconded by Councilmember Doan to approve the September 21, 2026 agenda as presented.

VOTE: AYES - 5 NAYS - 0

PROCLAMATIONS AND RECOGNITIONS

Recognizing Representative Kelly Moller

Mayor Denkinger recognized Representative Moller, who is serving her last term. The League of MN Cities selected her as a 2026 Legislator of Distinction. Representative Moller was instrumental in getting $6.5 million from the state for the new fire station, which eased the burden of taxpayers. The following proclamation was read and presented to Representative Moller.

WHEREAS, Representative Kelly Moller has served district 40A since 2018 which includes portions of the City of Shoreview; and

WHEREAS, the League of Minnesota Cities recognized a total of 23 legislators this year including 14 House members and nine Senate members for their actions and leadership on a

variety of legislative issues important to cities; and

WHEREAS, the League of Minnesota Cities has selected Representative Moller as a 2026 Legislator of Distinction for her efforts related to public safety legislation, her accessibility and willingness to consult with League staff on legislation impacting cities, and for demonstrating a commitment to supporting workable solutions to complex issues; and

WHEREAS, the City of Shoreview would like to publicly acknowledge this honor.

NOW, THEREFORE, BE IT RESOLVED that the Shoreview City Council hereby acknowledges Representative Kelly Moller as a League of Minnesota Cities 2026 Legislator of Distinction and thanks her for her work on behalf of the city and State of Minnesota.

Representative Moller thanked Mayor Denkinger and the council for the proclamation. Working on the new fire station was a wonderful project. She is proud to be a resident of Shoreview and is thankful for the honor of being elected for four terms.

Recognizing Green Community Awards

Jennifer Olson, co-chair of the environmental quality committee (EQC), presented the 2026 annual green community recognition awards to three individuals whose homes demonstrate the benefits of native plants and have a positive impact.

Andrea Green, 5510 Albin Street: Andrea installed solar panels for her home electricity, and she also uses a clothesline to reduce dryer use. She planted a pollinator garden to help insects and uses a compost tumbler to cut down on food waste. Rain barrels are used to cut down on the use of city water for plants. She teaches people to take small steps that can make an impact. Andrea provides community education classes on low-waste living, Winter sowing of seeds, and frugality 101.

Carol Nytroe: Grows her own native perennials, has transformed her front yard into a full-sun garden, and has helped neighbors put in native perennial gardens. She also collects monarch eggs and raises them outdoors.

Tim Pratt: Planted an overgrown swale next to his house with native plants. This resulted in conversations with neighbors about the importance of the swale, which infiltrates rainwater rather than having it run off into the stormwater system. He has a system that diverts water from the roof to the garden. He drives an EV-powered vehicle in the Summers that is powered by solar panels on his garage roof. Tim encourages all to take small steps to learn what works, what doesn't, and keep going.

PUBLIC COMMENTS
There were none.

COUNCIL COMMENTS
Councilmember Myrland:
The farmers' market will be open through October 13. It takes place on Tuesdays from 3 to 6 pm in the lower-level parking lot.

The Barnyard Boogie event will be at Bobby Theisen Park, September 27, from 2:30 to 4:30 pm. Registration is required and can be done online. The cost is $16.

Councilmember Springhorn:
Thank you to the EQC for all their hard work with the green community awards. This is one of his favorite council meetings of the year, in addition to the fourth-grade poster contest.

The water parks have reopened after the annual pool maintenance shutdown. The destination playground is also fully open after refurbishment. Last week, the Shoreview Northern Lights Variety Band had the opportunity to use the playground equipment as part of its monthly social event.

Councilmember Doan:
Early voting started September 18. Voting by mail is available, or voting at the Ramsey County Elections Office at 90 Plato Boulevard from 8 am to 4:30 pm. Monday through Friday. Early voting starts at the Shoreview Ramsey County Library on October 16, from 10 am to 4 pm. Monday through Friday. The general election is November 3, 2026. All are urged to vote. Thank you to all election judges who make it happen.

The touch-a-truck event will be Saturday, October 3, from 9 am to noon in the lower-level parking lot. The annual kids' garage sale will also be on October 3. Vendors must register to participate.

Councilmember Gardner:
Stated he was pleased that no police presence was necessary when the pickleball event was cancelled last Saturday.

Thank you to Representative Moller, who has done an excellent job as a legislator, which takes a lot of time. Her work has a lasting impact on the community. The city's levy is probably 1% lower than it could have been because of the public safety aid she brought to the city. Representative Moller has chaired the public safety committee and has worked to rewrite code to provide justice for victims of crime and crime in general. She has worked well across the aisle, which is the kind of leadership needed.

Mayor Denkinger:
The old fire station property has been sold to Mi-Sant, a restaurant. The city received the full purchase price of $1.3 million. Mi-Sant is also making a significant investment in the building to make this location a test kitchen. There will be indoor and outdoor seating, and it will open mid-year next year.

There are a number of positions open in parks and recreation that are listed on the website.

The new fire station is coming in under budget. There will be an open house for tours on October 10, 2026. She thanked firefighters who spent a lot of their time at the fire station during construction to make sure it was done right.

Staff is working on the installation of security cameras for city hall, the lower parking lot, and the community center.

CONSENT AGENDA

MOTION: by Councilmember Springhorn, seconded by Councilmember Doan, to approve items 8.a through 8.j listed below on the Consent Agenda for September 21, 2026:

8.a September 8, 2026 city council meeting minutes
8.b Monthly reports:
- Administration
- Community development
- Finance
- Human resources
- Parks and recreation
- Public safety
- Public works

8.c Claims and purchases
8.d Acceptance of recreation department sponsorships
8.e Acceptance of sponsorship and in-kind donations for 2026 *Slice of Shoreview Days*
8.f Planning Assistance Grant - Shoreview Comprehensive Plan
8.g Resolution 260 authorizing the issuance and sale of general obligation utility revenue bonds, series 2026A
8.h Establish parking restrictions on Lepak Court
8.i Municipal consent to the Rice Creek Watershed District to conduct drainage proceedings
8.j Approve 2026 Street Rehabilitation, city project 26-04 change order 1 for paving the gravel Hodgson Road

VOTE: AYES - 5 NAYS - 0

PUBLIC HEARING
SHOREVIEW'S MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT (MS4 PERMIT)
Presentation by Natural Resources Manager Krista Billerbeck.

The MS4 Permit is for an infrastructure system that collects and transports water flowing off hard surfaces, such as streets, parking lots, and buildings, to ponds, lakes, and wetlands. The goal is to improve water quality by reducing the amount of sediment and pollution carried to surface and groundwater.

The MS4 Permit is issued by the Minnesota Pollution Control Agency (MPCA) under the Clean Water Act and is owned by the city to operate the system. The infrastructure in the system includes: catch basins, mains, lift stations, pipes and structures, culverts, ponds, filters, permeable pavement, and rain gardens.
The MPCA requires annual reports. A new permit is reissued every five to eight years. Currently, the city has submitted the first step of a new permit application, but the city is still authorized under the old permit.

The MS4 Permit requires a stormwater pollution prevention program that includes the following minimum control measures:

- Public education and outreach
- Public participation and involvement
- Illicit discharge detection and elimination
- Construction site stormwater runoff control
- Post-construction stormwater management
- Pollution prevention in municipal operations.

2025 activities
In 2025, a number of city departments were involved in maintaining and operating the system: public works maintenance, engineering, natural resources, code enforcement, building, and communications.
Activities include:

- Erosion control inspections on construction sites
- Permanent stormwater management on large projects
- City maintenance and operation, such as street sweeping, is one of the most effective ways of preventing pollution, with an annual collection of 257 tons of material, not including leaves.

Staff is recommending the city council hold the public hearing and record any comments.

City Attorney Martin Norder said proper notice was given for the public hearing.

Public hearing
Mayor Denkinger opened the public hearing at 7:41 pm.

There were no comments or questions.

MOTION: by Councilmember Springhorn, seconded by Councilmember Doan to close the public hearing at 7:41 pm.

VOTE: AYES - 5 NAYS - 0

Councilmember Gardner said the state has a generic permit for cities and yet requires a public hearing. The Clean Water Council used to recommend funding for the University of Minnesota Research Center. Shoreview was often a grantee to try new measures, such as enhanced street sweeping. It is one of the cheapest ways to remove phosphorus, which causes algae blooms in lakes. Shoreview was among the pilot cities to try this out. Data collected is being used statewide. He recognized staff's efforts to support cheap, innovative ways to solve water problems, such as permeable pavement on long, narrow lake lots with no room for a stormwater pond. Shoreview was one of the first to use salt lime to reduce the freezing temperature on streets and reduce chloride. Countless rain gardens have been encouraged and supported in the city, which is a way for anyone to participate. Shoreview is a place of innovation and is recognized across the metro. It is good to recognize things people do not see.

Councilmember Myrland said education is key. The city is better off with more people knowing what is done to keep water clean. She urged residents to make sure leaves and debris are cleaned away from gutters so the water can drain.

Councilmember Doan expressed his appreciation of how seriously staff takes this work behind the scenes. He recognized Councilmember Gardner as a leader in this area and as the chair of the Climate Action work group, which is part of the Ramsey County League of Local Governments.

GENERAL BUSINESS
VARIANCE APPEAL, 804 COUNTY ROAD I W. - ROBERT FREED
Presentation by Associate Planner Will Harris.

The property is on the north side of Turtle Lake, which is a substandard riparian lot zoned R1. It consists of 9,896 square feet with a width of 75 feet along County Road I W. and a depth of 119 feet along the western property line and 129 feet along the eastern property line. The property is developed with a single-family home built in 1972.

- In 2003, the property owners submitted a residential design review, and the following was approved:

    - Additional 300 square feet of living space built above the garage
    - Maximum allowed impervious surface coverage of 35.6% with a mitigation affidavit and no lakeside accessory structure
- In 2022, the second previous owners installed an illegal water-oriented accessory structure—a patio—and a gravel parking pad on the eastern side of the driveway, all without any permits.
- In 2025-2026, the current owners installed an additional water-oriented accessory structure (hot tub) just south of the deck with no permit. Current conditions include six violations of city code:
    - Allowed number of water-oriented accessory structures - one is permitted (section 115-149(c)(3)(d)
    - Total square footage of water-oriented structure, which is 250 square feet - patio is 314 square feet (section 115-149(c)(3)(g)
    - Side yard setback for a water-oriented structure is 20 feet - the patio sits at 10 feet from the eastern property line (section 115-155 (b)(3)(a)(2))
    - Water-oriented accessory structures are not permitted in the shore impact zone, which is 25 feet from the OHW (section 115-149(c)(2)
    - Maximum impervious surface coverage allowed for a riparian lot with a water oriented accessory structure is 25%; the current amount is 41.5%
    - The attached structure setback is 50 feet from the OHW; in 2023, an attached deck was permitted as a continuation of an OHW setback of 19.5 feet; the current setback is 17.5 feet. This item was addressed.

The applicants propose to reduce the patio square footage to 200 square feet, which complies with code. They are appealing the three variances denied by the planning commission that are related to the patio: lakeside accessory side setback less than 20'; lakeside accessory OHW setback less than 25'; and to exceed the maximum permitted impervious surface coverage of 25%.

Staff review
Staff does not believe there are unique circumstances to justify the variances. The approved residential design review in 2003 was conditioned on reducing impervious surface coverage to 35.6%, but staff believes the preference for a lakeside accessory structure does not justify exceeding the maximum permitted impervious surface coverage by 10.6%.

The planning commission reviewed this application at its August 25 meeting and denied the variances on a 5-to-2 vote. The planning commission did grant one variance to reduce the lakeside structure setback from 19.5 feet to 17.9 feet to accommodate the deck.

Before this meeting, the applicants submitted updated plans which include a reconfiguration of the patio to comply with the side yard setback. The application now is for two variances, not three.

Three options are presented to the council:
1. Deny the appeal and uphold the planning commission's action based on the application as originally presented;
2. Consider and act on the proposed modifications to the application; or
3. Remand the matter to the planning commission for review and action on the proposed modifications before the council takes final action.

Comments
Property owners within 150 feet were notified of the variance requests. One written public comment from two homeowners was received in opposition.

Engineering staff has commented on the importance of Shoreview's impervious surface limits to prevent cumulative negative impacts from runoff to drainage systems, flooding, and water quality, especially in areas that lead directly to lakes.

The Rice Creek Watershed District outlined its permitting specifications, which may be required for removal of the patio if there is stockpiling of over 50 cubic yards of erodible earth material and/or disturbance of 5,000 square feet.

Staff recommendation
Staff maintains the recommendation to uphold denial of the three variances as decided by the planning commission. There is no recommendation on the updated plan, which has not been reviewed by the planning commission.

Council discussion
Councilmember Springhorn asked the reason staff's recommendation is to deny the appeal rather than remanding the updated plan back to the planning commission. Harris said that staff's review was for the initial application of three variances. Remanding the updated application would be a council decision.

Councilmember Doan asked how this issue came to the attention of the city. Harris said the property is a short-term rental. Complaints were received, and upon inspection of the site, areas of noncompliance were determined.

Applicant statement
Robert Freed, applicant, asked his daughter-in-law Allie Freed, to speak. Freed made the request to send the plan back to the planning commission for two reasons. The home is on a lot of 9,896 square feet, which the city classifies as substandard. Before the Freeds purchased the property in 2025, a patio was built without a permit, and a deck larger than what was approved was built in 2022. At the August 25 planning commission meeting, three variances were requested and denied on a vote of 5 to 2 based on the fact that there are no unique circumstances

not created by the owner to justify the variances. However, it was agreed that the shoreline has eroded, which is a circumstance not created by the property owner. She identified three unique circumstances for this property:

1. The lot is small and the city's own memo labels it as substandard.
2. The impervious surface math does not work—with the patio and driveway pad gone, there would still be 32% impervious surface. When one planning commissioner asked how the allowed 25% coverage could be reached, the assistant community development director stated that may not be a realistic goal.
3. The code requires 25 feet from the patio to the shoreline, but the house is set 29.5 feet back, leaving 4.5 feet for a patio, which is insufficient.

One planning commissioner said these issues should have been sorted out in the buying process, on which she based her vote to support the staff recommendation. The vote was entirely based on inaccuracy. In the disclosure statement by the seller of the property, it was stated that there was no awareness that any work had been done without proper permits. The property passed a city inspection in November 2025 that found nothing.

The issues were raised in March 2026, when staff took a closer look. The second reason for the planning commission to re-review the proposal is that changes have been made and not seen by the commission. Staff indicated that modifications could be made as part of this appeal, which is the reason for the changes. The hot tub will be removed as agreed. The patio is further reduced from 314 square feet to 170 square feet and moved from the center of the lot to eliminate the need for a side setback variance. That leaves two variance requests: 1) impervious surface, which drops to 34%, which is below the 35.6% approved in 2023; and 2) shoreline distance.

The proposal is a significant and costly change to comply with code as closely as possible. The preference would be to leave everything as is. The request is to remand this proposal back to the planning commission to weigh the whole picture.

Craig John, planning commission chair said the decision on impervious surface was based on the lack of a unique circumstance. When asked, he said he had no knowledge of the modifications made to the plan.

Public testimony

Mayor Denkinger opened the discussion to public comment.

Don and Sherry Kennedy, 814 County Road I, said their property was purchased by their family in 1973. They have watched add-ons to the neighboring property over the years. The property is a VRBO with parties from 3 to 5 am. They want the council to know how long they have been there and that they are involved. Mr. Kennedy asked who granted the VRBO permit and the reason they were not notified. He said the Freeds are lovely people, but the house has constantly changing faces and

unpredictable noises and parking disruptions. Their concern is what will happen when they try to sell with a motel 12 feet away. As a substandard lot, of course, there is encroachment on the lake. There is an accident waiting to happen with flying jet skis. They feel bad because the Freeds are nice, and this has turned into an adversarial situation.

Mayor Denkinger said the item before the council is the variances, not the short-term rental license. Community development will follow up with the Kennedys on the licensing process. Property owners have the right to call the Sheriff's Office about complaints.

Council discussion

Mayor Denkinger asked about the impervious surface impact to the lake. Harris said that shoreland regulations are based on protecting the quality of water. The reduction of allowed impervious surface from 30% to 25% on riparian lots is because of the proximity of runoff water to the lake. The DNR takes these regulations seriously, and the shoreland regulations are based on the DNR statewide regulations.

Councilmember Myrland said she has ruled out considering the new modifications at this meeting, which need to be further vetted. The Freeds want to make the situation right, and since this is a different plan that is closer to compliance, she would remand the matter back to the planning commission for further review.

Councilmember Springhorn said he is hesitant to remand this back to the planning commission because they are being asked to answer the same questions. Although closer to compliance, the plan still exceeds the impervious surface limit. He asked how common it is that the city approves riparian properties with impervious surface that exceeds the limit by 9.2%. Hill said every variance stands on its own. There is no precedent. It is unknown if there would be mitigating measures to improve water quality. Councilmember Springhorn said he is leaning toward denial of the variances unless other councilmembers have strong reasons to remand it back to the planning commission.

Councilmember Doan said the status of the property as a short-term rental is not before the city council and therefore should not be factored into their final decision. He appreciates the effort the Freeds have made to bring the property closer to compliance, but it does not meet code. The two variances are the impervious surface that was approved at 35.6% in 2003, and the shoreline distance of the patio. Harris said that as part of the residential design review, a mitigation affidavit was submitted to reduce the impervious surface from 41% to 35.6%.

Eisenbeisz said the 25% impervious surface lot coverage restriction is because of the water accessory structures on a riparian lot.

Councilmember Doan said he would be open to sending this back to the planning commission because of the issues identified in this updated plan.

Councilmember Gardner said he would support the recommendation to deny the variance appeal.

Mayor Denkinger said she is open to sending the application back to the planning commission. To do otherwise is like unfinished business because the planning commission is the advisory commission to make recommendations.

Hill said that if the application is sent back to the planning commission, the review period needs to be changed from 60 to 120 days.

MOTION: by Councilmember Doan, seconded by Councilmember Myrland to remand the appeal of the variance application back to the planning commission for further discussion of the updated site plan and new proposal submitted by the applicants on September 8, 2026, and extend the review period from 60 to 120 days.

VOTE: AYES - 4 NAYS - 1 (Gardner)

Mayor Denkinger called a 5-minute break and reconvened the meeting at 8:47 pm.

ESTABLISHING PRELIMINARY CITY TAX LEVY OF $20,393,531, AND A PRELIMINARY HRA TAX LEVY OF $325,000; AND SET A BUDGET HEARING FOR MONDAY, DECEMBER 7, 2026 AT 7 PM.

Presentation by Finance Director Kevin Knopik.

The preliminary tax levy is required to be submitted to the county by September 30, 2026. It sets the maximum 2027 tax levy, but reductions can still be made. The budget hearing date is proposed for December 7, 2026.

Tax levy objectives:

- Maintain existing services, programs, and infrastructure
- Meet existing debt obligations
- Support capital replacement and repairs
- Effective use of tax dollars

The recommendation for the preliminary tax levy is $20.7 million, or a 9.68% increase from 2026. The city approves a biennial budget. This one was approved in 2025. At the August council workshop, staff recommended a 10.6% levy increase. The council directed staff to see if the levy could be kept under 10%.

The tax increase for a median home value home in Shoreview would be $124.56 in 2027. The median home value decreased from 2026 to 2027 by approximately

$5,000. The average monthly tax of $132.71 would increase by $10.38 per month. Staff believes residents receive an exceptional value for services provided:

- Public safety
- Street maintenance
- Park maintenance
- Community center and recreation programs
- Asset replacement
- Administration and support services

Staff recommends adoption of resolution 26-70 setting the preliminary tax levy in the amount of $20,393,531 and $325,000 for the HRA, respectively, and setting the budget hearing date for December 7, 2026, at 7 pm.

Council discussion:
Mayor Denkinger asked about the amount of the levy that is for police and fire. Knopik said police is 24% of the budget; fire is 43%. That means approximately 67% of the total general fund increase is for public safety. Mayor Denkinger reminded residents that with the new fire station, a SAFER grant was received to pay for three full-time captains for three years. The grant has now expired, and that cost has to be absorbed. Those positions and the cost of the new fire station made the amount for the fire department a big increase in 2026 and 2027. That amount is expected to go down in 2028.

Councilmember Gardner thanked staff for keeping the levy increase under 10%. He noted that in the past, Shoreview has not received a high amount of fiscal disparities from the state but then received $1 million. He asked the reason the amount has dropped again. Knopik said fiscal disparities are a complex formula. Over the past two years, the city has received a net gain of $1.3 million to $1.4 million. The city contributes an amount but also receives funds back. The amount received is not less than what is contributed. In 2027, the city will receive over $800,000, which is more in line with where it has been prior to the past two years. The amount is based on the amount of development in the seven-county metro area and what gets spread across the metro cities.

Gardner asked if the public safety portion of the budget were taken out, would the city's budget go up by approximately the rate of inflation? Knopik said there are still capital levies and debt levies. Taking those into consideration could mean the levy is a little higher than inflation.

Denkinger said a market rate adjustment was done on staff salaries in 2024 with a review of all job classifications. Adjustments were made based on job descriptions. She asked if that process is caught up after this levy. Knopik said those adjustments are still taking place as many employees were put back into the step system. This means a cost-of-living increase and a possible step increase every year. Even though

there might be a 3% cost-of-living increase, the actual increase might be closer to 6% for some staff if they receive a step increase based on job performance.

Councilmember Springhorn asked if staff costs are the next largest part of the tax levy increase. Knopik said staff costs are approximately 19% of the budget. Public safety and staff make up approximately 90% of the budget, and 10% is everything else. Councilmember Springhorn said he would not want a water main break without staff to take care of it because they went to another city that paid more. He noted the many compliments on Knopik and thanked him for his work with the cities on the financing for the new fire station.

Councilmember Myrland asked how long it takes for new development, such as Seven Lakes, to help with the tax base and bring some relief for residents. Knopik said that benefit has not yet been realized. Development in TIF districts does affect the amount of total tax capacity, which affects the local tax rate and the amount charged to homeowners. Some benefits are being seen, but the full benefit has not been realized.

Councilmember Doan asked about the maximum levies of peer cities. Knopik said he is hearing 6.5% to 12%. Most are falling in the 8% range. Shoreview is looking at a 5% to 6% increase just to maintain the services currently offered without changing anything. Shoreview's increase is related to public safety operations as well as the new debt levy for the new fire station. The SAFER grant was a huge tax savings. The state gave $6.3 million for the fire station, and bids were favorable. It looks like the fire station will be under budget. Those are all good benefits for the city.

Denkinger said the new fire station sets Shoreview up for decades of better service to Arden Hills, Shoreview, and North Oaks, and it provides space for all the trucks.

Gardner verified that the revenue from the sale of the old fire station is reflected in the 2027 budget. He asked if the revenue would be reflected in the budget by December. Knopik said the CIP will be reviewed with council at the October workshop and another budget workshop in November. If that revenue is to be incorporated into the budget, it will be discussed at a workshop with the council.

Gardner asked about the Krew development, which is a tax-exempt property that is in a TIF district. That means the city does not capture any of the additional increment over what it was previously valued at. Ramsey County assessed a value for the new owner, but with nothing yet developed on the property. He asked if the city will get some revenue from that property even though it is in a TIF district. Simonson said the property was tax-exempt for decades. The county did place a value on it all along, but no taxes were generated. The new base value is approximately $4.3 million based on the city's transaction with Enclave. That is not part of the tax increment and will be a benefit to the city.

Gardner said public safety has fewer candidates applying for positions because of the shortage of workers and retirements of baby boomers. There is still not 24/7, 365-day coverage in all fire stations. There could be crummy storm sewers and no parks, but residents do expect a public safety response when calling 911. He supports wages to attract people to work here. The Ramsey County Sheriff's Office had some of the lowest salaries in the metro area and faces the same worker shortage. It is important that people of the highest character are attracted to public safety.

Gardner said he would like to see the truth and taxation hearing for the budget held before the election, but the timing does not work. By the time of the hearing, the budget is set. If the public wants to comment, there is no opportunity to incorporate input. Even with adopting the preliminary levy on September 21, there is likely not going to be changes before certification on September 30 without a special meeting. He proposed a spring strategy budget work plan to understand what choices will need to be made, even without exact numbers. He would like to see public engagement earlier with a process to understand what people are willing to fund and what they are not. He cannot tell what a backlog would look like in the parks and recreation department or how it would translate into a levy increase, or what grants are needed, or whether a local option sales tax is needed. If five things are funded, what is the budget, or what would the budget be for three of those five items? The City of St. Paul did a budget exercise asking department heads to come up with a high, medium, and low budget scenario. He would like to have that information to tell voters what would happen at certain funding levels. If funding is at a low level and the community center has to be closed on Friday, residents have the opportunity to say they will pay for keeping it open. This process would give the council information. Strategic choices need to be considered earlier, and he would prefer to think about those scenarios in May rather than September.

Gardner expressed special appreciation for the finance department's work. Amazingly, they have received the same fiscal excellence award for 40 consecutive years.

MOTION: by Councilmember Springhorn, seconded by Councilmember Myrland to adopt resolution number 26-78 establishing a preliminary city tax levy of $20,393,531, and a preliminary HRA tax levy of $325,000 for collection in 2027; and set the budget hearing for December 7, 2026 at 7 pm.

VOTE: AYES - 5 NAYS - 0

APPROVAL OF A PURCHASE AGREEMENT FOR THE SALE OF CITY-OWNED PROPERTY AT 3615 VICTORIA STREET (FORMER FIRE STATION 140) AND AUTHORIZING ITS EXECUTION WITH 44 INVESTMENT COMPANY

Presentation by Assistant City Manager/Community Development Director Tom Simonson.

A purchase agreement has been reached with the 44 Investment Company for the purchase of Fire Station 140. This company operates Mi-Sant Cafe and Bakery. This property would be used for a smaller-scale Vietnamese bakery and fast-food casual restaurant. It would include both indoor and outdoor seating and a group dining/meeting room. The remainder of the building would be used as a test kitchen. Shoreview would be the first to benefit from new products. Mi-Sant currently has locations in Brooklyn Park, Roseville, and another planned in St. Louis Park.

The property is owned by the city—both the building and land. It consists of one acre and operated as fire station 140 until July 2026, when the new Lake Johanna Fire Department headquarters opened in Arden Hills. Relocation of the fire department presented a unique opportunity to sell the property and repurpose the building. The city engaged the services of a professional real estate consulting firm, IAG Commercial, to assist with a visioning process for preferred uses and assessing how to market the property.

IAG facilitated a series of stakeholder meetings involving the council, EDA, small business owners, commercial and housing developers, and representatives from nearby corporations and multifamily properties. The process culminated with a written report summarizing observations, interpreting feedback received, and reviewing possibilities for the site. The city council and EDA were unanimous in the potential use of the property that would include:

- Repurpose for a use of greater benefit as a destination and attraction for the community
- Offer a special opportunity that takes advantage of the location adjacent to the beautiful lake and county park, nearby Seven Lakes employment, and the hundreds of apartments nearby.

The city worked with IAG to define a target buyer by setting parameters on the most desirable use and what would be acceptable. A restaurant or unique dining establishment was the top choice. The property was listed by IAG at $1,350,000. There was tremendous interest in the market, and a deadline was set for submission of formal purchase offers. Three proposals were received, but one withdrew due to the size of the site.

The remaining two parties presented their purchase offers and proposed use of the property at a special joint closed meeting of the council and EDA on August 6. The council and EDA reached consensus on the preferred purchase offer based on:

- Offer for full sale price
- Proposed use is the top desired option
- Buyer would invest and undertake significant improvements

A contract was drafted by Kelly & Lemmons in consultation with IAG and staff. Key terms of the purchase/sale agreement include:

- Buyer pays full asking price of $1,350,000 - net sale amount after commission will be $1,255,500
- Earnest money deposit of $50,000
- Price equates to $155.39 per square foot
- 90-day due diligence period and 30-day closing period
- Expected closing date of mid-January 2027
- Buyer responsible for all rezoning and comprehensive plan amendment costs, including application and permit fees
- Buyer agrees to invest $1,000,000 in improvements to the property after closing

The buyer has agreed to the terms of the real estate contract.

Upon approval and execution of the purchase/sale agreement, the buyer must submit applications for the entitlement approvals. Closing will not occur until the buyer receives necessary approvals. The property requires a land use change amendment to the comprehensive plan and a rezoning of the property. It is proposed that the property be rezoned to planned unit development (PUD), which allows the developer flexibility, and there will be conditions recorded limiting the use of the property beyond what is proposed by the buyer. Any future deviation from the allowed uses would require additional city approval.

Staff recommends approval of the real estate sale contract for the sale of city-owned property at 3615 Victoria Street (former Fire Station 140) and authorizes its execution with the buyer, 44 Investment Company, doing business as Mi-Sant restaurant, subject to minor revisions approved by the city attorney.

Mayor Denkinger acknowledged the huge amount of work on the part of staff and how excited the buyer is to locate in Shoreview. This company has strong financial backing.

Councilmember Springhorn recognized that IAG did a great job for Shoreview both as a real estate agent and as a consultant.

Councilmember Myrland said the process of involving the EDA, EDC, city council, and local businesses was well worth the effort.

Councilmember Gardner said the building was just vacated in June. The speed at which this has taken place is great. He appreciated the stakeholder meetings that provided information that can continue to be helpful to the city. This is the biggest dining win for Shoreview in 2026 and 2027.

Councilmember Doan gave huge thanks to staff for thinking creatively. He is proud of the forward-thinking work of city staff and could not be happier about the new owner and service that will be provided. The council has heard year after year about the strong desire for more restaurants in the community. As a person of Vietnamese heritage, it is personally exciting for him to see a Vietnamese establishment coming into the city. The city is receiving the full sale price of $1.35 million plus an additional $1 million investment in the property. He again thanked Simonson for his work.

MOTION: by Councilmember Doan, seconded by Councilmember Springhorn to approve the real estate sale contract (purchase agreement) for the sale of city-owned property at 3615 Victoria Street (former Fire Station 140) and authorizing its execution with the buyer (44 Investment Company - doing business as Mi-Sant restaurant), subject to minor revisions approved by the city attorney.

VOTE: AYES - 5 NAYS - 0

Simonson recognized attorney Chad Lemmons, who worked with staff and put a lot of time into this project.

ADJOURNMENT

MOTION: by Councilmember Myrland, seconded by Councilmember Doan at 9:41 pm.

VOTE: AYES - 5 NAYS – 0

Mayor Denkinger declared the meeting adjourned at 9:41 pm.

These minutes approved by council on the 5th day of October, 2026.

_____

Brad Martens
City Manager

Memorandum

TO: City Council

FROM: Emma Walker

DATE: October 5, 2026

SUBJECT: Receipt of committee/commission minutes

ITEM NUMBER: 8.c

SECTION: CONSENT AGENDA

REQUESTED MOTION

To accept the following committee/commission minutes:

- Public safety committee - 07.16.26
- Human rights committee - 08.26.26
- Environmental quality committee - 08.24.26
- Planning commission - 08.25.26
- Economic development authority - 09.08.26

INTRODUCTION

The city council is being asked to accept the above committee/commission minutes.

DISCUSSION

RECOMMENDATION

It is recommended that the city council accept the attached committee/commission minutes.

ATTACHMENTS

07-16-2026 Public Safety Committee approved minutes.pdf
08-26-26 HRC approved minutes.pdf
08-24-26 EQC approved minutes.pdf
08-25-26 Planning commission approved minutes.pdf
09-08-26 Economic development authority approved minutes.pdf

Public Safety Committee
July 16, 2026
Meeting Room #1

Minutes

Call to order:

The July 16, 2026 Public Safety Committee meeting was called to order at 7:00 p.m. by chair Norell

Roll call:

Committee Members Present: David Hemming, Cheryl Hiner, Andrew Mills, Colleen Norell, Ethan Peterson, and Kiel Walker.

Committee members absent: Gracia Elrick Cooper and Curt Corum

Others Present: Allina EMS Supervisor Brent Baker, Lake Johanna Fire Department Chief Tim Boehlke, and City Manager Brad Martens.

Also present was applicant Amy Jo Lentsch.

Committee members, public safety representatives, and staff introduced themselves.

Applicant interview:

Committee members interviewed applicant Amy Jo Lentsch.

Motion by Mills, second by Peterson to recommend the City Council appoint Amy Jo Lentsch to the Public Safety Committee.
Motion approved 6-0.

Approval of May 21, 2026 minutes:

Motion by Walker, second by Hiner, to approve the May 21, 2026 minutes as presented.
Motion approved 6-0.

Citizen comments:

City Manager Martens shared that additional concerns have been raised about e-bike behavior on trails. The Ramsey County Sheriff's Office has been making contact with individuals violating laws to attempt at encouraging a change of behavior.

Committee members discussed e-bike regulations and possible ways to increase regulations and the pros and cons of creating extra regulations. Commissioners requested an opportunity to discuss this topic at a future meeting.

Reports

A. Allina Health Emergency Medical Services

Allina EMS Supervisor Baker provided an update on items in the report including many special events including the USA CUP, hiring/staffing updates, mutual aid and response times, training, multi-agency drills, and the annual care goal of 1st-attempt intubation. Brent Baker was part of a team who assisted efforts to support Fourth of July activities in Philadelphia.

Committee members discussed how training takes place for intubation and the frequency of the need for intubation.

B. Lake Johanna Fire Department (LJFD)

Chief Boehlke provided an overview of LJFD activities including the following:

- Transition to new headquarters station 110 and final punch list items
- Grand opening scheduled for July 29th at 2 pm
- Recent fireworks incident in the TCAAP property in Arden Hills
- Illegal firework activity the weekend of the Fourth of July
- Recent water rescue calls
- Purchase of new UTV track vehicle
- Recent hire of three part-time firefighters
- Pension increase proposed by the relief association

Committee members discussed the logistics of moving into the headquarters station, consolidation of fire stations, future of fire stations, and TCAAP development.

C. Ramsey County Sheriff's Office (RCSO)

No attendance or report received; City Manager Martens shared information regarding the 2027 budget and the upcoming Night to Unite event.

Committee member Mills shared concerns with loud cars on Hodgson Road.

Unfinished business:

a) Night to Unite update

City Manager Martens shared that a total of 129 parties across the contract cities have registered so far. The City of Shoreview will have multiple crews going to visit the parties.

New business:

a) Multi-family development impacts

City Manager Martens provided an overview of multi-family developments that have been built over the last 12 years. It was requested that committee members brainstorm a list of questions they would like to learn the answers to.

Committee members asked that information be provided on the impacts following the construction on traffic counts, traffic accidents, crime, and park/facility utilization.

b) 2026 Legislative session

City Manager Martens provided an overview of his staff report sharing the outcomes of the legislative session related to public safety.

Committee members discussed rule making and city ordinances related to cannabis.

Liaison report:

City Manager Martens provided an overview of items in the staff report including development updates, transportation updates, sale of station 140, and future meeting topic schedules. It was shared that candidate filing for mayor and city council began on July 14th and closes July 28th. As of the meeting Paul Gardner has filed for mayor and John Doan has filed for city council.

Adjournment:

Motion by committee member Peterson, seconded by committee member Hemming to adjourn the meeting at 8:13 pm.
Motion approved 6-0.

Human Rights Commission
Agenda
Wednesday, August 26, 2026, 7 pm
Meeting room 4

Call to order

Co-chair Dietsche called the meeting to order at 7 pm. The following members were present:

Present:	Excused:
Matthew Arries	Ericka Cermak
Emily Salava Batres	
Richard Bokovoy	
Alicia Dietsche	
Mary Johnson	
Gene Nichols	
Pranav Puligundla	
Julie B. Williams	

Renee Eisenbeisz, assistant city manager, was also present.

Approval of minutes

Commissioner Nichols noted that an "s" needs to be added to the heading "Many Face of the White Bear Lake Area" on page 1.

Commissioner Nichols MOVED that the minutes of July 15, 2026, be approved as amended. Commissioner Batres seconded the motion. The motion was approved unanimously.

Supporting our immigrant neighbors subcommittee update

Over the last month, the supporting our immigrant neighbors subcommittee has been working to update the city's existing statement on ICE activities. The current statement is online and was last updated in February 2026.

The commission discussed the below draft.

> *While it has been several months since Shoreview experienced an increased level of ICE activity, we continue to hear from residents that the ripple effects of that period of uncertainty and fear are still being felt throughout our community. We know many of you remain worried about your loved ones, your neighbors, yourselves, and our community. Unfortunately, the lack of transparency and information from the federal government—who is not coordinating with the city or law enforcement agencies—continues to fuel that*

uncertainty. It also remains unclear whether Operation Metro Surge has actually been scaled back or concluded, leaving many residents without the information they need to feel safe and informed.

Shoreview remains committed to being a community where everyone feels safe and welcomed, regardless of immigration status. If you feel unsafe in any situation or have public safety concerns, call 911.

Your city council and city leadership will continue to work on your behalf towards our vision of being a welcoming, safe community for all.

If you wish to share your thoughts on ICE's presence in Minnesota, please reach out to your federal representatives below:

- *U.S. Senator Amy Klobuchar - 612-727-5220*
- *U.S. Senator Tina Smith - 651-221-1016*
- *U.S. Representative Betty McCollum - 651-224-9191*

Questions?

Mayor Sue Denkinger, sdenkinger@shoreviewmn.gov

Councilmember John Doan, jdoan@shoreviewmn.gov

Councilmember Paul Gardner, pgardner@shoreviewmn.gov

Councilmember Shelly Myrland, smyrland@shoreviewmn.gov

Councilmember Cory Springhorn, cspringhorn@shoreviewmn.gov

City Manager Brad Martens, bmartens@shoreviewmn.gov

The subcommittee also provided updates to the resources for staff to make such as adding a link to the February webinar and delegation of parental authority form.

The commission recommended that this statement or a future statement be included in the next ShoreViews that will go out in November.

Commissioner Arries MOVED to approve the draft as presented. Commissioner Johnson seconded the motion. The motion was approved unanimously.

Other business

Commissioner Bokovoy asked if any commissioners know how or if Indigenous communities are given restitutions for land that was taken and past actions. Although some work has been done, there is still a significant amount of work that needs to be done.

Commissioner Dietsche noted that there has been an annual DEI & human rights commission forum for the past two years. The forum includes commissioners from around the Twin Cities region and round table discussions. This year's event is on September 29, 6 – 8:30 pm in Golden Valley. Eisenbeisz will send the flyer to the commission.

Commissioner Dietsche asked if the commission would be interested in hosting the 2027 forum and provided the following information:

- How are hosts decided on? – different commissions volunteer each year to host.
- Is there a committee that helps to plan the event or does it fall on the host commission? – the host commission would be responsible for planning the forum.
- How much is spent on the forum and who pays for it? – there is typically a light dinner served with drinks and snacks.

The commission noted that it sounds interesting and seems like something they'd like to do in the future. However, they aren't ready to fully commit for 2027. Instead, many commission members will aim to attend the September 29 event to see if it's something they would like to host in 2028.

Commissioner Dietsche also attended an event that Ramsey County Commissioner Tara Jebens-Signh hosted for community organizations or commissions. At the event, Commissioner Dietsche met members from Vadnais Heights Community Action Network that has hosted several large events, most recently a Juneteenth celebration. They are looking for potential community partners to host future events. Eisenbeisz will reach out to make a connection and see if they would like to attend a future meeting.

Adjournment

Commissioner Arries MOVED that the meeting be adjourned. Commissioner Nichols seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:09 pm.

Respectfully submitted,

Renee Eisenbeisz

Staff Liaison

Meeting Minutes
SHOREVIEW ENVIRONMENTAL QUALITY COMMITTEE
Monday, August 24th, 6:30 PM

1. **CALL TO ORDER**
   The meeting was called to order at 6:37pm

2. **ROLL CALL**
   Members present: Tim Pratt, Sue Rengstorf, Jennifer Olson, Jeff Bartlett, Kathy Radosevich, Mike Vant, Whitney Olsen
   Members absent: Elliott Stefanik, Hong Wang, Shivam Vashishtha
   Staff present: Krista Billerbeck

3. **APPROVAL OF AGENDA**
   Tim opened the meeting; Kathy moved to approve the agenda, Mike seconded, and all voted to approve.

4. **APPROVAL OF MEETING MINUTES** – July 27th, 2026
   No edits were made to the July minutes. Jeff moved to approve the minutes and Jennifer seconded the motion. All voted to approve the minutes.

5. **NEW BUSINESS**

6. **BUSINESS**
   A. Green Community Awards – Jennifer reviewed the site visits for the green community awards and shared pictures. The projects were all well done and showcased the property owner's hard work. Jennifer made a motion to recognize all applicants, Sue seconded and all voted to recognize the three residents.
   B. Climate action plan progress – Krista shared the draft goals for the climate plan that were recently brought to the council to discuss. The group can develop a memo to include with actions the next time they are brought to council.
   C. Subcommittee updates – No major subcommittee updates. The write up for the green community awards will be needed for the next Shoreviews.
   D. Public works update – Krista shared about current projects including construction projects, Food Scraps Pickup Program participation, and forestry and sustainability projects.
7. **Adjournment** – Kathy moved to adjourn the meeting, Mike seconded, and all voted to adjourn the meeting at 7:55 pm.

SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
AUGUST 25, 2026

CALL TO ORDER

Chair John called the August 25, 2026 Shoreview Planning Commission meeting to order at 7:00 pm.

ROLL CALL

The following Commissioners were present: Chair John; Commissioners Ahmadvand, Anderson, Cordes, Solomonson and Westadt.

Commissioner Helgen arrived late.

Staff Present: Asst. Community Development Director Niki Hill, AICP
Senior Planner Izaak Peterson
Associate Planner Will Harris
City Attorney Rebecca Duren

APPROVAL OF AGENDA

MOTION: by Solomonson, seconded by Westadt to approve the August 25, 2026 Planning Commission meeting agenda as presented.

VOTE: AYES - 6 NAYS - 0

APPROVAL OF MINUTES - JULY 28, 2026

MOTION: by Westadt, seconded by Cordes to approve the meeting minutes of July 28, 2026, as presented.

VOTE: AYES - 6 NAYS - 0

REPORT ON CITY COUNCIL ACTIONS

Hill said the Chipotle comprehensive sign plan was approved by the city council at the August 17, 2026 city council meeting.

OLD BUSINESS

There was none.

NEW BUSINESS

Harris noted that the variance request application for 5803 Churchill was pulled from the agenda after the notice was sent.

675 SUNSET CT. - FENCE HEIGHT VARIANCE - MARK PALMQUIST
Presentation by Associate Planner Will Harris

The property is located on the eastern side of Turtle Lake. The northern part of the property abuts a city right-of-way easement that is undeveloped, known as Dohm's Alley, platted in 1916 with a width of 15.5 feet. In 2001, the property owners at 5059 Alameda, 690 and 688 Birch Lane South signed a shared access agreement for this portion of the alley including street repairs and street plowing. The portion of the applicant's property along that city easement is used as a back yard area. This is where the fence is requested.

The property is zoned R1, Detached Residential and is a substandard riparian lot due to the lot width of 36.55 feet along Sunset Court. The lot area is 43,221 square feet and a lot width along Turtle Lake of 83.69 feet. The properties developed with a single family home built in 2019, and consists of 3,772 square feet with attached garage.

There was a residential design review/variance request in 2017, when a lakeside setback variance was granted due to the unique lot shape and adjacent property setback average.

The proposal is to construct a 4-foot fence and a 6-foot fence along the northernmost property lines. The 4-foot fence can be approved administratively. The variance is to Section 107.65(d)(7)(b)(1) which states that fences in front yards or adjacent to a public road right-of-way cannot exceed four feet in height.

Staff Review
Staff believes requesting a fence is reasonable. There is practical difficulty. The unutilized easement location creates a unique circumstance inhibiting construction of a fence that would otherwise be allowed in the proposed location. The character of the neighborhood would not be altered. A four-foot fence would be allowed. The extra two feet would not be noticeable due to the restricted access from Dohm's Alley. The fence will be nearly 200 feet from Sunset Court and 200 feet from Alameda Street and hidden from surrounding properties.

Property owners within 150 feet were notified of the variance request. One comment of opposition was received.

Staff recommends adoption of Resolution 26-66 approving the variance with the conditions outlined in the resolution.

Commission Questions
Ahmadvand clarified that there are driveways being accessed from the alley.

Solomonson asked if the 450-foot right-of-way extends to the corner of the proposed fence. Harris said the right-of-way extends approximately 15 feet into where the 6-foot fence is proposed. The alley does not extend to where the fence is proposed on the eastern side. Solomonson verified that the city will not be plowing any portion of the alleyway. He asked if there are any other fences on Dohm's Alley. Harris said, no.

Anderson asked if fence placement along an easement differs from placement along a property line. Harris said there is no difference. The fence must be located wholly within the homeowner's property line, which is inspected after installation.

Applicant Statement
Mark Palmquist, 675 Sunset Court, said that courier vehicles, personal vehicles and multiple e-bikes that come to the end of the alleyway use his yard to turn around and go back out. Two vehicles have driven across his yard to reach Sunset Court. As a result of the turn arounds, he has had to replace multiple sprinkle heads. This property was a former resort area that was open and people used it to get to Sunset Court. The fence will help define the border of his property and prevent access. A 4-foot fence is easy to hop over. The reason for the 6-foot variance is because there is a hill which will give better definition to his property as well as privacy from the driveways with access and headlights.
Commissioner Helgen arrived at the meeting at this time.

Solomonson asked the reason for the 6-foot portion of the fence. Palmquist said the 4-foot fence is consideration for the neighbor's property which sits lower. The 4-foot fence at that point acts as a 6-foot fence. The 6-foot fence is too prevent people from hopping over the fence into his property.

Chair John opened the discussion to public comment. There was none.

Solomonson said it is reasonable to minimize cut-through traffic. The concerns expressed have to do with driveway access if the fence is too tall and too close. He asked if there is consideration to vacate that easement. Harris said that relates to the maintenance agreement signed in 2001. The city does not want the liability for such a small stretch of alleyway.

Anderson said he is not sure the commission should be in the position of preventing trespassing, which is more of a police situation. He is not sure of the unique circumstance of the slope of the property. At the point at which it

slopes, there is no longer any alleyway. Should the alley be extended, there could be a 6-foot fence adjacent to an improved right-of-way.

Cordes said if either a 4- or 6-foot prevents people from accessing their garages, he would hope the applicant would have conversations to fix that issue. His difficulty with this variance is that it will change the character of the neighborhood. There are no other fences. It would change the character of the neighborhood to add two feet to the fence at the top of a hill.

Ahmadvand agreed a 4- or 6-foot fence will not prevent a homeowner from backing out of his driveway. The applicant has provided reasonable burden to justify the 6-foot fence.

Westadt said she is in favor of the 6-foot fence. Typically, alleys are this size and width. There is no desire for this to become a full alley all the way through because all the properties to the east do not have driveways and use it as part of their yard. Typical alley fences are 6 feet. Both the properties on Birch have turnaround areas in front of their houses. She does not understand why there would be a delivery truck going that far into the alleyway. This is a reasonable request and she will vote for the variance.

MOTION: by Westadt, seconded by Cordes to adopt Resolution 26-66 approving the variance application submitted by Mark Palmquist, 675 Sunset Ct, for a 6-foot-tall privacy fence that abuts a city road easement.

Said approval is subject to the following conditions:

1. The project must be completed in accordance with this approval. Any significant changes, as determined by the city staff, will require review and approval by the Planning Commission.
2. This variance shall expire within one year of approval if a zoning permit has not been issued for the fence.
3. This approval is subject to a 5-day appeal period.

VOTE: AYES - 7 NAYS - 0

559 HARBOR COURT - RESIDENTIAL DESIGN REVIEW AND VARIANCE — 580 SHOREVIEW LLC

Presentation by Senior Planner Izaak Peterson

The property is zoned R1, Detached Residential. It is a substandard riparian lot due to the front lot width of less than 100 feet. The lot area is 25, 204 square feet, and the depth is 236.5 feet. The property was platted with the Harbor Shores development and has a reduced width by variance approval due to its topography impacts to the road placement in the Harbor Shores plat. There is

a steep slope from Harbor Court to the OHW of Snail Lake. There is a development retaining wall within the property for slope stabilization.

The proposal is to construct a new 2,922 square foot single family home. A variance to Section 115.155(b)(3)(b) is for a building height of 43 feet 10 inches greater than the 35-foot height permitted as measured from the lowest portion of finished grade to the highest peak of the roof.

The location of the proposed home is off the curvature of Harbor Court with a setback of just under 36 feet. The rear setback from the lake is in excess of the minimum 50 feet. There are no adjacent homes to average the setback. There is an Outlot A that is for neighborhood access to the lake. The proposal meets all development code standards except for the request for a height variance.

The measurement for different roof types is from the front finished grade to the highest roof pitch. The height of the front is 28 feet. For a substandard riparian lot, the roof height is measured from the lowest finished grade to the tallest pitch of the roof. On riparian lots the lowest grade is usually on the lake side. In this instance, the height is over 43 feet.

Staff Review
Staff finds reasonable use of the site. The proposed roof building height is 28 feet on the front elevation of the property which is in compliance. The property contains a steep slope. From the required front setback adjacent to Harbor Court, the property loses 8.10 feet of grade within the immediate buildable location for a home. The variance request is proportional to that loss of grade. Alternatives were considered whether the grade could be adjusted through roof height. However, approximately 1500 cubic yards of fill would be needed and additionally a retaining wall. The proposal introduces the least amount of fill to be used. Staff believes the fill to meet the height requirement is well in excess of what would be considered for this type of house and could mean impacts to adjacent properties.

The proposed building height is consistent with the neighborhood—26 to 29 feet standard and 40 to 44 feet measured form the rear.

Property owners within 150 feet were notified of the variance request. No comments have been received.

Staff Recommendation
Staff recommends adoption of Resolution 26-67 granting a variance to increase the maximum permitted building height on a substandard riparian lot from 35 feet to 43 feet 10 inches, subject to the conditions listed in the staff report.

Commission Questions
Solomonson verified that the height change measurement is a result of the property being a substandard riparian lot. Houses adjacent will have walkouts that will look similar. Peterson agreed and on showed a neighboring house being built on a standard lot. Solomonson asked if the width of the lot changes toward the lake. What is considered is a legal width? Would there be a part of the house within an approved width for a standard lot? Peterson said the width widens toward the lake. The width is approximately 100 feet where the house will be built. The restrictive width is only the curve along Harbor Court.

Anderson said that with the fill to meet the height requirement, the back of the house would not be a walkout on the lake side.

Applicant Statement
Bob Moser, 986 Priester Lane, Hudson, WI, stated that the application was thoroughly covered and would be glad to answer any questions.

Chair John asked why the roof would not be lowered. Moser said the character of the neighborhood is the primary reason. Wooddale Builder is building this development. They are a quality builder who build architecturally consistent structures to make the neighborhood attractive. There is a steeper pitch on the front to make the house architecturally consistent with other houses in the neighborhood. The pitch for the second story has been reduced substantially to try to keep the height down as much as possible.

Public Comment
Chair John opened the discussion to public comment.

Jane Freedman, 4445 Harbor Place Court, said when her home was built in 1992. It is a riparian lot that required no trees to be cut or any retaining wall and is a located on a protected bluff. Her house is 3700 square feet without requesting a height variance. This particular parcel has had constant requests for alterations. It is a substandard lot because otherwise one lot would have to be removed from the development which would not be financially profitable. That variance was approved Bob Moser asked to put in a retaining wall, “so that we can establish building pads and end up with a reasonable size back yard.” The retaining wall was allowed and 29 trees were cut between the retaining wall and roadway.
Now there is a strange cross section. While the front of the proposed house will blend in with the neighborhood, the lakeside is the same visual impact as a 4-story high home with a flat roof. Because of the tree removal, much of the

house will be visible from the lake. It is out of character with the rest of the homes on the lake. All of this is caused by the property owner who is not a victim of circumstance. The property owner should work within the confines of the law. The house could be moved forward and not deal with the slope in the back. The criteria are not met to allow a variance, especially the out of character view from the lakeside.

Lee Erickson, 260 Wexford Heights, New Brighton, said he is soon to be a homeowner in this development. He said he believes the house is consistent with the neighborhood and would be pleased to have this house built.

Steve Walsh, 18 Maycomb Lane, North Oaks, said he is the future homeowner to Lot 7, adjacent to the lot in question. He said this community offers brand new home sites with beautiful homes from a good builder. The steep roofs are aesthetically pleasing in modern construction. He supports the variance as shown. His home on a standard lot is at the 42- to 43-foot height.

Doug Jones, 550 Harbor Court, said that the consistency of the homes being built should maintain that type of architecture.

Commission Discussion
Solomonson said the only time the width comes into play is on the street side. Otherwise, it more than exceeds a standard lake lot. He agrees that from the lakeside having the houses be similar is a reasonable request. The uniqueness is the little piece of strip on the street side that is hard to use as a reason to deny this kind of request. It is more important to have consistent houses from the lake view next to each other. This is a realistic request. The lot area is over 25,000 square feet and looks standard. The definition of determining height is a disadvantage to apply that standard to this lot. He supports the variance.

Anderson said he is concerned because there was a request for another lot on this loop and because of that there is a substandard lot and because of that there is this application. There is very little distinction between the lots except on the street side. There is a distinction on paper but no distinction in actuality. However, a different design could be used. There is the fact of a single builder trying to achieve a look for this neighborhood. He is on the fence with this decision.

Cordes agreed with Anderson. He voted no on this development because they would come back and ask for more variances because it was not done properly. Things are being squeezed in improperly to make the most money as opposed to doing what is right. Taking this property individually he

believes it does technically meet the requirements for a variance. He cannot treat the property owner differently when this lot was approved.

MOTION: by Westadt, seconded by Helgen, to adopt Resolution 26-67 granting a variance to increase the maximum permitted building height on a substandard riparian lot from 35 feet to 43 feet 10 inches, for the property located at 559 Harbor Court, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the variance and residential design review applications. Any significant change to these plans, as determined by the Community Development Department, will require review and approval by the Planning Commission.
2. The proposed building height shall not exceed 43 feet 10 inches as measured from the lowest finished grade, as defined, to the highest peak of the building.
3. The variance approval is subject to a five-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.
4. All necessary permits from the Rice Creek Watershed District shall be obtained, if required, prior to commencing any construction activity on site, including grading.
5. Shoreland Mitigation is required. The Shoreland Mitigation Affidavit must be executed before the building permit is issued.
6. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.

These actions are based on the following findings of fact:

1. The applicant proposes to use the property in a reasonable manner that is allowed in the R1, Detached Residential District.
2. Unique circumstances are present as stated in Resolution No. 26-67.
3. The character of the neighborhood will not be altered or adversely
4. impacted by the proposed building height.

Discussion:
Chair John said this is more of a design problem than a variance issue and agreed with Commissioners Cordes and Anderson.

VOTE: AYES - 6 NAYS - 1 (John)

804 COUNTY ROAD I W - VARIANCES - ROBERT FREED
Presentation by Associate Planner Will Harris

The property is located on the northern side of Turtle Lake. It is zoned R1 and is a substandard riparian lot. The property consists of 9,896 square feet with a width of 75 feet along County Road I W. Depth is 119 feet along the western property line and 129 feet along the eastern property line. The property is developed with a single family home originally constructed in 1972. In 2003, in a Residential Design Review application, the following were approved:

- Additional 300 square feet of living space above the garage
- Maximum allowed impervious surface of 35.6% with a mitigation affidavit and no lakeside accessory structure
- A lakeside setback of 19.5 feet for the existing deck, but the deck was built with a 17.9 foot setback from the OHW without a permit.

In 2022, a different owner built an illegal water-oriented accessory structure and a gravel parking pad on the eastern side of the driveway without a permit

The current owners purchased the property in September 2025, and put in a hot tub, an additional non-permitted water oriented accessory structure. Currently, the home is a licensed rental property.

There are six violations of city code on the property:

1. Two water oriented accessory structures with the hot tub and patio located between the OHW and the required structure setback which amounts to 250 square feet of water oriented accessory structure
2. Current patio is 314 square feet; the hot tub is 62 square feet
3. The side yard setback for the water oriented structure patio is 10 feet; the required setback is 20 feet
4. Any water oriented structure may not be located within the shore impact zone, which is a setback of 25 feet from the OHW. The patio is 10 feet from the OHW. The planning commission has authority to waive this setback requirement but cannot reduce it to less than 10 feet. This exception can be made due to topography or other circumstances acceptable to the city.
5. The total maximum impervious surface is 41.5%, although 35.6% was approved in 2022. Code requires 25%.
6. The further deck addition encroachment is a violation of the structure setback from the OHW which is 50 feet. As a

nonconformity, 19.5 feet was approved as part of the residential design review in 2003.

The applicants propose the following to bring the property into compliance:

- Remove the existing hot tub
- Reduce total square footage of accessory structure to a total of 200 square feet by reducing the patio size and removing the hot tub

The following variances are requested:

- Exceeding the required impervious surface of 25%
- Allowing the water oriented accessory structure patio to encroach into the shore impact zone with a setback from the OHW of 17.9 feet.
- Allow the east side setback for the patio at 10 feet; 20 feet is required
- Allow the attached deck a setback of less than the 50 feet required from the OHW

Staff Review

Staff does not believe there is practical difficulty for the three variances related to increased impervious surface; allowing the water oriented accessory structure patio to encroach into the shore impact zone; and allowing the east side setback for the patio at 10 feet rather than the required 20 feet. The approved residential design review of 2003 conditioned removal of 5% of impervious surface to an approved 35.6%, which still exceeds the maximum allowed of 25%. The preference for a lakeside accessory structure on a site does not justify exceeding the maximum permitted by 10.6%. The site allows for further reduction of the patio for the side setback to conform to the required 20-foot setback.

Staff does believe there is a unique circumstance for the reduction of the OHW setback from 19.5 to 17.9 because of the erosion that has occurred changing the location of the OHW. This proposed setback will not alter the character of the neighborhood. The neighbor to the west has a setback of less than a foot for a deck.

Comments

Notices of the variance requests and residential design review were sent to property owners within 150 feet. One written comment from two homeowners was submitted in opposition.

Engineering staff provided comment on the importance of Shoreview's impervious surface limits to prevent cumulative negative impacts from rain runoff to drainage systems, flooding, and water quality especially in areas that can lead directly into lakes.

Rice Creek Watershed District outlined permitting specifications, which may be required for the removal of the patio if over 50 (5,000 square feet) cubic yards of erodible earth material is stockpiled and/or disturbed.

Staff Recommendation

Staff's recommendation is to deny three variances that: 1) exceed allowed impervious surface; 2) allow encroachment into the shore impact zone for a setback of less than 25 feet for a water oriented accessory structure; and 3) reduce water oriented accessory structure side setback. Staff does recommend adoption of Resolution 26-68 approving the 17.9 foot setback for the existing deck. Approval is subject to the conditions listed in the staff report.

Commissioner Questions

Solomonson asked if the city is trying to get rid of the hot tub and have patio removed. Harris said when the city approved the rental license for the property, complaints were received about parking issues on the gravel pad of the driveway. Upon inspection, other violations were found. A letter was issued to the property owner regarding rental code violations and property violations. This application is to address the property violations. The gravel parking pad was removed to address the rental license violation.

Cordes asked the reason for the variance allowance of 35.6% impervious surface coverage at the residential design review in 2003. Hill said that in 2003, the impervious surface coverage was higher than 35.6%. As part of mitigation, the property owners proposed a reduction to 35.6%, but a water oriented accessory structure was not part of that approval. Harris showed a survey that illustrated a concrete sidewalk around the house

which would account for the increased impervious surface, as well as the movement of the OHW.

Applicant Statement
Robert Freed, 49 South Deep Lake Road, North Oaks, introduced his daughter-in-law, Allie Freed from Lino Lakes.

Allie Freed said her father and mother-in-law own the home that they purchased in September 2025. They agree with staff in allowing the 17.9-foot setback for the existing deck. The setback problem goes back to something no one can control, the shoreline eroding into the lot since 2003. It is nothing that was done by her in-laws. The patio deserves the same consideration. Her in-laws did not build it or rebuild the deck. Both were in place as they are now when the house was purchased last September. The property has been recognized by the city as a substandard lot since before her in-laws owned it. That is why in 2003 the planning commission granted additional flexibility on impervious coverage. The physical constraints were not created by her in-laws but were already recognized by the city on this property.

Staff describes the patio as a matter of preference rather than a unique circumstance. The proposal is not to maintain anything as it stands but to reduce the patio nearly half from 314 square feet to nearly 200 square feet, remove the hot tub entirely and bring impervious surface coverage down from 41.5% to 35.6%, the same amount approved by the planning commission in 2003. Staff's report says this does not change the character of the neighborhood. This home is a family gathering place that operates on a limited basis as a short-term rental. The four variances are about the physical dimensions of a deck and a patio, a setback and a percentage of impervious surface coverage.

The three-part criteria test for a variance in staff's report—reasonable manner, unique circumstance and neighborhood character. Nowhere does staff ask who occupies this home and how often. The criteria are about the land, not the use. The commission is asked to apply the criteria exactly as written. Comments about short-term rental use has no bearing on these four variances and shouldn't factor into the commission's decision. The commission is asked to rule on the dimensions in the application and nothing more. A licensed surveying company was hired to assist with the application. The proposal is for

less, not more. This process has meant real financial costs for her in-laws that will cost more before being resolved. All that is being asked is that the commission apply the same logic to the. patio that staff already applied to the deck and approve all 4 variances.

Chair John opened the discussion to public comment.

Brett Marquard, 800 County Road I, said this is not a unique circumstance. The patio is 10 feet from his property line. It is a luxury amenity that has fostered large gatherings in summer. The challenge for the planning commission is not looking at him or the Freed family but at the overall vision of Shoreview. What is the long-term water quality effect? It is unfortunate that the prior owners did not resolved these issues during the purchase process. As a member of the community who values the parks, the lakes, he would encourage the commission to deny the variance requests as proposed.

Commission Discussion
Solomonson said it is frustrating when issues come to the commission after the fact. If he had been on the planning commission when the patio and hot tub were requested, he would have seen the commission's goal to try and preserve the character of the lake, preserve the setback, drainages. It is a small lot with not much space between the house and the lake. There is not much opportunity for water to not go into the lake. People want to sit on the lakeside so it makes sense for a patio, but there is also a deck. He finds it hard to support the variances and agrees with staff's recommendation.

Anderson said that although the current property owner did not create these circumstances, they were created by a property owner. He recognizes that there is no way to bring this property into conformance for impervious coverage at 25%. Impervious surface coverage at 35% is reasonable. There is a preference in determining impervious surface. Impervious surface that has runoff lakeside does make a difference. He is sympathetic to the situation, but the criteria of unique circumstance are one of the three pillars for a variance, and he believes the commission has to be true to it. He would support staff's recommendation.

Cordes asked for clarification of impervious surface coverage as related

by the applicant and what was reported by staff. Harris said that removal of the lakeside accessory structure is subject to the previously approved impervious surface coverage approved in 2003 because that structure is no longer present on the property. Cordes asked if the entire patio has to be removed to achieve 25%. Harris said the request for an additional 10% requires a variance that was approved in 2003. If the items are removed, they are subject to the previously approved impervious surface from 2003.

Helgen said that those buying a lake property should be able to enjoy the lake. He supports the patio and believes the applicants have made a good faith effort to comply.

Westadt concurred with Commissioners Anderson and Solomonson that It is the responsibility of the homeowner to check compliance with code. She supports staff's recommendation.

Ahmadvand agreed with staff's recommendation.

MOTION: by Westadt, seconded by Solomonson to deny the following three variances submitted by Robert Freed regarding the property at 804 County Road I, each to maintain a patio, water-oriented accessory structure.

1. Variance to Development Code Sec. 115-155 (b) (3) (a) (2): To exceed the maximum allowed impervious surface of 25%.
2. Variance to Development Code Sec. 115-149 (c): A water-oriented accessory structure may exist between the OHW and the required structure setback so long as it does not encroach into the shore impact zone; 25'from the OHW. The existing patio is within the Shore Impact Zone.
3. Variance to Development Code Sec. 115-149 (c) (3) (d): The patio has a side setback that is 10' rather than the 20' required for water oriented accessory structures.

This action is based on the finding that a practical difficulty is not present. The patio was not lawfully established by the previous owner, thereby making it an illegal non-conformity, and the desire to maintain the patio at its current size and location a matter of preference rather than a unique circumstance.

Discussion:
Cordes said he agrees with everything except the impervious surface and having to narrow the patio. What was approved previously includes a portion of concrete that is in the back and around the house. The only difference between the 35% and what is presented is some of the concrete of the house being shifted proportionally to a bigger driveway and to the patio and deck. It is disingenuous of the commission to say that the portion of concrete in the back does not count anymore and the entire patio has to be removed when a prior commission approved it with impervious surface up to 35.6%. That is why he will vote against this motion and in favor of the second one.

Harris showed a survey of the existing conditions prior to the mitigation affidavit. The impervious surface coverage that existed at the time of the survey along with the southern portion of the existing home was removed as part of the mitigation affidavit.

Cordes said he does not understand how 25% is achieved. Hill said the regulation is to help protect the lakeside property and adjust the scale of development on a property. The 25% impervious surface coverage is meant to be scaled to the size of a property. This property is smaller. The 25% may not be a realistic goal based on what is on the property and the size of the property, but that doesn't change the regulations. That is why they are going through the variance process so you can see if that meets the unique circumstances definition. Are they doing enough and are there reasons unique enough? That is for the commission to determine.

Cordes said he does not understand the math. Westadt said if the hot tub and patio are removed, they will be at 35.6% which is what was approved in 2003.

Ahmadvand called for the question.

Westadt requested a roll call vote.

ROLL CALL VOTE:
AYES: Ahmadvand, Anderson, Solomonson, Westadt, John
NAYS: Cordes, Helgen

MOTION: by Westadt, seconded by Anderson to adopt Resolution 26-68 approving the 17.9 foot structure setback submitted by Robert Freed at 804 County Road I W for the existing deck setback on the property. Said approval is subject to the following conditions:

1. The project must be maintained in accordance with the plans submitted with the variance applications. Any significant change to these plans, as determined by the community development department, will require review and approval by the planning commission. Any subsequent expansion of the existing house shall necessitate a new residential design review and variance consideration.
2. A building permit must be applied for the existing deck to ensure the work meets relevant Minnesota State Building Codes.
3. These approvals will expire after one year if a building permit has not been issued for the project.
4. This variance and residential design review approval is subject to a five-day appeal period.

ROLL CALL VOTE:
AYES: Ahmadvand, Anderson, Cordes, Helgen, Solomonson, Westadt, John
NAYS: None

ADJOURNMENT

MOTION: by Westadt, seconded by Cordes to adjourn the meeting on August 25, 2026, at 9:06 pm.

VOTE: AYES - 6 NAYS - 0

ATTEST:

_____

Tom Simonson
Asst. City Manager/Community Development Director

SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
SEPTEMBER 8, 2026

CALL TO ORDER

President Cory Springhorn called the meeting to order on September 8, 2026, at 5:00 p.m.

ROLL CALL

The following members were present: President Cory Springhorn; and board members Mayor Sue Denkinger, Councilmember John Doan, and Rachel Japuntich.

Board member Josh Wing arrived late.

Also attending:
Councilmember Paul Gardner
Tom Leighton, consultant from Stantec

Staff in attendance:
Tom Simonson, Community Development Director
Niki Hill, AICP, Assistant Community Development Director
Will Harris, Associate Planner
Brad Martens, City Manager
Renee Eisenbeisz, Assistant City Manager

APPROVAL OF AGENDA

MOTION: by Japuntich, seconded by Doan, to approve the agenda as presented.

VOTE: AYES - 4 NAYS - 0

APPROVAL OF MINUTES

MOTION: by Denkinger, seconded by Doan, to approve the August 3, 2026 meeting minutes as presented.

VOTE: AYES - 4 NAYS - 0

FINANCES AND BUDGET

Payment of Claims/Purchases and Acceptance of July and August 2026 Financial Reports

Hill explained several of the claims being presented:

- the claims relating to the fire station are for interim charges that will be covered by the EDA until the sale of the property occurs
- the mileage reimbursement in item No. 8 for the building inspector attending the summer conference should have been billed to the building department and will be updated in the next report
- at the most recent council meeting a transfer of additional funds was approved for the home improvement program; LAHA funds were transferred in the amounts of $131,000 of the total partial payment received from 2024 and $200,000 from 2026 to supplement the loan program due to recent popularity
- there remains $141,000 from the 2025 LAHA allocation and with the expected full 2026 allocation received there will be close to $500,000 in the affordable housing trust fund

Japuntich asked the amount of 2026 LAHA funds expected. Hill said about $340,000. Simonson added that the law requires that cities not sit on the money but use it within a three-year window. Every year's allotment has to be tracked separately. Until other priorities are identified from the housing study, the use of LAHA funds towards the loan program makes the most sense.

Japuntich asked if the funds are used for down payment assistance. Hill said the funds can be used for either a down payment or renovation. There are also housing funds restricted to applicants at 80% AMI that can only be used for down payment assistance. Those funds are being kept separately. Simonson said the bigger issue is finding funds for those who do not qualify for the 80% AMI or less. Loans have been available for those at 80% to 120% of the AMI utilizing TIF District No. 1 pooling over the years, but the fund balance in that district has been depleted.

Mayor Denkinger asked how people hear about the loans available. Hill said through a variety of resources. NeighborWorks Home Partners is our partner agency and is promoted by the city. The loan programs are found online and can be searched, but also area real estate agents are aware of the programs available.

Doan asked if there has been any interest in the home improvement loan from the Brookside manufactured home neighborhood. Hill said two Brookside homeowners have gone through the process. One did not get a bidder, so a loan was never closed. So there has been one loan issued in Brookside. NeighborWorks went to one of their meetings earlier this year, and targeted mailers have been sent to get the word out.

Board Member Wing arrived at the meeting at this time.

MOTION: by Doan, seconded by Japuntich, to accept the August monthly financial reports for EDA Fund 240 and HRA Fund 241 and July Home Loan Funds 305 and 307; and approve the payment of the following claims and purchases:

1. Allen, Deanne - May and June EDA Minutes - $200 (Fund 240)
   Date Paid: 7/8/2026
2. Kirstin Chatfield - TIF Certification - $397.50 (Fund 240)
   Date Paid: 7/17/2026
3. Taft Stettinius & Hollister - TIF 16 - $6,200 (Fund 240)
   Date Paid: 7/23/2026
4. Xcel Energy - Victoria Fire Station - $765.74 (Fund 240)
   Date Paid: 8/14/2026
5. Kirstin Chatfield - Aug - LAHA and TIF - $331.25 (Fund 240)
   Date Paid: 8/18/2026
6. Kirstin Chatfield - July MBAF DEED - $463.75 (Fund 240)
   Date Paid: 8/21/2026
7. Taft Stettinius & Hollister - TIF 14 Correspondence - $1,725.00 (Fund 240)
   Date Paid: 8/21/2026
8. Cragun's (Summer Conf.) - $513.25 (Fund 240)
   Date Paid: 7/14/2026
9. Hill, Nicole - EDAM Conference Mileage - $192.85 (Fund 240)
   Date Paid: 7/23/2026

10. Golden Shovel - IEDC Award Submission - $500.00 (Fund 240)
    Date Paid: 8/21/2026

11. Cable Cloud – Fire Station Security Cameras - $15,885.00 (Fund 240)
    Date Paid: 8/21/2026

12. Stantec Consulting - Housing Study 2.0 - $10,576.00 (Fund 241)
    Date Paid: 7/17/2026

13. Amazon Capital Services - Dymo Labels $15.41 (Fund 241)
    Date Paid: 8/7/2026

VOTE: AYES - 5 NAYS - 0

Simonson introduced intern Branch Johnson-Roets, who is a second year graduate student in urban and regional planning at the University of Minnesota Humphrey School. This is his first time working in a city position. He is excited to learn about city government as he finishes school and looks at career paths.

GENERAL BUSINESS

PRESENTATION AND DISCUSSION OF DRAFT SHOREVIEW HOUSING STUDY UPDATE - TOM LEIGHTON, STANTEC

Leighton expressed his appreciation for the fact that city cares about housing and next steps to improve housing opportunities. Shoreview is in a location in the Twin Cities that is valued for its physical attributes—parks and natural environments. He does not believe Shoreview will ever be considered an undesirable location to live. That will continue to benefit the city. This is a location that developers consider an investment. The city benefits from a very competent staff with the capacity to deploy resources and pursue community values around housing to address housing needs in the community.

Presentation of Housing Study Update

The presentation will consist of:

- Recap of the study
- Housing focus and strategies
- Discussion

Research was done for the following:

- Demographic update
- Housing market gaps and needs
- Housing inventory and development trends
- Requirements of the Metropolitan Council in the Comprehensive Plan

Population Growth

In 2026, Shoreview's population has grown faster than the projection made by the Metropolitan Council in 2021 for 2040. The projection for 2030 was 27,400; that projection is now 28,400. By 2050, the Metropolitan Council projects Shoreview's population to grow to 29,600, which is 800 housing units or four large developments.

Mayor Denkinger asked if this is because the city has not done multifamily development for a long time. There was a lot of demand the city was not aware of either from the pandemic or because people were not purchasing homes. Leighton said there has been a shift in the market for development of multifamily housing in the suburbs.

Simonson said that the under estimated population may also be due to several large multi-family developments that were originally foreseen in the comprehensive plan as business uses such as the Edison project and Shoreview Corporate Center.

Shoreview has a good mix of household types. Notable is the presence of different neighborhoods with different characteristics. Rental households are concentrated in certain areas and mirror where there are higher income households. The city's demographics being in different locations are closely correlated to the types of housing that were developed in those locations. Housing stock is a determinant of the types of households that will be found in those locations.

Wing asked if the 2021 map was compared to the 2026 map. Leighton said they are very similar because the housing stock is of a durable characteristic that turns over in 75 to 100 years. Some of the differences from 2021 are the new housing stock that the city has developed—market rate luxury apartments that will attract a higher income population, young professionals and empty nesters.

Housing Cost Burdened

Of interest to the city is the high proportion of residents who have a housing cost burden, spending over 30% of their income on housing. This is an important awareness.

Developer Interviews

Developer interviews were done in 2021 and again in 2026. They reinforced the desirability of this market. Developers were asked specifically about senior housing. The response is that senior housing is a viable option in Shoreview. There is interest in the Shoreview Village Mall on a number of levels.

Housing Needs

The Metropolitan Council asks cities to identify three categories of housing needs as part of their comprehensive plan: 1) affordable housing; 2) housing diversity; and 3) support for existing households. These relate to programs already offered by the city that can be strengthened. Other considerations are local strengths, what is already being done, partnership opportunities, and resources.

STRATEGY MENU FOR 2026

Leighton asked board members to participate in an exercise—that each individual identify the top three strategies that are most impactful in Shoreview, the top three that would be easiest to accomplish, and the top three of passion or personal interest to pursue.

Strategies in the housing report are categorized under three headings:

- Preservation strategies
- Production strategies
- Capacity building strategies.

PRESERVATION STRATEGY

Home Improvement Loans

- Home improvement loans for maintenance and rehabilitation are beneficial in two ways: reinvestment in local housing stock and support of families to maintain their residence in the community.

- The existing home improvement loan program administered by NeighborWorks reports a positive relationship with Shoreview.
- Loans are offered to owners of manufactured homes. Congratulations to the city for its marketing interest to reach that community that is in need. It is hard to get private funding for manufactured homes.

  Mayor Denkinger said that it would cost the city money to recreate that much affordable housing.
- The city continues to supplement funding resources to meet demand, using LAHA funds with other sources.
- Local resources are needed for program funding

One policy decision might be to decide if the AMI tier of 80% to 120% is a priority.

Naturally Occurring Affordable Housing (NOAH)

- Objective is to support maintenance of and reinvestment in NOAH properties in order to preserve their condition and affordability
- Shoreview's apartment buildings are an important asset of lower and middle income households because their rent levels are relatively affordable.
- The risks are that these buildings are underinvested, and over a period of time the condition becomes problematic. There are times when they need significant rehab and are then priced out of the range of those who need affordable housing.
- Strategic approaches include:
  - Creating relationships and building communication with owners of affordable rental properties.
  - Partner in acquisition and upgrades with experienced affordable housing developers who are experienced with NOAH.
  - Consider acquisition and transfer to "social housing" ownership.
  - Financial support in the form of tax increment financing or other funds required when a property is acquired and rent stabilized.

Gardner asked for clarification of the term rent stabilization. Leighton said it is better stated "when restricted." The intent is to encompass two different formats. One is the use of tax credits which are rent restricted. Hill said the city does not

have a rent restriction policy. Financing of the building may impose rent restrictions.

Tax credits are a limited commodity because they are dependent on federal money. The opportunity for increasing affordable housing without tax credits relates to de-commodifying part of the older housing stock. If a privately owned older apartment building is put into the ownership of a non-profit, rent is charged according to cost of utilities, maintenance and capital reserves. Private ownership of an apartment building needs 5% to 10% profit. A non-profit owner can reduce rent by that 5% to 10%. Once the acquisition loan is paid off, rents can be reduced by another 25%. To de-commodify will make a portion of housing stock more affordable without tax credits.

Wing said using a non-profit takes it off the tax roll. Then property values may stagnate. Less rent can be charged because costs are less. There are 13% of residents cost burdened by housing costs. If taxes were removed, he believes that will be closer to 2%. The question for the city is whether to take property off the tax roll.

Leighton said social housing can refer to housing owned by a municipality, some other housing authority, a non-profit, or a cooperative. All those formats are not property tax based. Wing asked if single family housing could be included in NOAH, especially as single family homes are converted to rentals. Leighton said he did not include single family housing in the report, but a land trust would be a form of reducing the cost of single family housing. He noted a program in Bloomington where the city owns 40 homes they rent for five years. Some of the rent is put in escrow which is released to the renter that can be used as a down payment on a house. In the meantime, the renter maintains the home and takes home ownership classes.

Convert Single Family Homes to Land Trust Homes

The objective is to increase the number of Shoreview homes that are long-term affordable to an owner occupant household. A land trust owns the land under the home. The homeowner owns just the home. The home remains affordable to a succession of homeowners for the entire life of the structure. This strategy can be the conversion of existing homes. It is costly because the land has to be purchased at full value. That value is taken off the selling price. There may also be renovations before it can be sold. However, this path leads to a more affordable home in perpetuity for a long-term strategy.

Protect Affordability of Brookside Manufactured Home Park

The objective is to support the maintenance needs of Brookside residents and explore options for conversion to more permanent affordable home ownership and maintenance structure in the long term. Some manufactured home parks have converted to cooperative ownership. Local government is an important part of how that transition can take place. Cooperative ownership is a strong long term value because it makes these homes affordable in perpetuity.

PRODUCTION STRATEGY

Affordable Units in Market Rate Apartments

The objective is to increase the number of housing units that are affordable to lower income homeowners through the application of Shoreview's inclusionary requirements. Shoreview is not a good location for the most valuable kind of tax credits the 9% tax credits, because the location scores are not high in terms of transit accessibility. The inclusionary housing program is a good way to increase affordable units. Developers have accepted and supported the program. The financial cost to the developer is offset through tax increment financing. This is a strategy that is working.

New Affordable Housing Development

This strategy is to build partnerships and local housing resources to support development of one or more rent restricted affordable housing projects in suitable locations. There are 4% tax credits that are less competitive than the 9% tax credits, but they are costlier at a local level. There are other affordable housing opportunities by building housing at a more modest cost for a targeted income level with less subsidy.

Zoning Changes to Diversify Housing Mix

Zoning changes can foster "missing middle" housing typologies through zoning modifications. National literature talks about affordable housing in terms of zoning regulation as one of the two most important elements. Zoning regulations that promote affordable housing include:

- Reduce lot size requirement to allow ADUs (accessory dwelling units)
- Allow duplexes in single family zoning districts

- Streamline regulatory process to provide quick answers to developers and builders

Wing asked if any cities are doing well with zoning changes. Leighton said many cities are seriously considering zoning regulations. A lot of this is navigating community processes. It is also important to give good information to residents about the impact of changes. Simonson said the draft update of the Development Code has a lot of these recommendations that provide greater flexibility to facilitate housing.

Wing asked if there is supporting documentation to show property values do not change. Leighton said apartment developments do not change property values, and he would anticipate the same for duplexes.

Mayor Denkinger said that in discussions with other mayors, she has learned that when ADUs are allowed, there is not a rush to build them. They are very expensive and probably cannot be built for less than $100,000. Roseville allowed ADUs before Shoreview and over time the demand has not grown.

Wing said while $100,000 is expensive, an ADU is significantly cheaper and there is no land cost.

Leighton said the conversion from single family to multifamily would only occur in a higher value neighborhood because that is where people want to develop, and those properties compete with people who want to build a bigger single family home. These factors reduce the change actually seen when regulations are adopted that allow ADUs or duplexes.

Increase Opportunities in Targeted Redevelopment Areas and Infill Sites

This strategy is for the city to play a proactive engaged role of building relationships, attracting developers, potential acquisition financing and site preparation to increase housing in strategic locations. The more the city is involved in the process, the better assurance that what is valued by the city will be a result. The cost of development can be less when the city is involved because risk is reduced for the developer. Shoreview is built out which means new housing will occur through redevelopment or infill locations.

Mayor Denkinger said the Island Golf Course could be a beautiful development with a mix of uses. That lease is up in 2029. It is valuable property on a lake and she would want the city to be a participant in any possible redevelopment.

Wing said the city has a lot of parkland. Some of it is not ideal parkland. How can that be leveraged to create opportunities for redevelopment? Senior housing is a huge demand.

Doan asked if it is anticipated that technology will see the broadcast tower sites going away. Simonson said when this question has been raised, the industry response is that the towers are important for broadcasting and they do not see that changing anytime soon. However, the city's land use plan identifies the properties for future uses. Hill added that the antennas have been repurposed for digital antenna feed.

SITE SPECIFIC STRATEGIES

Augment Financial Resources for Housing

The objective is to sustain opportunities for financial resources available for housing and redevelopment projects. Shoreview has skilled staff using tax increment financing and tax abatement as tools to advance housing preservation and production goals.

Added resources to consider:

- Federal innovation funds at the local level from the 21st Century Road to Housing bill for pre-approved home designs which work well with infill lots
- HRA levy support
- Housing bonds for major acquisitions
- Allocation of LAHA funds for identified priorities

Discussion

Mayor Denkinger asked if volume is important for acquisition of land trusts. Leighton said he does not see volume as an important factor. He would encourage budgeting for one land trust conversion. The city would learn a lot, and there would be interest from a land trust company to make that happen. Oversight is by the land trust because if the property were to default, the property goes back to the land trust.

Doan said a discussion about city goals will help him identify a ranking. Without knowing the city's goals, it is difficult to prioritize.

Wing said the city needs to not only determine goals for Shoreview but also in the context of its role in surrounding communities. It is important to think about the impact of developments like TCAP.

Mayor Denkinger said the city has been thinking about impacts from the TCAAP property for years. It is important to identify gaps in Shoreview and where the city wants to be engaged, such as securing Brookside or potential areas for development. While cognizant of surrounding communities, the city needs to develop its own goals within the realm of the city's control.

Wing said the conversation centers around affordable housing, but what does the community need? Senior housing is needed and it is not about affordability but the fact that there are no options. Japuntich added senior housing is not always about affordability but about downsizing from a 5-bedroom home to a townhome.

Doan said that 100% AMI equates to a household with $124,000 in income. Affordable rent would be $3,100. AMI at 80% is a $99,000 income. He wants to be sure the conversation about affordable is grounded in what is the reality for residents.

Gardner said it is helpful to him to use the word barrier. The two negative indicators in the quality of life survey had to do with the cost of living and the cost of housing. The cost of housing is a barrier to people buying a house in Shoreview. The average first-time homebuyer now is 40. The opportunity for people to build equity and pass on wealth through the generations is more limited. The good thing is everyone seems to want to be in Shoreview so there are competing visions of the remaining land available to use from business expansion to a leafy street with a house and fenced yard. Most of the land that is left is very close to the interstate. He would not want to go to an independent living center that is behind a Target or where the Krew development is with railroad tracks, a county road and the interstate. Land choices are shrinking, but it is a good problem to have because there are communities in this country where they would love to have a developer come and build anything.

Springhorn said the long term plans for Midland Terrace and the Krew development would get the city close to the 2040 population estimate. Shoreview Grand was just purchased. With a new owner, the naturally affordable housing that was there is not there anymore. There is also Shoreview Hills. There is a lot to consider.

Simonson said there will be new members on the EDA, and strategy sessions will be scheduled with the new board to set priorities.

It was the consensus of the EDA to invite Leighton back for a more in-depth discussion about goals. This would give the board more opportunity to absorb what was presented. A survey will be sent out for board member responses to guide the next discussion.

MONTHLY STAFF REPORT: PROJECT UPDATES AND INFORMATION

Presentation by Community Development Director Tom Simonson:

- The city received an award for the Seven Lakes development. It was good to hear from judges about a city that was patient and kept the barrier from a distribution center. It paid off in preserving an existing company's need to expand and providing new employment.
- Good progress has been made on the sale of the fire station. A purchase agreement has been drafted and reviewed by the buyer and their attorneys. Most key items have been agreed upon. What is left is the timing schedule for city approvals. The purchase will not close until there is certainty of city approvals of the PUD application to be submitted. When the purchase agreement is presented for approval, it will become public. The only concern of the buyer is the Metropolitan Council approval of the land use amendment for the city's comprehensive guide plan. Staff has met with the city's Metropolitan Council representative. This is a small site that does not impact regional housing forecast issues. Everything is on track. The goal is to have it on the next council agenda.
- City inspectors and the fire department conducted a full inspection of the Shoreview Mall property based on complaints from tenants. There are issues of concern that require corrections. Mayor Denkinger asked about public health issues. Simonson said that Ramsey County Health inspected food services at the Mall, and those issues have been corrected.
- It is significant that the city is at $95 million in construction activity for the year.
- Work is underway for a new restaurant at 1080 County Road E, which is the former In Vino Veritas building.
- There is a major improvement almost complete at the 4100 Lexington building. Chamberlain University, a nationwide nursing school has taken 30,000 square feet of the second floor. It is anticipated the school will open in four or five months after accreditation in Minnesota.

Councilmember Springhorn asked if there are parking concerns with the school. Simonson said the classes are staggered and parking issues are not anticipated. Two office suites have been created on the other portion of the second level.

- The Arden Hills/Shoreview Business Connect will be September 16 at Oliver's. There have been good turnouts recently, after receiving feedback from businesses about creating more of a networking forum.

ADJOURNMENT

MOTION: by Japuntich, seconded by Doan, to adjourn the meeting at 6:42 p.m.

VOTE: AYES - 5 NAYS - 0

President Springhorn declared the meeting adjourned.

Memorandum

TO: City Council

FROM: Janice Miller

DATE: October 5, 2026

SUBJECT: Claims and purchases

ITEM NUMBER: 8.d

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
10233-10339.pdf
584960-585089.pdf
Concrete Science Services.pdf
Ebert Construction.pdf
Flagship Recreation.pdf
High Point Networks, LLC.pdf
Lake Johanna Fire Dept.pdf
Medica.pdf
MN Department of Revenue - Tax.pdf
Quality Flow Systems Inc.pdf
Valley Paving, LLC.pdf

Date	Description	Check range	EFT range		Amount
8.20.2026	Accounts payable		10234-10329	$	54,283.80
9.08.2026	Accounts payable		10233	$	108,244.37
9.11.2026	Accounts payable	584960-585024		$	1,090,749.27
9.14.2026	Accounts payable		10331	$	1,393.91
9.15.2026	Accounts payable		10330	$	22,925.00
9.18.2026	Accounts payable		10332-10339	$	299,693.82
9.25.2026	Accounts payable	585025-585089		$	391,241.76
	Sub-total Accounts Payable			**$**	**1,968,531.93**
09/18/26	Payroll	135770-135776		$	274,024.24
	Sub-total Payroll			**$**	**274,024.24**
	Total			**$**	**2,242,556.17**

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 10233 - 10339

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
08/20/2026	10234(E)	10,000 Lakes Chapter of ICC	200.00
08/20/2026	10235(E)	AMAZON.COM	19.59
08/20/2026	10236(E)	AMAZON.COM	54.57
08/20/2026	10237(E)	AMAZON.COM	1,415.37
08/20/2026	10238(E)	AMAZON.COM	182.29
08/20/2026	10239(E)	AMAZON.COM	54.89
08/20/2026	10240(E)	AMAZON.COM	94.99
08/20/2026	10241(E)	AMERICAN SOLUTIONS FOR BUSINE	2,822.40
08/20/2026	10242(E)	APWA	1,916.00
08/20/2026	10243(E)	CANVA.COM	119.40
08/20/2026	10244(E)	CENTURYLINK	94.99
08/20/2026	10245(E)	CENTURYLINK	94.99
08/20/2026	10246(E)	CENTURYLINK	389.66
08/20/2026	10247(E)	CHEAP SKATE	1,926.00
08/20/2026	10248(E)	CINEMA GRILL	3,133.59
08/20/2026	10249(E)	CLASSIC CATERING/PICNIC PLEAS	461.85
08/20/2026	10250(E)	CLOUD COVER MUSIC	29.95
08/20/2026	10251(E)	COMCAST	204.90
08/20/2026	10252(E)	COMCAST	339.85
08/20/2026	10253(E)	COMCAST	154.34
08/20/2026	10254(E)	COMCAST	169.50
08/20/2026	10255(E)	COSTCO	72.43
08/20/2026	10256(E)	CRAGUNS CONFERENCE AND GOLF R	281.43
08/20/2026	10257(E)	CUB FOODS	135.88
08/20/2026	10258(E)	CUB FOODS	20.47
08/20/2026	10259(E)	CUB FOODS	130.11
08/20/2026	10260(E)	DAVANNI'S	115.37
08/20/2026	10261(E)	DIRECTV	288.40
08/20/2026	10262(E)	DOOR CLOSERS USA	465.56
08/20/2026	10263(E)	EFAX.COM	69.98
08/20/2026	10264(E)	FACEBOOK.COM	260.76
08/20/2026	10265(E)	FEITIAN TECHNOLOGIES	124.00
08/20/2026	10266(E)	FORESTRY SUPPLIERS, INC	487.43
08/20/2026	10267(E)	FROGGY HOPS	74.20
08/20/2026	10268(E)	FUN EXPRESS, LLC	611.37
08/20/2026	10269(E)	GOOGLE	12.50
08/20/2026	10270(E)	GOOGLE	500.00
08/20/2026	10271(E)	GOOGLE	251.64
08/20/2026	10272(E)	GOT PRINT.COM	145.84
08/20/2026	10273(E)	GOT PRINT.COM	73.34
08/20/2026	10274(E)	GOT PRINT.COM	26.03
08/20/2026	10275(E)	GOT PRINT.COM	97.53
08/20/2026	10276(E)	GRAND SLAM	1,196.00
08/20/2026	10277(E)	GRAND SLAM	1,365.00
08/20/2026	10278(E)	GREEN MILL PIZZA	237.71
08/20/2026	10279(E)	GREEN MILL PIZZA	145.99
08/20/2026	10280(E)	KNOWBE4, INC.	5,136.00
08/20/2026	10281(E)	LIFEGUARD STORE, THE	118.98
08/20/2026	10282(E)	LIFEGUARD STORE, THE	852.00
08/20/2026	10283(E)	MENARDS - MAPLEWOOD	49.80
08/20/2026	10284(E)	MOUNDS VIEW PUBLIC SCHOOLS	532.00
08/20/2026	10285(E)	MOUNDS VIEW PUBLIC SCHOOLS	409.50
08/20/2026	10286(E)	MOUNDS VIEW PUBLIC SCHOOLS	199.00
08/20/2026	10287(E)	NIHCA	15.50
08/20/2026	10288(E)	OLIVERS	205.93
08/20/2026	10289(E)	OLIVERS	317.52
08/20/2026	10290(E)	PAC-SUPPLY	514.45
08/20/2026	10291(E)	PROVANTAGE LLC	1,118.44
08/20/2026	10292(E)	QUADIENT LEASING USA, INC	539.79
08/20/2026	10293(E)	SAM'S CLUB DIRECT	546.12
08/20/2026	10294(E)	SAM'S CLUB DIRECT	812.36
08/20/2026	10295(E)	SAM'S CLUB DIRECT	157.32
08/20/2026	10296(E)	SAM'S CLUB DIRECT	888.62
08/20/2026	10297(E)	SAM'S CLUB DIRECT	1,040.76
08/20/2026	10298(E)	SAM'S CLUB DIRECT	996.46
08/20/2026	10299(E)	SAM'S CLUB DIRECT	288.38
08/20/2026	10300(E)	SAM'S CLUB DIRECT	393.12
08/20/2026	10301(E)	SAM'S CLUB DIRECT	100.00
08/20/2026	10302(E)	SAM'S CLUB DIRECT	57.24
08/20/2026	10303(E)	SIGNS.COM	99.58
08/20/2026	10304(E)	SUPPLYHOUSE.COM	908.00

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 10233 - 10339

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
08/20/2026	10305(E)	TAMARACK NATURE CENTER	75.00
08/20/2026	10306(E)	TARGET COMMERCIAL INTERIORS	20.97
08/20/2026	10307(E)	TARGET COMMERCIAL INTERIORS	27.96
08/20/2026	10308(E)	TARGET COMMERCIAL INVOICE	96.84
08/20/2026	10309(E)	TARGET COMMERCIAL INVOICE	39.54
08/20/2026	10310(E)	TARGET COMMERCIAL INVOICE	15.00
08/20/2026	10311(E)	TARGET COMMERCIAL INVOICE	17.96
08/20/2026	10312(E)	TARGET COMMERCIAL INVOICE	6.28
08/20/2026	10313(E)	TARGET.COM	171.07
08/20/2026	10314(E)	TARGET.COM	1.59
08/20/2026	10315(E)	TARGET.COM	24.95
08/20/2026	10316(E)	TARGET.COM	26.96
08/20/2026	10317(E)	TOP GOLF	640.00
08/20/2026	10318(E)	UNIVERSITY OF MINNESOTA	50.00
08/20/2026	10319(E)	UNIVERSITY OF MINNESOTA	50.00
08/20/2026	10320(E)	US BANK	457.55
08/20/2026	10321(E)	US BANK	490.00
08/20/2026	10322(E)	USA CLEAN, INC	121.27
08/20/2026	10323(E)	VERIZON WIRELESS	4,756.45
08/20/2026	10324(E)	VERIZON WIRELESS	4,784.48
08/20/2026	10325(E)	VOYANT COMMUNICATIONS, LLC	1,769.85
08/20/2026	10326(E)	VOYANT COMMUNICATIONS, LLC	1,776.96
08/20/2026	10327(E)	WALGREENS	4.19
08/20/2026	10328(E)	ZERO GRAVITY TRAMPOLINE PARK	1,287.00
08/20/2026	10329(E)	ZORO.COM	206.97
Total 08/20/2026:			54,283.80
09/08/2026	10233(E)	TREASURY, DEPARTMENT OF	108,244.37
Total 09/08/2026:			108,244.37
09/14/2026	10331(E)	XCEL ENERGY	1,393.91
Total 09/14/2026:			1,393.91
09/15/2026	10330(E)	MINNESOTA DEPARTMENT OF REVEN	22,925.00
Total 09/15/2026:			22,925.00
09/18/2026	10332(E)	MINNESOTA CHILD SUPPORT PAYME	647.50
09/18/2026	10333(E)	ICMA/VANTAGEPOINT TRANSFER-30	20,131.00
09/18/2026	10334(E)	ICMA/VANTAGEPOINT TRANSFER-70	1,288.43
09/18/2026	10335(E)	COMMISSIONER OF REVENUE- WH T	16,767.19
09/18/2026	10336(E)	PERA COORDINATED	54,064.33
09/18/2026	10337(E)	PERA COUNCIL	355.60
09/18/2026	10338(E)	TREASURY, DEPARTMENT OF	98,234.93
09/18/2026	10339(E)	MEDICA	108,204.84
Total 09/18/2026:			299,693.82
USBNK TOTALS:			
Total of 107 Checks:			486,540.90
Less 0 Void Checks:			0.00
Total of 107 Disbursements:			486,540.90

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 584960 - 585089

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
09/11/2026	584960	10 ELECTRIC LLC	525.00
09/11/2026	584961	ABBOTT PAINT & CARPET	120.61
09/11/2026	584962	AE2S, LLC	2,643.00
09/11/2026	584963	AFFORDABLE PLUMBING SOLUTIONS	3,034.04
09/11/2026	584964	ALLSTATE PETERBILT OF SOUTH S	402.26
09/11/2026	584965	AMAZON CAPITAL SERVICES	1,133.69
09/11/2026	584966	AMERICAN ENGINEERING TESTING,	4,138.25
09/11/2026	584967	AMERICAN SOLUTIONS FOR BUSINE	754.81
09/11/2026	584968	APPLIED BUSINESS COMMUNICATIO	3,100.00
09/11/2026	584969	ASSOCIATION OF MINNESOTA COUN	225.00
09/11/2026	584970	BEISSWENGER'S HOMETOWN HARDWA	54.35
09/11/2026	584971	CENTRAL PRO SUPPLY 660	1,641.38
09/11/2026	584972	CENTRAL ROOFING COMPANY	998.00
09/11/2026	584973	CHESS	2,005.00
09/11/2026	584974	CINTAS CORPORATION #470	579.45
09/11/2026	584975	CKC GOOD FOOD	776.29
09/11/2026	584976	CONCRETE SCIENCE SERVICES	50,881.00
09/11/2026	584977	DAVIS, JILL	400.00
09/11/2026	584978	Donald J Vine	250.00
09/11/2026	584979	EISENBEISZ, RENEE	111.51
09/11/2026	584980	EVOLVE SYSTEMS	975.00
09/11/2026	584981	FACTORY MOTOR PARTS COMPANY	91.88
09/11/2026	584982	FERGUSON WATERWORKS 472426	313.00
09/11/2026	584983	FLAGSHIP RECREATION	492.89
09/11/2026	584984	FORTE	282.35
09/11/2026	584985	GRAINGER, INC.	274.25
09/11/2026	584986	GREENHAVEN PRINTING	1,076.95
09/11/2026	584987	HAWKINS, INC.	9,605.05
09/11/2026	584988	HD SUPPLY	1,613.91
09/11/2026	584989	HIGH POINT NETWORKS, LLC	23,027.00
09/11/2026	584990	HORIZON COMMERCIAL POOL SUPPL	313.44
09/11/2026	584991	I&S	1,948.35
09/11/2026	584992	JEFF ELLIS & ASSOCIATES, INC	76.00
09/11/2026	584993	LAKE JOHANNA FIRE DEPT	30,560.40
09/11/2026	584994	MAGIC TURF	5,275.00
09/11/2026	584995	MBPTA	300.00
09/11/2026	584996	MENARDS - BLAINE	636.75
09/11/2026	584997	MINTERWEISMAN CO DBA CORE-MAR	314.63
09/11/2026	584998	MN DEPARTMENT OF LABOR AND IN	125.00
09/11/2026	584999	Mohamud, Fatima	36.00
09/11/2026	585000	Mutschler, Kathryne	80.00
09/11/2026	585001	NAMEN, VALARIE ANN	280.00
09/11/2026	585002	NINE NORTH	946.00
09/11/2026	585003	NIPPON SANSO MATHESON	322.15
09/11/2026	585004	NORTHERN TOOL	32.24
09/11/2026	585005	PAINTING BY NAKASONE, INC	13,720.00
09/11/2026	585006	PRECISE MRM, LLC	147.00
09/11/2026	585007	PRESS PUBLICATIONS	41.55
09/11/2026	585008	RAMSEY COUNTY	17,705.22
09/11/2026	585009	RICOH USA, INC.	2,568.07
09/11/2026	585010	SHORT ELLIOTT HENDRICKSON, IN	1,579.91
09/11/2026	585011	SIGNATURE LIGHTING INC	13,446.00
09/11/2026	585012	SPEEDPRO IMAGING - NORTH METR	57.50
09/11/2026	585013	SUBURBAN RATE AUTHORITY	1,524.00
09/11/2026	585014	TFORCE FINAL MILE	71.53
09/11/2026	585015	TREE TRUST	4,837.17
09/11/2026	585016	TREVIPAY	971.75
09/11/2026	585017	TROVEHL DIVISION 10 LLC	2,434.00
09/11/2026	585018	TWIN CITY GARAGE DOOR COMPANY	240.00
09/11/2026	585019	VALLEY PAVING, INC	861,586.11
09/11/2026	585020	VESTIS	143.87
09/11/2026	585021	WATERPARK EXCITEMENT, INC	9,482.00
09/11/2026	585022	WATSON COMPANY	1,004.21
09/11/2026	585023	WRISTBAND RESCOURCES	2,597.00
09/11/2026	585024	WSB & ASSOCIATES, INC.	3,820.50
Total 09/11/2026:			1,090,749.27
09/25/2026	585025	10 ELECTRIC LLC	4,977.50
09/25/2026	585026	AMAZON CAPITAL SERVICES	1,855.42
09/25/2026	585027	ANCHOR SOLAR INVESTMENTS	1,341.91
09/25/2026	585028	APPLE FORD	339.37

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 584960 - 585089

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
09/25/2026	585029	APPLIED MAINTENANCE SUPPLIES	1,336.60
09/25/2026	585030	ARAMARK REFRESHMENT SERVICES	126.14
09/25/2026	585031	AUSTIN HILGENBERG FILM	5,968.88
09/25/2026	585032	BEISSWENGER'S HOMETOWN HARDWA	61.05
09/25/2026	585033	BLAISER POOLS	2,000.00
09/25/2026	585034	CENTRAL PRO SUPPLY 660	132.67
09/25/2026	585035	CINTAS CORPORATION #470	445.60
09/25/2026	585036	CKC GOOD FOOD	7,912.81
09/25/2026	585037	CUB FOODS	279.96
09/25/2026	585038	DURAND, ADAM	350.00
09/25/2026	585039	EBERT CONSTRUCTION	224,137.94
09/25/2026	585040	ELECTRO WATCHMAN INC.	134.85
09/25/2026	585041	EZ-SCREEN	270.78
09/25/2026	585042	FACTORY MOTOR PARTS COMPANY	162.79
09/25/2026	585043	FEDERAL SIGNAL CORPORATION	1,065.00
09/25/2026	585044	FEIGAL, JOHN	185.24
09/25/2026	585045	FIREBLAST GLOBAL	1,106.89
09/25/2026	585046	FLAGSHIP RECREATION	41,280.13
09/25/2026	585047	GERTENS WHOLESALE	690.45
09/25/2026	585048	GREAT LAKES COCA-COLA DISTRIB	592.90
09/25/2026	585049	HARVEY, DENNIS N	250.00
09/25/2026	585050	HAURI CONSTRUCTION LLC	2,000.00
09/25/2026	585051	HKGI	3,195.00
09/25/2026	585052	HOLY COW	450.00
09/25/2026	585053	INSTRUMENTAL RESEARCH INC	405.00
09/25/2026	585054	ISAKSEN PROMOTIONAL SPECIALTI	1,591.04
09/25/2026	585055	JEFF ELLIS & ASSOCIATES, INC	57.00
09/25/2026	585056	KATHY HANSON INTERIORS	1,950.00
09/25/2026	585057	L T G POWER EQUIPMENT	144.00
09/25/2026	585058	LANO EQUIPMENT	92.91
09/25/2026	585059	LEISER, DAVID W.	8,552.50
09/25/2026	585060	LEVINE, TARRI	800.00
09/25/2026	585061	LITTLE CAESARS PIZZA	50.89
09/25/2026	585062	LOWE, SETH OR BRITTANY	44.87
09/25/2026	585063	MASON, JILL	224.00
09/25/2026	585064	MASTER-LINK SPORTS INC	7,510.00
09/25/2026	585065	MCKELLIPS, CHRISTOPHER A	240.00
09/25/2026	585066	MENARDS - BLAINE	421.25
09/25/2026	585067	MENARDS - FRIDLEY	639.51
09/25/2026	585068	METROPOLITAN COURIER CORPORAT	460.00
09/25/2026	585069	MN DEPARTMENT OF LABOR AND IN	175.00
09/25/2026	585070	NAMEN, VALARIE ANN	200.00
09/25/2026	585071	NEIGHBORWORKS HOME PARTNERS	600.00
09/25/2026	585072	NYSTROM PUBLISHING	472.06
09/25/2026	585073	OXYGEN SERVICE COMPANY	164.17
09/25/2026	585074	QUADIENT LEASING USA, INC	539.79
09/25/2026	585075	QUALITY FLOW SYSTEMS INC	34,920.00
09/25/2026	585076	RAMSEY COUNTY	12,996.67
09/25/2026	585077	RAMSEY COUNTY	1,566.25
09/25/2026	585078	RAMSEY COUNTY	234.00
09/25/2026	585079	SCHOLASTIC	321.20
09/25/2026	585080	SPORTS UNLIMITED LLC	510.00
09/25/2026	585081	SUPERIOR SAND & GRAVEL INC.	140.00
09/25/2026	585082	SUSSEL BUILDERS	1,000.00
09/25/2026	585083	TASC	380.00
09/25/2026	585084	TRI-STATE BOBCAT, INC.	106.83
09/25/2026	585085	UNIVERSITY OF MINNESOTA	500.00
09/25/2026	585086	VESTIS	143.87
09/25/2026	585087	VIKING ELECTRIC SUPPLY INC	362.38
09/25/2026	585088	WATSON COMPANY	720.19
09/25/2026	585089	WEKO, THOMAS E.	9,356.50
Total 09/25/2026:			391,241.76

USBNK TOTALS:

Total of 130 Checks:	1,481,991.03
Less 0 Void Checks:	0.00
Total of 130 Disbursements:	1,481,991.03

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 07 30 2026 (Mo. Day Yr.) IN THE SUM OF $ 50881.00

CITY OF SHOREVIEW

V #	W #

Payee CONCRETE SCIE

VENDOR # 101688
CONCRETE SCIENCE SERVICES
7545 Commerce Street
Corcoran, MN 55340

Purchase Order No.
Terms
Due Date 07/30/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
06/30/2026	INV107547	434-4700-45800.200		OTHER EQUIPMENT - SHOREIVEW	31,291.82
06/30/2026	INV107547	434-4700-45800.201		OTHER EQUIPMENT - ARDEN HILLS	12,313.20
06/30/2026	INV107547	434-4700-45800.202		OTHER EQUIPMENT - NORTH OAKS	7,275.98

CITY OF SHOREVIEW

Favor Of

CONCRETE SCIENCE SERVICES

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 10 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 224137.94

CITY OF SHOREVIEW

V #	W #

Payee EBERT CONSTR

VENDOR # 101282 EBERT CONSTRUCTION 23350 COUNTY ROAD 10 CORCORAN, MN 55357-	Purchase Order No. Terms Due Date 10/01/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
09/15/2026	66112-2	401-4371-45302.000-TP		PAY APP#13 FINAL PAYMENT BOBBY T	224,137.94

CITY OF SHOREVIEW

Favor Of

EBERT CONSTRUCTION

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 10 14 2026 (Mo. Day Yr.) IN THE SUM OF $ 41280.13

CITY OF SHOREVIEW

V #	W #

Payee FLAGSHIP RECR

VENDOR # 01413 FLAGSHIP RECREATION 11123 UPPER 33RD ST N UPPR 33RD LAKE ELMO, MN 55042	Purchase Order No. Terms Due Date 10/14/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
09/15/2026	F24933	405-4371-45301.000-CP		REFURBISHMENT, REPAIRS AND APPLICA	41,280.13

CITY OF SHOREVIEW

Favor Of

FLAGSHIP RECREATION

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 09 19 2026 (Mo. Day Yr.) IN THE SUM OF $ 23027.00

CITY OF SHOREVIEW

V #	W #

Payee HIGH POINT NET

VENDOR # 01992 HIGH POINT NETWORKS, LLC 728 EAST BEATON DRIVE SUITE 200 WEST FARGO, ND 58078	Purchase Order No. Terms Due Date 09/19/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
08/19/2026	2818204	101-4055-43860.010		NETWORK SWITCH ANNUAL MAINTENANC	23,027.00

CITY OF SHOREVIEW

Favor Of

HIGH POINT NETWORKS, 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

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 09 17 2026 (Mo. Day Yr.) IN THE SUM OF $ 30560.40

CITY OF SHOREVIEW

V #	W #

Payee LAKE JOHANNA

VENDOR # 00374
LAKE JOHANNA FIRE DEPT
3535 PINE TREE DR

ARDEN HILLS, MN 55112

Purchase Order No.

Terms

Due Date 09/17/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
08/17/2026	SEPT 2026	434-4700-45910.200		ARCHITECT/ENGINEER - SHOREVIEW	18,794.64
08/17/2026	SEPT 2026	434-4700-45910.201		ARCHITECT/ENGINEER - ARDEN HILLS	7,395.62
08/17/2026	SEPT 2026	434-4700-45910.202		ARCHITECT/ENGINEER - NORTH OAKS	4,370.14

CITY OF SHOREVIEW

Favor Of

LAKE JOHANNA FIRE DEPT

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 09 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 108204.84

CITY OF SHOREVIEW

V #	W #

Payee MEDICA

VENDOR # 20228 MEDICA NW 7958 PO BOX 1450 MINNEAPOLIS, MN 55485-7958	Purchase Order No. Terms Due Date 09/01/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
08/14/2026	497691121228	101-0000-20410.000		HEALTH INSURANCE SEPTEMBER 2026	104,959.09
08/14/2026	497691121228	101-0000-20411.000		HEALTH INSURANCE SEPTEMBER 2026	3,245.75

CITY OF SHOREVIEW

Favor Of

MEDICA

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 09 20 2026 (Mo. Day Yr.) IN THE SUM OF $ 22925.00

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 09/20/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
08/01/2026	AUGUST 2026	220-0000-21810.000		SALES USE TAX: AUGUST 2026	20,317.57
08/01/2026	AUGUST 2026	701-4650-42120.003		SALES USE TAX: AUGUST 2026	114.21
08/01/2026	AUGUST 2026	601-0000-21810.000		SALES USE TAX: AUGUST 2026	2,465.99
08/01/2026	AUGUST 2026	220-4380-43610.000		SALES USE TAX: AUGUST 2026	26.62
08/01/2026	AUGUST 2026	220-4380-42140.000		SALES USE TAX: AUGUST 2026	0.61

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		

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 10 17 2026 (Mo. Day Yr.) IN THE SUM OF $ 34920.00

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 10/17/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
09/17/2026	51829	603-4585-43190.000		CONTRACTUAL FEES	34,920.00

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 10 04 2026 (Mo. Day Yr.) IN THE SUM OF $ 861586.11

CITY OF SHOREVIEW

V #	W #

Payee VALLEY PAVING,

VENDOR # 20964 VALLEY PAVING, INC 8800 13TH AVE E SHAKOPEE, MN 55379	Purchase Order No. Terms Due Date 10/04/2026

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
09/04/2026	26-04 PAYMENT 2	461-4700-45900.000		2026 STREET REHABILITATION	861,586.11

CITY OF SHOREVIEW

Favor Of

VALLEY PAVING, 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

Memorandum

TO: City Council

FROM: Krista Billerbeck , Natural resources manager

DATE: October 5, 2026

SUBJECT: Approve assessment roll for voluntary assessments for required tree removals

ITEM NUMBER: 8.e

SECTION: CONSENT AGENDA

REQUESTED MOTION

To adopt resolution 26-84 to approve voluntary assessments for costs of required tree removals

INTRODUCTION

Four properties voluntarily applied to have the cost of a required tree removal assessed to their property taxes according to terms stipulated in the application.

DISCUSSION

The city required the removal of untreated ash trees and other dead trees from private property in a portion of the city in 2026 pursuant to city code section 22-2. Trees required to be removed were in locations that may impact a public right of way or public property if the tree failed and had a removal deadline of March 31, 2026.

A limited amount of financing was offered to property owners through a voluntary special assessment to allow the cost, up to a maximum of $2,000, to be spread out over a period of 3 years. Property owners that were required to remove a tree from their private property and owed no delinquent taxes were eligible to apply for the program. To utilize the financing, property owners needed to use the contractor that provided the quote to the city and only tree removal costs were eligible. Equal payments will begin in 2027 and will be collected with real estate property taxes over a 3 year period at a fixed interest rate of 3%. Full payment can be made at any time to Ramsey County.

As part of the application, property owners waived the right to appeal the assessment since it was voluntarily applied for, therefore no public hearing is required. Staff consulted the city attorney on the required waiver language and a copy of the application is attached for reference. Four properties applied for the program at the addresses and costs listed below:

Property address	Tree removal cost
1025 Lois Dr	$1,060
5037 Turtle Ln W	$825
1507 Sherwood Rd	$1,060
1134 Bucher Ave	$528

RECOMMENDATION
Staff recommends the city council adopt resolution 26-84 approving the assessments.

ATTACHMENTS
Assessment application.pdf
Resolution 26-84 Voluntary assessment of tree removal costs.pdf

Tree Removal

Voluntary Assessment Application

Complete the form below to apply for the required tree removal voluntary assessment.
As legal owner of the property listed below, I agree to the terms and conditions listed.

Return form to: City of Shoreview – Tree Removal, 4600 Victoria St N, Shoreview, MN 55126

Property address: _____

Property owner 1 name:	
Signature:	Date:
Email:	Phone:
Property owner 2 name (if applicable):	
Signature:	Date:

Property owner address if different from the property address:

_____

Total cost of tree removal: _____ Number of trees to be removed: _____

PAYBACK PERIOD
The costs related to the removal and replacement of tree(s) will be certified to the property taxes of the above listed address with Ramsey County at the end of the year that the work is completed. The payback period for the assessment will be spread over a three-year period. The interest rate will be a fixed rate of 3% for the entire three-year period of the assessment. Starting the year after being certified to the County, your payments will be collected with your real estate property taxes. Equal payments will be spread over a three-year period and will include the minimum payment plus interest. Payment in full without penalty may be made at any time prior to the end of the three-year period. The amount due is payable to Ramsey County.

WAIVER
I understand that the eligible removal costs, as submitted to and approved by the city, for tree removal financing will be specially assessed against my property. I agree that the benefit to my property is at least equal to the amount of the assessment and I waive my right to appeal the assessment. I understand that all contractor costs beyond the approved eligible removal costs are my responsibility. The City of Shoreview will not be responsible for any charges that the licensed tree contractor may levy for failure to receive payment promptly due to the property owner not submitting all required documents on time. I further waive any and all claim of damages to my property and agree to hold the City harmless from any claims that may result from the removal and replacement of tree(s) on my property pursuant to this application.

EXTRACT OF MINUTES OF MEETING OF THE

CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD OCTOBER 5, 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 October 5, 2026 at 7 pm. The following members were present:

LIST THE COUNCILMEMBERS THAT WERE PRESENT

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption.

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

RESOLUTION NO. 26-84

RESOLUTION ADOPTING VOLUNTARY ASSESSMENT

FOR COSTS OF REQUIRED TREE REMOVAL

WHEREAS, the City of Shoreview required one or more trees to be removed from the properties referenced below due to an untreated ash tree or dead tree of other species being present in an area close to the right of way; and

WHEREAS, the property owner of the properties referenced below voluntarily chose to defer the cost of tree removal by assessing the cost to the property, and in so doing waived the right to appeal the assessment and therefore the public hearing; and

WHEREAS, the tree(s) were removed in March 2026; and

WHEREAS, the costs of the tree removal now need to be certified to Ramsey County.

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

1. The proposed assessment is hereby accepted and shall constitute a special assessment against the properties located at the following addresses and in the following amounts:

Property Address	**Property ID**	**Amount**
1025 Lois Dr	023023320153	$1060

5037 Turtle Ln W	143023220047	$825
1507 Sherwood Rd	033023320003	$1060
1134 Bucher Ave	033023110091	$528

2. The assessment for the cost related to the required tree removal is to be paid over three years in equal annual installments at an interest rate of 3 percent.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment.
4. The City Manager shall transmit a certified copy of this assessment roll to the County Auditor to be extended on the property tax list of the County Auditor and such assessment shall be collected and paid over the same manner as other municipal taxes.

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

The motion of the foregoing resolution was duly seconded by Councilmember _____ 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 5th day of October, 2026.

_____

Sue Denkinger, Mayor

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 5th day of October, 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 approving assessment roll for the voluntary assessments of costs related to required tree removals.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 6th day of October, 2026.

_____

Brad Martens, City Manager

SEAL

Memorandum

TO: City Council

FROM: Renee Eisenbeisz , Assistant City Manager

DATE: October 5, 2026

SUBJECT: Contract renewal with Ramsey County for elections services

ITEM NUMBER: 8.f

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the agreement between Ramsey County and the City of Shoreview for election services through December 31, 2032 and for the mayor and city manager to execute the agreement.

INTRODUCTION

In 2023, the city council approved an agreement with Ramsey County for administrating election services through December 31, 2026. By contracting with the county, the city is able to provide consistent and efficient elections to its residents through the county's election staff and expertise and their systems.

The city council is being asked to approve a renewal agreement for six years from January 1, 2027 - December 31, 2032. This is the same agreement that all cities that contract with the county for election services are being asked to approve. As of today, Maplewood is the only city that doesn't contract with them.

DISCUSSION

Through the attached agreement, Ramsey County administers most election functions on behalf of the city. This includes election judge recruitment and training, ballot preparation, election equipment and materials, absentee and early voting, and publications. The majority of the contract is similar to what the city council approved in 2023 besides the following additions:

- Item 3e - the city will be responsible for additional costs if the county sets up an extra absentee voting location at the city's request.
    - Ramsey County hosts early voting at the Shoreview library a few weeks before election day at no cost to the city. Staff does not see a need for additional locations and agrees with this language.
- Item 3f - the city will be responsible for additional costs related to changes in election laws or other factors that have a significant impact on election costs.
- Item 5b - the city may serve as the candidate filing officer for city offices.
    - Staff work in conjunction with the county to accept candidate filing forms so this isn't a change in what we're already doing.
- Item 13 - addresses election emergencies such as natural disasters, cyber incidents, and public health emergencies.

- Item 18 - addresses conflicting agreements.

The two-year cost for 2027 - 2028 is $231,969.98 or $115,984.99 (roughly $5.89/registered voter) annually. This reflects the actual costs expected to be incurred by the county in relation to administering our elections. Several factors go into calculating the costs such as the number of registered voters, polling places, and election judges, as well as the estimated number of absentee voters. The 2026 cost is $102,416. The county will provide the 2029 - 2030 costs by April 1, 2028.

The city attorney has reviewed the agreement and did not have any changes.

RECOMMENDATION

It is recommended that the city council approve the agreement between Ramsey County and the City of Shoreview for election services through December 31, 2026.

ATTACHMENTS

Election agreement with Ramsey County

Agreement Between Ramsey County
And the City of Shoreview for Election Services

This is an agreement between the County of Ramsey, through the Ramsey County Elections Office, 90 West Plato Boulevard, St. Paul, MN ("County"), and the City of Shoreview ("City") for the provision of election services by the County ("Agreement").

1. Term

This Agreement will be in effect for the period from January 1, 2027, through December 31, 2032 ("Initial Term"), unless earlier terminated pursuant to the provisions of this Agreement.

2. Termination

This Agreement may be terminated by either party by written notice to the other party no later than June 1 of any year, effective January 1 of the following year. Upon termination of this Agreement, City-owned voting equipment and election materials in the County's possession will be returned to the City. If termination occurs during an active election cycle, the County will complete all election activities underway, and the City will remain responsible for associated actual costs incurred through completion of those activities.

3. General Agreements

This Agreement only applies to precincts located solely within Ramsey County. The County will not perform any election related duties or services for precincts located in another county unless an agreement authorizing such services has been executed.

a) This Agreement only applies to regularly scheduled elections.

b) The County will conduct all special elections required by law during the term of this Agreement on behalf of City. The costs of all special elections that are not held concurrently with a regularly scheduled State, County or City election will be billed to the City for the actual costs incurred to conduct the special election. The City will pay actual costs associated with any state special elections that are not conducted on the date of a regularly scheduled City or state election.

c) If a City primary is required, the City will pay all costs applicable to the primary. The County shall invoice the City separately for the costs of the primary at actual cost.

d) The costs for recounts for City elections will be billed separately from this agreement for the actual costs incurred.

e) The costs to administer absentee voting locations beyond the locations set by the County will be billed separately from this agreement for the actual costs incurred. If the County agrees to establish an additional absentee voting location at the City's request, the City will be responsible for the actual costs incurred. The County retains sole discretion to determine whether any additional absentee voting location will be established and the dates and times the location will be open to the public. Absentee voting locations administered by the County will serve all voters in the County.

f) Costs related to changes in election laws or other factors having a significant impact on election costs during the duration of this contract will be billed separately from this agreement for the

actual costs incurred. Costs may be adjusted based on voter turnout, labor contract changes approved by the Ramsey County Board, changes in legal requirements, or other significant cost impacts. “Actual costs” means documented and reasonably incurred personnel costs, materials, contracted services, equipment rental, and overhead directly related to the administration of the election for which the City is billed.

g) The costs for ranked choice voting tabulation, ballot reallocation, or related election administration for the City will be billed separately from this agreement for the actual costs incurred.

4. County Responsibilities

Except as otherwise provided in this Agreement, the County will provide all services, equipment, and supplies as required to perform on behalf of the City and all election-related duties of the City specified in this Agreement. These duties will include:

a) Recruit, train, and supervise staff to carry out the duties specified in this Agreement

b) Conduct annual inspections of the polling places established by the City to verify compliance with all state and federal accessibility requirements; make suggestions about polling locations to City based on feedback from voters, election judges, the polling location’s administration, and annual surveys.

c) Pay all rental costs of the Election Day, absentee, and early voting polling places.

d) Recruit, train, assign, and payment of the election judges. Compensation to election judges will be in an amount as determined by the Ramsey County Board of Commissioners.

e) Selection and administration of an election judge management system.

f) The County will provide interpreters and written translation of voter information materials when required by federal, state, or County language-access policies applicable to election administration. Additional translation services requested by the City will be billed at actual cost.

g) Carry out the duties of the city clerk described in Minnesota Election Law regarding the administration of the voting system and the requirements set-forth in the Joint Powers Agreement among the County and the municipalities in Ramsey County to administer the County’s voting systems.

h) Programming, layout, legal review, and printing of ballots for City.

i) Prepare and transport all election materials to and from each Election Day, absentee, and early voting polling place. Provide election forms, supplies, voting equipment, and other related materials for each Election Day polling place.

j) Provide on-street parking and metered parking for early voting, absentee, and Election Day polling places.

k) Compilation, auditing, and reporting of election results and election statistics for dissemination to the appropriate canvassing boards, the public, and the media. Provide copy of election abstract to be used by City for their canvass.

l) Provide election-related information on the County web site relating to City elections.

m) Conduct recounts for City offices and ballot questions.

n) Prepare, post, and publish notices of filing and the sample ballots
   - The County will publish required notices using the County's authorized newspaper.
   - The County will prepare and post required notices of temporary or permanent polling place changes as required by applicable law, including exterior posting at former polling place locations when required.

o) Administer all aspects of absentee voting carried out by the Clerk including all in-person absentee voting activities at absentee voting locations determined by the Ramsey County Auditor.

p) Administer campaign financial reporting and economic disclosure activities designated to the city clerk.

q) Perform all duties of the candidate filing officer, including acceptance of affidavits of candidacy and petitions.

r) Maintain a database and prepare maps of election districts and precinct boundaries. Provide maps in digital and print formats, available to the public.

s) Retain all election records in accordance with applicable Minnesota election record retention requirements.

5. City Responsibilities

The City will perform the following election-related responsibilities:

a) Provide the County with an inventory list of voting equipment and election related materials, owned by City in the County's possession, to be returned by the County upon termination of Agreement.

b) The City may elect to serve as the candidate filing officer for the City offices. If the City elects to do so, the City remains responsible for all statutory duties associated with candidate filing and timely transmission of candidate information to the County.

c) Conduct official canvass of election results following every City election.

d) Issue Certificates of Election.

e) Attend annual pre-election meetings held by the County.

f) Send required mailed notice of levy referendum.

g) Provide recruitment information about serving as an election judge within City.

h) Provide notice of candidates to be elected and notice of special elections as required by applicable law.

i) As needed, the City will identify new locations that it prefers to use as precinct polling places on Election Day. Provide resolution of approved polling locations to the County.

j) Designate a person who will be the principal contact for the City.

6. Office Space and Equipment Storage

The County will provide suitable office and warehouse space to conduct all election-related activities and for storage of election equipment and supplies. Storage costs are included in the payments described in Section 7 unless otherwise separately identified in this Agreement.

7. Costs and Payment

Payments to cover the costs incurred by the County in performing the provisions of this Agreement for regularly scheduled elections will be made by the City in eight equal quarterly amounts for each two-year budget period, for a total of 24 quarterly payments during the Initial Term of the Agreement. Payments are due on March 31, June 30, September 30, and December 31 of each year.

The cost of election services for regular elections for 2027-2028 will be $231,969.98. The County will provide the cost for 2029-2030 to the City no later than April 1, 2028, and the cost for 2031-2032 no later than April 1, 2030.

8. Voting Systems

The cost of the operation and maintenance of the voting system is not included in this Agreement and is the subject of a separate agreement.

9. Insurance

Each party shall maintain such insurance as will protect such party from claims which may arise out of, or result from, the party's actions under this Agreement. During the term of this Agreement, the County and City will maintain, through commercially available insurance or on a self-insurance basis, property insurance coverage on the voting equipment owned by each party, for the repair or replacement of the voting equipment if damaged or stolen. Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other party, their employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the parties. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other parties.

10. Indemnification

Each party to this Agreement will be responsible for its own acts and omissions, and the acts and omissions of its officials, employees, and agents, and the resulting liabilities, to the extent authorized by law and shall not be responsible for the acts of the other party, its officials, employees, and agents, and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter

466 (Tort Liability, Political Subdivisions) or other applicable law. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this Agreement.

11. Data Practices

All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy. The parties shall maintain records in accordance with applicable records retention requirements under Minnesota law.

12. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by all parties. Any amendment intended to apply to an upcoming cycle should be approved no later than June 1 of the preceding year unless otherwise agreed by the parties.

13. Election Emergencies/Force Majeure

Neither party shall be deemed in breach of this Agreement for delays or failures in performance caused by circumstances beyond its reasonable control, including natural disasters, cyber incidents, public health emergencies, civil disturbances, utility failures, acts of government, or other emergencies materially affecting election administration. The parties shall cooperate in good faith to implement legally compliant alternative procedures when feasible.

14. Dispute Resolution

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

15. Severability

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

16. Independent Contractor

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the City for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the City.

17. Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

18. Conflicting Agreements

In the event of a conflict between this Agreement and any separate voting systems agreement, Joint Powers Agreement, or other election-related agreement between the parties, the agreement governing the more specific subject matter shall control.

Signatures on next page

IN WITNESS THEREOF, the parties have subscribed their names as of the date written below.

RAMSEY COUNTY

By:_____

Rafael E. Ortega (District 5, Chair)

Ramsey County Board of Commissioners

Date:_____

By:_____

Jason Yang, Chief Clerk

Ramsey County Board of Commissioners

Date:_____

Approval recommended:

By:_____

David Triplett

Deputy Director, Property Tax, Records and

Election Services

Approved as to form:

By:_____

Assistant County Attorney

CITY OF SHOREVIEW

By:_____

Sue Denkinger

Mayor

Date:_____

By:_____

Brad Martens

City Manager

Date:_____

SHOREVIEW
PUBLIC WORKS

PROPOSAL FORM
2026 PAVER BLOCK SEALING
CITY PROJECT NO. 26-14

ZONE 01 (BASE BID SCHEDULE A)

	ITEM NO.	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL COST
	2021.501	MOBILIZATION	LS	1	$ 700.00	$ 700.00
(1)	2401.603	ENDURABLEND POLYMER CEMENT SURFACING (CHARCOAL COLOR)	SQ FT	20350	$ 3.26	$ 66,341.00
	2563.601	TRAFFIC CONTROL	LS	1	$ 898.00	$ 898.00
					TOTAL (BASE BID A)	$ 67,939.00

ZONE 02 (BASE BID SCHEDULE C)

	ITEM NO.	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL COST
	2021.501	MOBILIZATION	LS	1	$ 700.00	$ 700.00
(1)	2401.603	ENDURABLEND POLYMER CEMENT SURFACING (CHARCOAL COLOR)	SQ FT	14180	$ 3.26	$ 46,226.80
	2563.601	TRAFFIC CONTROL	LS	1	$ 700.00	$ 700.00
					TOTAL (BASE BID B)	$ 47,626.80

ZONE 03 (BASE BID SCHEDULE C)

	ITEM NO.	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL COST
	2021.501	MOBILIZATION	LS	1	$ 700.00	$ 700.00
(1)	2401.603	ENDURABLEND POLYMER CEMENT SURFACING (CHARCOAL COLOR)	SQ FT	920	$ 3.26	$ 2,999.20
	2563.601	TRAFFIC CONTROL	LS	1	$ 700.00	$ 700.00
					TOTAL (BASE BID C)	$ 4,399.20

PROPOSAL TOTAL (BASE BID A + BASE BID B + BASE BID C) $ 119,965.00

NOTES:
(1) BID ITEM INCLUDES PREPPING AND CLEANING CONCRETE BLOCK SURFACE, AND LABOR & EQUIPMENT TO SPRAY BLOCK SURFACE WITH ENDURABLEND

PROPOSAL SUBMITTED BY:

Surface Construction
COMPANY NAME

Andrew DiPiazza President
AUTHORIZER'S PRINTED NAME AND TITLE

AUTHORIZER'S SIGNATURE

9/29/26
DATE

Patriot Exterior Solutions LLC

721 East Main Street
Belle Plaine, Minnesota 56011
612-756-4688
sales@patriotexteriorsmn.com | https://patriotexteriorsmn.com/

RECIPIENT:

City of Shoreview

4600 Victoria Street North
Shoreview, Minnesota 55126

Estimate #3585

Sent on	Sep 23, 2026
Total	**$142,183.20**

Product/Service	Description	Total
Endurablend coating	We will apply the Endurablend coating in a color of your choice. This coating is a salt barrier as well as a grip additive to help protect and restore the surface of the block. 3 zones, 6 areas.	$140,382.00
Safety signs	Installation of type 3 safety barrier at each side of pave drain project, for a total of ten. Areas 2 and 6 will only need 1 because of dead ends. And area 7 won't need any. We can cone and caution tape off that entrance.	$1,801.20

Total **$142,183.20**

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ **Date:** _____

Zone 01
2026 Paver Block Sealing (City Project 26-14)



Notes:

1) Color of Endurablend seal/coat shall be Charcoal.

2) The sealant shall fully cover and bond to the top surface of each concrete block according to the manufacturer's requirements The Contractor shall reseal any spotty or defective areas at no cost to the City.

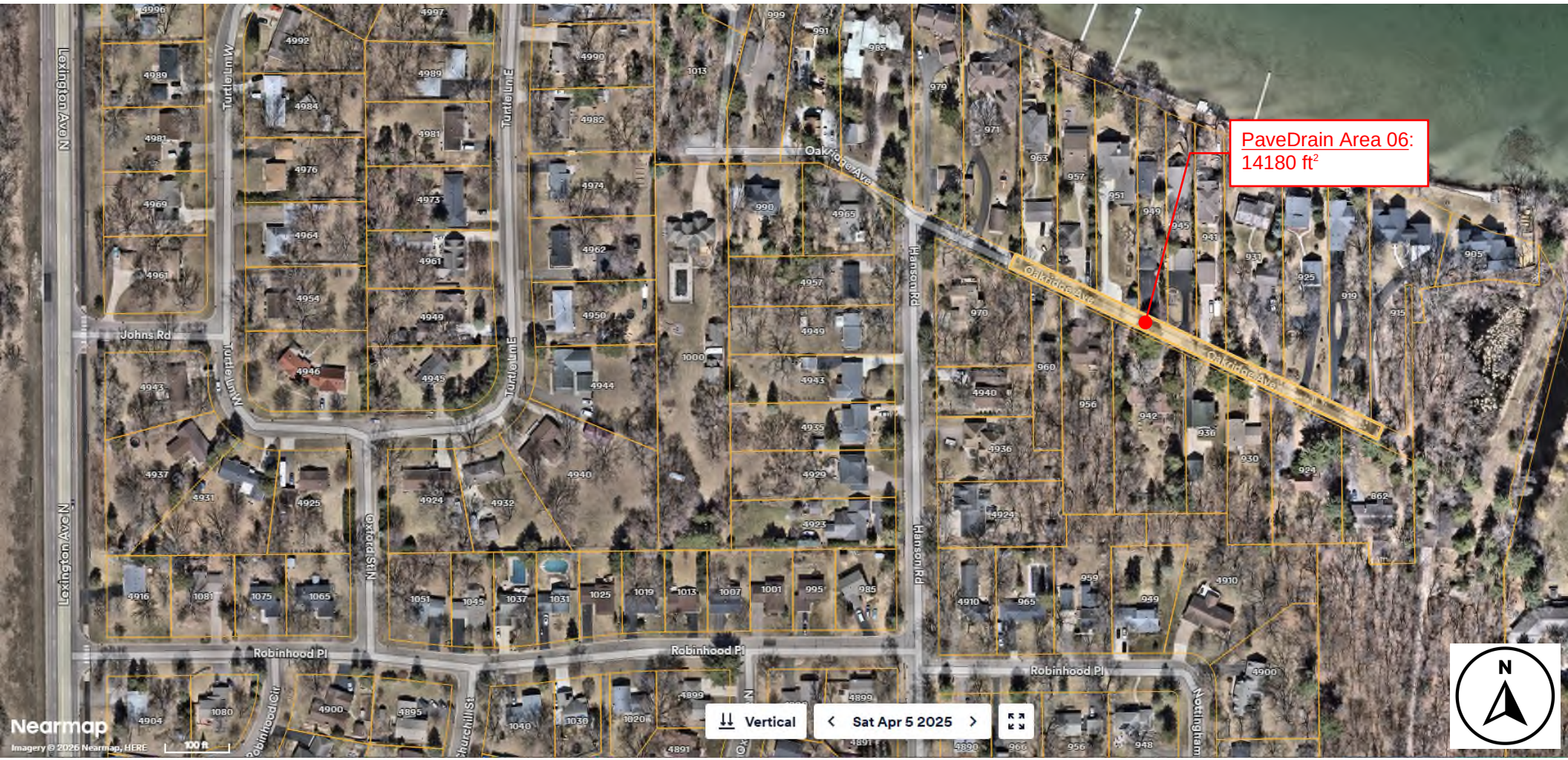
3) The Contractor shall install and maintain temporary traffic control in accordance with the current MN MUTCD, and adjust the temporary traffic control as necessary for actual field conditions.

4) The Contractor shall notify the City a minimum of 3 days in advance prior to date of sealing in order for the city to notify residents impacted by the sealing.

5) Sealing shall only be conducted within allowable temperatures and weather conditions in accordance with the manufacturer's requirements.

SHOREVIEW
PUBLIC WORKS

Zone 02
2026 Paver Block Sealing (City Project 26-14)



Notes:

1) Color of Endurablend seal/coat shall be Charcoal.

2) The sealant shall fully cover and bond to the top surface of each concrete block according to the manufacturer's requirements The Contractor shall reseal any spotty or defective areas at no cost to the City.

3) The Contractor shall install and maintain temporary traffic control in accordance with the current MN MUTCD, and adjust the temporary traffic control as necessary for actual field conditions.

4) The Contractor shall notify the City a minimum of 3 days in advance prior to date of sealing in order for the city to notify residents impacted by the sealing.

5) Sealing shall only be conducted within allowable temperatures and weather conditions in accordance with the manufacturer's requirements.

SHOREVIEW
PUBLIC WORKS

Zone 03
2026 Paver Block Sealing (City Project 26-14)



SHOREVIEW
PUBLIC WORKS

Notes:

1) Color of Endurablend seal/coat shall be Charcoal.

2) The sealant shall fully cover and bond to the top surface of each concrete block according to the manufacturer's requirements The Contractor shall reseal any spotty or defective areas at no cost to the City.

3) The Contractor shall install and maintain temporary traffic control in accordance with the current MN MUTCD, and adjust the temporary traffic control as necessary for actual field conditions.

4) The Contractor shall notify the City a minimum of 3 days in advance prior to date of sealing in order for the city to notify residents impacted by the sealing.

5) Sealing shall only be conducted within allowable temperatures and weather conditions in accordance with the manufacturer's requirements.

Memorandum

TO: City Council

FROM: Stephanie Smith , City engineer

DATE: October 5, 2026

SUBJECT: Approve 2026 Street Rehabilitation, city project 26-04 change order 2 for additional utility work

ITEM NUMBER: 8.h

SECTION: CONSENT AGENDA

REQUESTED MOTION
To approve 2026 Street Rehabilitation, city project 26-04 change order 2

INTRODUCTION
Additional utility work has been identified, including storm water improvements and electrical conduit. This work can be added to the ongoing 2026 Street Rehabilitation, city project 26-04, by council's approval of change order 2.

DISCUSSION
Public works has identified several utility improvements for construction with the 2026 Street Rehabilitation, city project 26-04. Change order 2 includes an additional nine storm catch basins with specialized baffles and 1,315 feet of electrical conduit.

Additional storm water items include this installation of sump catch basins with specialized baffles, that will trap sediment at the bottom of the catch basin structure. This sediment can then be removed before it enters ponds, wetlands or lakes, where it can impact water quality and is much more costly to remove. The cost for this additional work is quoted at $169,505.00. This will be funded from the surface water fund, as identified in the CIP for a water quality improvement, consistent with our MS4 permitting requirements, for an increase in surface water funding of $148,000.00 for construction/engineering/administration.

Additional electrical conduit has been identified for the community center upper and lower parking lots. The conduit will provide wiring for proposed electric vehicle charging stations, overhead lighting and security cameras. The cost for this additional work was quoted at $22,431.50. This will be funded from the community investment fund with an increase in funding of $26,000.00 for construction/engineering/administration.

Change order 2 is attached to this report. Below is a cost outline of these changes:

Original Contract Sum + Change Order 1 was	$2,533,016.70
The Contract Sum will be increased by this Change Order in the amount of	$191,936.50
The new Contract Sum including this Change Order will be	$2, 724,953.20

Funding will be adjusted as shown below:

Fund	Approved Funding Amount	Approved Funding Amount
Street Renewal	$2,090,000.00	$2,090,000.00
Water	$275,000.00	$275,000.00
Surface Water	**$220,000.00**	**$368,000.00**
Capital Asset Replacement	$525.000.00	$525.000.00
Community Investment	**$400,000.00**	**$426,000.00**
Sanitary Sewer	$150,000.00	$150,000.00

RECOMMENDATION

Staff recommends that the city council approve 2026 Street Rehabilitation, city project 26-04 change order 2.

ATTACHMENTS

Change Order 2

CHANGE ORDER FORM

SP/SAP(s)	n/a	Project No.:	26-04	Change Order No.	2

Project Location	Silverthorn and Willow Creek neighborhoods in northern Shoreview, Commons Park, Heritage Park and nearby trails.		
Local Agency	City of Shoreview	Local Project No.	
Contractor	Valley Paving Inc	Contract No.	26-04
Address/City/State/Zip	8800 13th Ave E / Shakopee / MN / 55379		
Total Change Order Amount	$191,936.50		

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work

Resolution:
The Contractor will perform extra work with the added items at unit costs below.

Entitlement: Payment for this work will be at: Negotiated Unit Prices as shown in the estimate of cost.

Contract Time - is not changed

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Parks and Trails - New Improvements	3	#12 TRACER WIRE	LF	$2.10	120	$252.00
Parks and Trails - New Improvements	2545.503	2" NON-METALLIC CONDUIT	L F	$12.00	1195	$14,340.00
Parks and Trails - New Improvements	2545.503	3" NON-METALLIC COND (DIRECTIONAL BORE)	L F	$52.10	85	$4,428.50
Parks and Trails - New Improvements	2550.503	3" NON-METALLIC CONDUIT	L F	$14.60	35	$511.00
Parks and Trails - New Improvements	2565.602	HANDHOLE	EACH	$2,900.00	1	$2,900.00
Storm - on Street	2506	SAFL Baffle 48" X 36"	EACH	$5,805.00	5	$29,025.00
Storm - on Street	2506	SAFL Baffle 48" X 46"	EACH	$6,530.00	4	$26,120.00
Storm - on Street	2506	SAFL Baffle Install	Each	$1,240.00	9	$11,160.00

SP/SAP(s)	n/a	Project No.:	26-04	Change Order No.	2

Storm - on Street	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020 (W/ 4' SUMP) 4022 COVER	LIN FT	$1,000.00	73.5	$73,500.00
Storm - on Street	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,350.00	22	$29,700.00
				Net Change this Change Order		**$191,936.50**

*****Group/funding category is required for federal aid projects***

Project Engineer: first_last
Print Name: first_last

Date: obtained
Phone: phone

Contractor: first_last
Print Name: first_last

Date: obtained
Phone: phone

Memorandum

TO: City Council

FROM: Branch Johnson-Roets , Community development intern

DATE: October 5, 2026

SUBJECT: 5710 Deer Trail East - Special Purpose Fence - Mustonen

ITEM NUMBER: 10.a

SECTION: GENERAL BUSINESS

REQUESTED MOTION

The City Council has two options regarding the setback for the proposed special purpose fence. Staff recommends a 10-foot setback from the property line, while the Planning Commission recommends a 3-foot setback, as requested by the property owner. The two motions below reflect these alternatives.

Staff Recommendation:

To approve the request for a Special Purpose Fence submitted by Scott and Brooke Mustonen, 5710 Deer Trail East, for a 6-foot-tall privacy fence. Approval is subject to the following conditions:

1. The project must be completed in accordance with this approval. Any significant changes, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The fence shall be set back 10 feet from the property line along Poplar Drive.
3. Vegetation screening shall be planted between the fence and the property line along Poplar Drive.
4. The fence serves a special purpose, which is to provide personal safety and security to the applicant's son. Upon sale of the property or vacation of the property by the applicant and/or their son, the fence shall be brought into compliance with the City's Development Code. The applicant shall notify the City a minimum of 30-days prior to said sale or vacation of the property.
5. The fence shall be maintained in accordance with the standards of the Development Code.
6. The applicant shall obtain a zoning permit for the fence.

Planning Commission Recommendation:

To approve the request for a Special Purpose Fence submitted by Scott and Brooke Mustonen, 5710 Deer Trail East, for a 6-foot-tall privacy fence. Approval is subject to the following conditions:

1. The project must be completed in accordance with this approval. Any significant changes, as determined by the City Planner, will require review and approval by the Planning Commission.

2. The fence shall be set back 3 feet from the property line along Poplar Drive.
3. Vegetation screening shall be planted between the fence and the property line along Poplar Drive.
4. The fence serves a special purpose, which is to provide personal safety and security to the applicant's son. Upon sale of the property or vacation of the property by the applicant and/or their son, the fence shall be brought into compliance with the City's Development Code. The applicant shall notify the City a minimum of 30-days prior to said sale or vacation of the property.
5. The fence shall be maintained in accordance with the standards of the Development Code.
6. The applicant shall obtain a zoning permit for the fence.

INTRODUCTION

Scott and Brooke Mustonen submitted a Special Purpose Fence application to install a 6-foot-tall vinyl privacy fence on their property at 5710 Deer Trail East. A special purpose fence is a fence that is installed for a special purpose and differs from the City's fence requirements due to the construction, height, or length. This application was considered complete on September 9, 2026.

DISCUSSION

Project Description

Mr. & Ms. Mustonen are proposing a 6-foot-tall vinyl privacy fence located within the perimeter of their property. The purpose of the fence is to provide an unclimbable safety barrier for their son, who has a medical diagnosis of Autism, level 3, and is considered a "Severe Eloper". A Special Purpose Fence Permit is needed because the proposed fence exceeds the maximum 4-foot height permitted in a front yard abutting a street.

Site Characteristics

The property is located on the northwest corner of Deer Trail East and Poplar Drive. It has an area of about 12,194 square feet, a width of 134 feet along Poplar Drive and 91 feet along Deer Trail East. Single-family residential land uses are located on all sides, including across both streets.

There is a single-family home with an attached garage on the property that is oriented towards Deer Trail East. There is also a shed behind the garage. The house is on a corner lot, which means that both the yards adjacent to Deer Trail East and Poplar Drive are considered front yards per city code. The side along Poplar Drive is occasionally referred to as the backyard in the application.

According to the City's permit history, there has never been a fence on the property before.

Development Code

The property is located in the R1, Detached Residential Zoning District. Per Development Code Section 107-65 (d) (7), fences are permitted in Residential Districts provided the following standards are met:

(b) Height.

1. Fences in front yards or any yard adjacent to a public road right-of-way or road easement shall not exceed four feet in height, except:

i. Fences in a rear yard of a double fronted lot, adjacent to an arterial or collector roadway, may be up to 6 feet in height.
ii. On corner lots whose side yard abuts an arterial roadway, fences in that side yard may be up to six feet in height, provided that the fence is setback at least ten feet from the property line abutting the right-of-way or any pedestrian or road easement and plantings (shrubs or trees) as approved by the city are established and maintained between the fence and the right-of-way.

2. Fences in other side or rear yards shall not exceed six feet in height. In no case shall the combined height of any fence and berm exceed the maximum height permitted by more than one foot.

Poplar Drive and Deer Trail East are classified as local roads.

Section 103-98 establishes a permitting process for fences that differ in construction, height, or length. These types of fences are permitted in any district, provided a Special Fence Permit is approved by the City Council. Before issuing a permit, the City Council may require the applicant to secure in writing the consent of the adjoining property owners. The City Council may also submit the matter to the Planning Commission for its recommendation.

The City Staff notified property owners who have property adjacent to the subject parcel, including those across the street from the proposed fence.

Applicant's Statement
The intent of the fence is to provide a containment barrier for their son, who is Autistic and has a history of elopement. A 6-foot vinyl privacy fence is needed so he can play outside and not scale the fence. The applicant's full statement is attached. An IEP from Mounds View Public Schools was also included with the application that states the son has "A Functional Behavioral Assessment identified elopement as a target behavior, occurring primarily during transitions and appearing sensory-seeking function, particularly related to accessing auditory input." The elopement is a Target Behavior where it is identified that he is leaving or attempting to leave the classroom without permission and/or during times other than appropriate transitions away from the classroom.

Staff Review
Mr. & Ms. Mustonen are proposing to install a 6-foot tall vinyl privacy fence in the full area from just in front of the rear of their home to the rear property line, spanning 88 feet - from the south side property line to 3 feet away from the front property line along Poplar Drive. The area from the northeast corner of the home to Poplar Drive is considered a front yard, and a four-foot fence would be required in that area.

In Staff's opinion, the proposed fence height and material are reasonable for the intended purpose of the fence.

Staff does, however, have concerns with the proposed 3-foot setback from the property line along Poplar Drive. Staff believes a 6-foot fence located only 3 feet from the Poplar Drive right of way could create a tunnel-like appearance and alter the character of the surrounding neighborhood. Increasing the setback to 10 feet, along with incorporating vegetation screening, would provide a more open appearance and better fit the residential character of the neighborhood.

Staff recommends a 10-foot setback, which would more closely align with the intent of Sec. 107-65(7)(b)(1)(i), which allows a 6-foot fence adjacent to an arterial road when the fence is set back at least 10 feet from the property line. A 10-foot setback would also provide additional space for vegetation to screen the fence.

There is also an existing tree near the northwest corner of the proposed fence. With the proposed 3-foot setback, the tree would be located inside the fence and would no longer be available to provide natural screening. A 10-foot setback would keep the tree outside the fence and allow it to provide natural screening along that portion of the fence.

Finally, given the size of the lot, there would still be ample yard space available for the child with a 10-foot setback from the property line. Staff does not believe increasing the setback from 3 feet to 10 feet would significantly reduce the usable yard area or interfere with the intended purpose of the fence.

Public Comment
Property owners within 150 feet were notified of the request. At the time of this report, one comment in opposition and one comment of support were received by staff.

The applicants sought out signatures of approval from nearby neighbors. See attached neighbor signatures in Application.

Planning Commission
The Planning Commission unanimously agreed to recommend the Mustonens' application for approval with an amendment to condition #2, changing the setback condition from 10 feet within the property line to 3 feet.

Commissioner Ahmadvand asked staff to describe what a tunnel-like appearance means. The commissioner disagreed with staff that the proposed 3-foot setback would create a tunnel-like appearance and expressed support for striking condition #2.

Commissioner Helgen noted that condition #2 should not be stricken, but amended to 3 feet to reflect the applicant's proposal. The Commissioner asked staff to work with the applicant on condition #3 to avoid driving up the cost of the vegetation screening, noting that planting several trees would be expensive. Staff commented that the language of condition #3 is intentionally vague so that staff may work with the applicant on appropriate vegetation screening.

Chair John expressed general support for the previous statements of Commissioners Admadvand and Helgen. The Chair asked about the distance from the curb to the fence. Confirming that the 9-foot Right of Way plus the proposed 3-foot setback would place the fence roughly 12 feet from the curb. The Chair compared this to the 10-foot setback that staff recommended, which would place the fence roughly 19 feet from the curb, noting that full use of the applicant's yard was an important consideration.

Commissioner Solomonson asked about the utility easement located in the Right of Way along Poplar Drive. The Commissioner asked if staff was concerned about planting vegetation on top of the easement. Staff confirmed the existence of the utility easement and maintained its recommendation for vegetation screening between the fence and Poplar Drive, as is typically required for 6-foot fences along arterial roads in the City.

The Planning Commission voted 6-0 to recommend the Mustonens' request for a special fence permit for approval by the City Council.

RECOMMENDATION

Staff recommends the Planning Commission recommend the City Council approve the request for a Special Purpose Fence submitted by Scott and Brooke Mustonen, 5710 Deer Trail East, for a 6-foot-tall privacy fence. Approval is subject to the following conditions:

1. The project must be completed in accordance with this approval. Any significant changes, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The fence shall be set back 10 feet from the property line along Poplar Drive.
3. Vegetation screening shall be planted between the fence and the property line along Poplar Drive.
4. The fence serves a special purpose, which is to provide personal safety and security to the applicant's son. Upon sale of the property or vacation of the property by the applicant and/or their son, the fence shall be brought into compliance with the City's Development Code. The applicant shall notify the City a minimum of 30-days prior to said sale or vacation of the property.
5. The fence shall be maintained in accordance with the standards of the Development Code.
6. The applicant shall obtain a zoning permit for the fence.

ATTACHMENTS

Location Map - 5710 Deer Trail E
5710 Deer Trail E Applicant Statement and Plans
Public Comments

5710 Deer Trail E



9/18/2026, 3:09:38 PM

Personal Property

Tax Parcels

Cities

County Offices

1:3,600

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

August 28, 2026

City of Shoreview
Attn: Izaak Peterson, Branch Johnson-Roets
City Planners
4600 Victoria Street
Shoreview MN 55123

Re: 5710 Deer Trail East--Request for Special Purpose Fence

We are requesting a special purpose fence for our property at 5710 Deer Trail East. This property is residential, and is occupied by our son, [redacted]. [redacted] has a medical diagnosis of Autism, level 3. His IEP states he is a "Severe Eloper", meaning he runs away. See attached IEP letter from the Mounds View Schools Early Childhood Special Education. The current property does not have any fencing. It is important that he be able to play outside without running into any streets or running away.

We understand that the current city code requires a maximum of a 4-foot high fence on the side yard that aligns with Poplar Drive. A 4-foot height fence will not be tall enough to contain [redacted] who is turning six years old and will climb it. We are requesting the fence be 6-feet high on all sides. In addition, the fence will need to be a privacy style so it will not allow him to put his foot through a chain link fence and climb it.

The property is on a corner lot. The area of the fence will be the back yard, which is away from the street corner intersection of Deer Trail East and Poplar Drive. The adjoining neighbor's homes do not have any fences. We have contacted both and they have given approval of the 6-foot fence. In addition, we have spoken to two neighbors across the street on Poplar Drive and they have also given their approval.

Attached is the site plan of where we propose the new fence for the back yard. The area of the fence along Poplar Drive will be located inside the property line, which is in addition to the property line being 110" from the street curb. The survey monuments have been located this past week.

Attached is the site plan for the fence location. Also attached is the permit application along with the $50 permit fee and state surcharge. And, attached is the $100 special purpose fence fee.

Please process this special purpose fence request. We understand that the Planning Commission and City Council will need to review this. Let us know when it will be discussed in those meetings so we can be present. Please let us know if you have any questions or need additional information. We look forward to getting our child a safe place to play in our yard.

Sincerely,

Scott Mustonen Brooke Mustonen

Scott and Brooke Mustonen
5710 Deer Trail East
Shoreview MN 55126
[redacted]

Poplar Dr
Poplar Dr
Poplar Dr
North
134'
Deer Trail E
Deer Trail E
Deer Trail E
110"
110"
108"
36"
36"
Double Gate
12"
32'
6' vinyl privacy fence
39' + overhang Roof
5710 Deer Trail E
Shoreview, MN 55126
27'+
91'
65'10"
91'
West
East
Driveway
Garage
67'10"
Shed
Gate
12"
108"
81"
77"
6"
6"
134'
South

We are Scott and Brooke Mustonen, your backyard neighbors that share a property line or street with you. We are looking to put up a 6' privacy fence that is a few inches inside our property line in order to fence in our backyard for our son, [redacted]. The City is requiring a written okay from the adjacent property owners that this 6' fence is okay. The reason for the odd request to get the neighbors okay for our fence is because our property is on a corner lot, and the City of Shoreview has a specific requirement to only allow a 4' high fence along the Poplar Drive property line and the areas past the alignment of the side of our house.

As you may be aware, our son has special needs and runs away, known as eloping, despite three or more lock systems on each door of our house, making a 4' fence not tall enough to keep him safe as he ages. We need a 6' high fence that he will not be able to climb. By filling out the form below, you signal you approve of this future build. With enough approvals, we will submit it alongside our application to the City of Shoreview to hopefully have the fence installed before winter.



Name	Address	Date	Residential Years
Bijie Ren	5715 Fawn Ln	8/24/2026	Since 2018
Jim Justin	305 Poplar Dr	8/25/2026	Since 1988
Rafael R.	313 Poplar Dr	8/26/2026	2023

120

Fwd: Fence

From: Brooke Mustonen [redacted]

To: [redacted]

Date: Wednesday, August 19, 2026 at 09:54 PM CDT

[redacted]

August 19, 2026

Dear Scott and Brooke Mustonen,

As your adjacent neighbor, I approve the addition of a 6' high privacy fence in your back yard for your son to play because he has special needs and is a flight risk.

This letter can be submitted to the City of Shoreview for your permit.

Sincerely,
Sheri and Nicholas Peterson
5700 Deer Trail East
Shoreview MN 55126
[redacted]

SHOREVIEW

Branch Johnson-Roets <bjohnsonroets@shoreviewmn.gov>

Owner of 313 Poplar dr. comments about 6' fence around proprety at 5710 Deer Trail E.

2 messages

Yin Moy [redacted] Tue, Sep 15, 2026 at 10:41 AM
To: Shoreview planning Commission <bjohnsonroets@shoreviewmn.gov>

Dear Sir/Madam

I am the owner of 313 Popular Dr., Shoreview. I prefer not to build the 6' fence around 5710 Deer Dr., because I think it could block the view from my kitchen window to see far away.

Thank you,
Yin Moy
cell [redacted]

Shoreview_planning_commission.pdf
5506K

Branch Johnson-Roets <bjohnsonroets@shoreviewmn.gov> Tue, Sep 15, 2026 at 4:59 PM
To: Yin Moy [redacted]>

Dear Yin,

Thank you for reaching out and sharing your comments regarding the fence application at 5710 Deer Trail E. I will ensure your feedback is included in the packet for the Planning Commission's review.

Thank you,

Branch
[Quoted text hidden]
--
Branch Johnson-Roets | Community Development Associate
4600 Victoria Street North, Shoreview MN 55126
Work: 651.490.4682 | bjohnsonroets@shoreviewmn.gov
shoreviewmn.gov | thinkshoreview.com

SHOREVIEW
COMMUNITY DEVELOPMENT

SHOREVIEW

Branch Johnson-Roets <bjohnsonroets@shoreviewmn.gov>

5710 Deer Trl E

2 messages

Annie Mueller <[redacted]> Thu, Sep 17, 2026 at 7:38 PM
To: "bjohnsonroets@shoreviewmn.gov" <bjohnsonroets@shoreviewmn.gov>

Good Evening,

I hope I'm not sending this too late since the meeting is tomorrow Friday September 18. We received the letter about the Mustonen's building a 6 ft fence. We live directly across the street from them at 5713 Deer Trl E. I wanted to let the city know that we are totally fine with the fence project. We have also let them know in person that we are fine with it.

We appreciate the city letting us have a say in the decision and not just telling them "no" since it goes against the cities 3 ft rule for their side/front yard. We know they have a special needs child and we are happy the fence would allow them to play outside while keeping their child safe.

Thank you,

Peter & Annie Mueller
5713 Deer Trail E
Shoreview, MN 55126
[redacted]

Branch Johnson-Roets <bjohnsonroets@shoreviewmn.gov> Thu, Sep 17, 2026 at 7:45 PM
To: Annie Mueller <[redacted]>

Hi Annie,

Thank you for reaching out and sharing your feedback regarding the fence proposal at 5710 Deer Trl E. I will make sure your comments are included in the record for the meeting on Tuesday, September 22.

Today is merely the cutoff for submitting comments. The meeting is next Tuesday, the 22nd.

Thank you,

Branch
[Quoted text hidden]
--
Branch Johnson-Roets | Community Development Associate
4600 Victoria Street North, Shoreview MN 55126
Work: 651.490.4682 | bjohnsonroets@shoreviewmn.gov
shoreviewmn.gov | thinkshoreview.com

SHOREVIEW
COMMUNITY DEVELOPMENT

Memorandum

TO:	City Council
FROM:	Niki Hill, AICP , Assistant Community Development Director
DATE:	October 5, 2026
SUBJECT:	Tall Grass and Weed Abatement: 165 County Road F
ITEM NUMBER:	10.b
SECTION:	GENERAL BUSINESS

REQUESTED MOTION

Adopting the following resolution, approving the abatement of vegetative growth pursuant section Section 22-2 (4):

- Resolution No. 26-90, property located at 165 County Road F

INTRODUCTION

The city council is being asked to order a weed/vegetative growth abatement for property at 165 County Road F. The council has the authority to declare and abate nuisances, including noxious weeds, grass and plant growth on private property that does not comply with the city's property maintenance standards.

DISCUSSION

ORDINANCE REQUIREMENTS

In accordance with section 28-6(c), all exterior property areas shall be kept free from species of weeds or plant growth which are noxious or a detriment to public health. Grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine inches in height. Non-woody vegetation on vacant properties shall not exceed 18 inches in height. Landscaping shall be maintained so as to prevent unsightliness, health hazards or unsafe conditions.

In addition, section 22-24, abatement procedure, outlines the notification and hearing process. When the city staff determines a public nuisance is being maintained or exists on a property, the staff shall notify in writing the owner of record or occupant of the nuisance and order the nuisance to be terminated and abated. This notice shall specify the timeframe in which the nuisance must be abated.

Weed and vegetative growth abatement notices are posted on the property and also sent via mail to the property owner of record. The notice specifies that the nuisance weeds, vegetation and grass must be mowed or removed within five working days, and if that nuisance remains, the city council will hold a hearing to order the abatement of the nuisance. The notice also identifies the time and date of the hearing scheduled before the city council. The property owner has the right to appear at the hearing.

If the council orders the abatement, the city will abate the nuisance and the cost of the abatement, including administrative costs, will be charged to the property owner and certified against the property for collection with taxes if the bill is not paid.

PROPERTY CONDITIONS

165 County Road F
Staff identified tall grasses, nuisance weeds and other vegetative growth in excess of nine inches in height upon inspection of the property. This vegetation is located all over the rear and side yards of the subject property. The property was given notice to abate the nuisance growth of tall grasses, weeds and other vegetation. A copy of the notice was posted on the property. The notice specifies the pertinent city regulations, the conditions constituting a violation of those regulations, and identifies that the council will hold a hearing on October 5, 2026 to consider abatement of the nuisance conditions, with costs charged to the property owner. Photographs of the property are attached.

Staff has inspected the property September 25 and October 1st. To date, the property owner has not brought the property into compliance. The property will be re-inspected on the day of the scheduled hearing.

RECOMMENDATION
Staff recommends adoption of the following resolution, approving the abatement of vegetative growth pursuant section Section 22-2 (4):

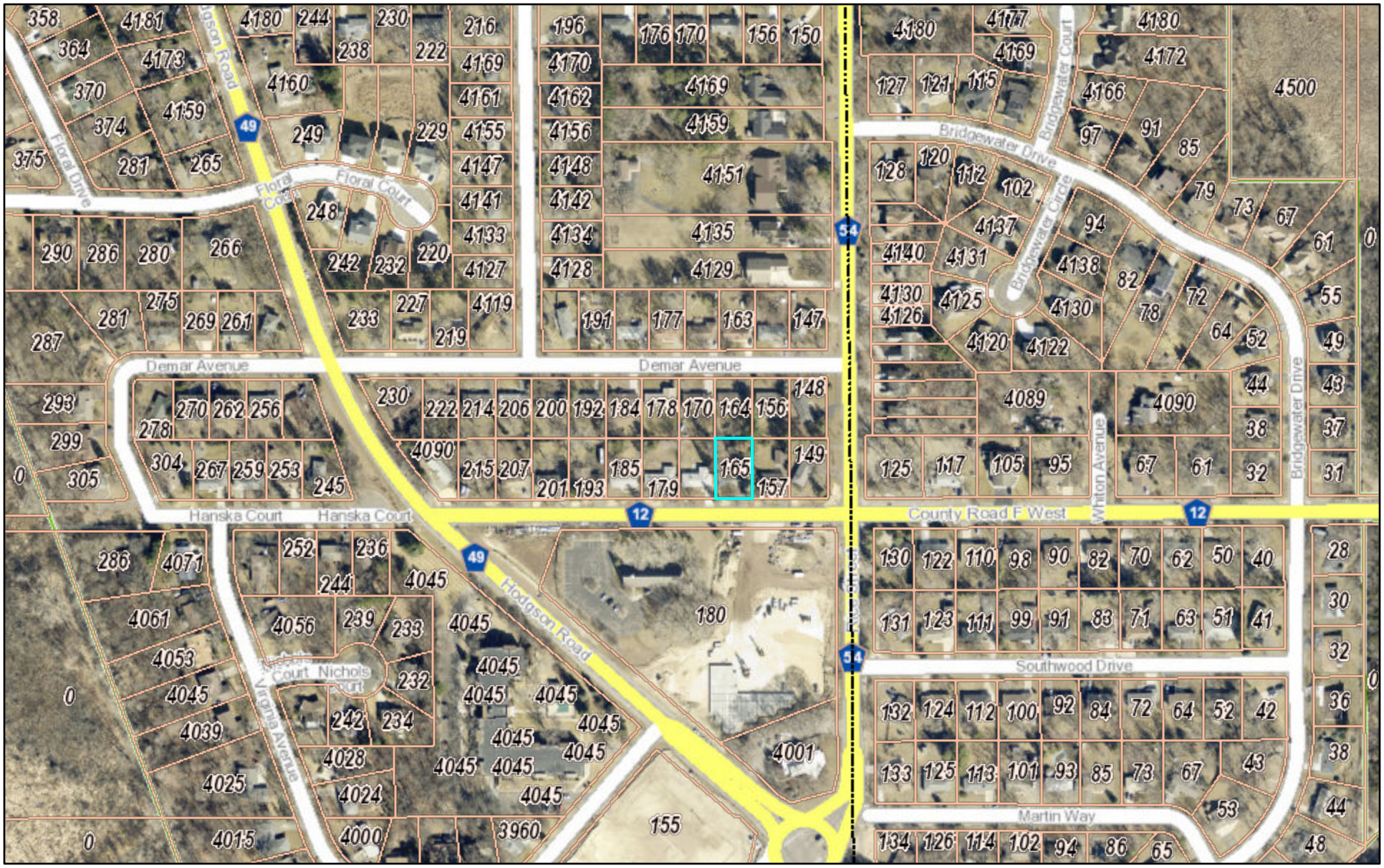
- Resolution No. 26-90, property located at 165 County Road F

The cost of the above listed abatement, including administrative costs, will be billed to the property owner. The city manager is authorized to monitor the properties throughout the 2026 and 2027 growing seasons and to abate any vegetative growth on the properties that do not comply with city regulations.

Staff will continue to work with the property owners to achieve compliance. However, if the situation is not remedied, an outside firm will be hired to mow the lawn, remove vegetation and remedy the violation. Costs associated will be billed to the property owners.

ATTACHMENTS
165 County Road F W Abatement Packet
Resolution 26-90 Tall Grass and Weeds Abatement - 165 County Road F

165 County Road F W



9/29/2026, 2:11:50 PM

1:3,600

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Personal Property

Tax Parcels

Cities

County Offices

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

HELD OCTOBER 5, 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 October 5, 2026 at 7:00 p.m.

The following members were present:

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

RESOLUTION NO. 26-90
ABATEMENT OF A NUISANCE-VEGETATIVE GROWTH

WHEREAS, the nuisance vegetative growth is present on the following described property:

Lot 21, Block 9, WINDWARD HEIGHTS, Shoreview, Ramsey County, Minnesota
(commonly addressed at 165 County Road F W)

WHEREAS, notice therefore was posted on said property pursuant to City Regulations, and

WHEREAS, this abatement was initiated pursuant to the City of Shoreview Municipal Code, and

WHEREAS, the Shoreview City Council held a hearing on October 5, 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 abatement be approved, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Shoreview, County of Ramsey, State of Minnesota, hereby adopts Resolution 26-90 to abate vegetative growth at the property located at:

165 County Road F

and to charge the property owner(s) abatement costs, including administrative costs. The City Manager is authorized to monitor the property throughout the

remainder of the 2026 and all of the 2027 growing seasons and to abate any vegetative growth on the property that does not comply with city regulations.

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

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 this 5th day of October, 2026.

_____

Sue Denkinger, Mayor

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 5th day of October 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 abatement of a nuisance 165 County Road F W.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 6th day of October, 2026.

_____

Brad Martens, City Manager

SEAL

Memorandum

TO:	City Council
FROM:	Izaak Peterson , Senior Planner
DATE:	October 5, 2026
SUBJECT:	3760 Lexington Ave N - Planned Unit Development Concept - Suite Living Senior Care, Hampton Companies LLC
ITEM NUMBER:	10.c
SECTION:	GENERAL BUSINESS

REQUESTED MOTION

No formal action is taken on this Planned Unit Development - Concept Stage application.

INTRODUCTION

The applicant, Hampton Companies LLC, has submitted a PUD Concept Plan application for the proposed development of the eastern portion of the property located at 3760 Lexington Avenue North. The subject property currently contains the Shoreview YMCA Recreational Facility, situated on the corner of Lexington Ave and Target Road.

In the spring of 2026, the YMCA listed an approximately sized 4.35 acre eastern undeveloped portion of the property for sale. The YMCA received several development concepts and offers for the property, predominantly high density in nature. Following close engagement and communication with city staff, the YMCA selected a Suite Living Senior Care facility and townhome proposal submitted by Hampton Companies, LLC, based on it's alignment with the 2040 Comprehensive Plan medium density future land use guidance of the underlying property.

Hampton Companies, LLC concept plan application proposes the subdivision of the property for the phased construction of a single-story Suite Living Senior Care facility in the northeastern portion of the property. In addition, 12 townhome units are proposed on the southern portion of the site.

Prior to the submittal of required preliminary plat, rezoning, and PUD development Stage applications, the applicant has chosen to receive feedback of the concept plan from the planning commission, city council, and public through a PUD concept stage application.

The PUD concept stage is an informal review process that provides residents/property owners, planning commission, and city council an opportunity in a public forum to give comments, feedback, and identify issues and concerns to a developer before development plans are prepared for formal consideration. There is no formal action taken by either the planning commission or city council.

DISCUSSION

Site Description
The property is 10.74 acres in size, and located on the corner of Lexington Avenue North and Target Road. The property contains YMCA Recreational Facilities on the western portion of the property, which were initially constructed in 1974. The eastern portion 5 acres of the property exists as open green space, with wooded portions existing along the northern and south/southeast property lines.

The property is currently zoned within the C1, Retail Service Zoning district. The property is bordered to the north by the Super Target Commercial PUD, and Target Road, which is a public road located within platted right-of-way. The site is bordered to the east by the Island Lake Golf Course, owned by Ramsey County. Island Lake Avenue R1, Detached Residential properties border the site immediately to the south. Houses located along Island Lake Avenue neighborhood largely exist 120-140 feet from the shared property line with the subject property.

The subject properties topography falls from northeast to the south. The northeast portion of the property contains an earthen berm adjacent Target Road at a 956' elevation. The center portion of the site is relatively flat, which then falls to a low elevation of 932' adjacent the southern property line. Single-family homes located along Island Lake Ave are located approximately 8- 12 feet above this low elevation on the subject property.

Project Summary
The submitted concept plan proposes the development of an approximately sized 4.35 acre portion of property. The concept is comprised of a 32-unit single-story Suite Living Facility located to the northeast, adjacent Island Lake Golf Course and Target Road. Within the facility, there are twenty (20) assisted living units, and twelve (12) memory care units proposed.

The concept also outlines the platting and phased development of a southern "Outlot A" portion of property, which includes site stormwater facilities, and development of twelve (12) attached townhome units. The concept townhomes are proposed as three (3) buildings, with four (4) attached units per building. The applicant has not yet decided the size or type of townhome units proposed, or whether they will pursue rental or owner occupied townhouses, but is soliciting feedback from the commission and council through the concept process.

The internal development is proposed to be accessed from Target Road by way of a private drive within the development site.

Planned Unit Development
Development of this site will be reviewed under the planned unit development (PUD) process. The PUD process is used to encourage or provide flexibility, creativity, and innovation in the planning and design of development to achieve a variety of objectives related to the development code and the city's land use and housing goals.

The PUD concept stage application provides the applicant the opportunity to present a general plan showing the basic intent and nature of the development and the informal review is designed to address the overall appropriateness of a development proposal from the perspective of general land use compatibility. While there is no official public hearing held or formal action taken during the concept level review, it does provide an opportunity for the general public and nearby property owners to provide comments and state concerns. This public input, as well as general comments and issues/concerns identified by the planning

commission and city council, are to provide the developer initial feedback to take into consideration when preparing the more detailed development plans for formal consideration. It also provides an open forum in which more specific development issues and potential concerns requiring further information and additional analysis can be identified. No formal action is taken on the concept stage application by either the planning commission or city council.

STAFF REVIEW

The concept plans have been reviewed by staff in accordance with the PUD review criteria, land use and housing goals, and general land use compatibility as outlined in the comprehensive plan. Staff has also identified differences associated with the code and this concept plan that should be considered as the proposal moves to the formal application stages.

Comprehensive Plan Consistency

The Comprehensive Plan designates this property within Policy Development Area (PDA) 16, which incorporates several properties in the immediate area of the YMCA and Island Lake Golf Course. This site has an underlying future land use designation of Medium Density. The medium designation permits medium density residential housing with a dwelling unit density of 4-8 units per acre. The PDA 16 guidance outlines the following items regarding the development of the subject property:

- In the event that this property or portion thereof, is no longer used as INST or P, the land use immediately east of the YMCA facilities and immediately north of the existing low density Island Lake neighborhood shall be low or medium density residential. If the existing YMCA building is removed or repurposed, a mixture of uses may be appropriate including office, commercial, high and medium density residential development.
- If redevelopment occurs adjacent to the existing low density residential neighborhood and
  consists of low or medium density residential, said redevelopment shall adhere to the following:
  - Medium density residential structures shall not exceed two stories in height and shall contain no more than 4 units per building.
  - A buffer shall be provided and may consist of reduced building heights, increased building and parking setbacks and an enhanced landscape buffer.
- Any proposed redevelopment plan shall address pedestrian connections to the existing trail system, Island Lake County Park and the nearby commercial land uses.
- Redevelopment may be permitted in phases with an approved long-term phasing plan.
- Redevelopment of the site shall be sensitive to the wetlands and lakeshore environment by establishing a protection zone and/or implementing mitigation techniques to reduce the development's impact on the wetland area and lake.

Land Use (Chapter 4) and Housing (Chapter 7) sections of the adopted Comprehensive Plan include goals that address redevelopment and housing. Staff believe the proposed development is in keeping with the following Comprehensive Plan policies and actions as outlined in Chapters 4 and 7 of the plan:

1. Provide a diverse mix of housing types and occupancy to create a balanced housing community.
2. Support residential development that provides life-cycle and affordable housing opportunities that is responsive to our changing community needs.

3. Residential development should be protected from incompatible land uses through the use of buffers such as landscaping, additional setbacks and/or the incorporation of land use transitions.
4. Provide a continuum of housing that meets the life-cycle housing needs of residents.
5. Address the accessible housing needs for residents of all abilities.
6. Support the redevelopment of under-utilized property for residential and mixed use to increase
   housing opportunities.

General Land Use Compatibility
Generally, staff believe the proposed concept is in keeping with the PDA 16 and future land use guidance of the property. The proposed mixture of residential land uses addresses a variety of housing types for life-cycle housing. The proposed layout and mixture of housing types transitions density from adjacent single-family housing to the south along Island Lake Ave with the 12 townhome units located on the southern portion of the site to the larger Senior Care Facility located further north on the site.

The proposed transition of housing and building massing could further be enhanced with the townhome unit type pursued with the development. Staff would recommend consideration of single-story, slab on grade townhomes within the development.

Unit Density
In the Residential- Medium land use designation, a density of 4-8 units per acre is permitted. The proposed development area is approximately 4.35 acres in size.

Within the concept, the Suite Living Care Facility is comprised of twenty (20) assisted living units and twelve (12) memory care units. When calculating net density, the Metropolitan Council guidance relies on U.S. Department of Housing and Urban Development (HUD) guidance regarding Senior Care Facility dwelling unit density calculation. Assisted living units, which typically include cooking, living and sanitation facilities are considered dwelling units when calculating net development density. Memory care units are considered "group care quarters" not factored into net density. A group quarter is any living arrangement owned or managed by an entity that provides housing and/or shared services (such as 24-hour medical, custodial, or supervisory care) to residents who are typically unrelated.

As a result, the net density of the proposed development would be calculated as follows:
- 12 townhome dwelling units + 20 assisted care dwelling units = 32 dwelling units
  - 32 dwelling units/ 4.35 acres = 7.36 units/ acre

Staff believes the proposed development density shown within the concept is consistent with medium density guidance of 4- 8 units per acre.

Planned Unit Development Review Criteria
The proposed development needs to satisfy certain objectives in order to be approved through the PUD process. Proposals that do not comply with the minimum standards of this ordinance need to provide a benefit to the city by meeting certain objectives including but not limited to life-cycle housing, sustainable and high quality building design, innovative stormwater management, and transportation demand management.

It is difficult at the concept stage to determine the extent of flexibility that will be needed from

the Development Code until detailed plans are developed. It does appear that code flexibility will be needed for this project to move forward. The project has been reviewed in accordance with the R2 Attached Residential Zoning District (Outlot A) and R3, Multi-Dwelling Residential District (Suite Living Senior Care) standards. Based on the conceptual site plan submitted, it appears flexibility from the city's development standards may be needed for the following:

1. Minimum Rezoning Area- The property is currently zoned within the C1 Retail Service Zoning District. In order to rezone the property for a medium density residential land use as proposed, such as the R2 district, Sec 107-68(c)(1) requires a minimum rezoned area of five acres. The proposed project area is approximately 4.35 acres, less than the 5 acres required.
2. Building Setbacks - The R2 and R3 zoning districts do permit zero lot line developments, however both districts generally require minimum setbacks of 30-feet from a front property line. For the R2 district standards, 30 foot setbacks are required for all sides. For R2, side yards can be 10 feet except for areas adjoining a street right of way. The following review the setbacks and whether deviations as allowed per the PUD process are needed.
    1. Suite Living - Front, rear and western side setbacks appear to be met by the concept Suite Living Senior Care Facility, the eastern side has a 25' setback, which is a 5 foot reduction.
    2. Outlot A - The nearest point at the front lot line, adjacent to the interior lot line and closest to the care facility, is 8.2 feet. A reduction to the 30' foot requirement is proposed. A 35' foot rear yard setback is proposed for the southern eight (8) townhomes.

Architectural and Building Massing
The concept proposes a single-story Suite Living senior care facility on the northeast corner of the subject property. The applicant has provided example images of a similarly constructed and massed facility for reference. The Suite Living facility utilizes architectural and building materials commonly used in residential settings.

The applicant has not determined final architectural plans or unit types for the proposed townhomes, but has provided a rendering example of a single-story slab on grade townhome unit type. The units are arranged in three buildings consisting of four units per building. In discussion with city staff, the applicant has expressed willingness to pursue construction of single-story slab on grade units.

Staff believes that single-story building massing through out the site, and the graduation of residential land use intensity from south to north is consistent with PDA 16 and comprehensive plan guidance.

Access & Traffic
The conceptual site plan identifies an access point off of Target Road, in line with the existing Super Target access point to the north. Access to Target Road is served from Lexington Avenue North with a signalized intersection, which carries traffic predominantly accessing Raising Canes and Super Target retail area.

The property is proposed to have interior access served with a 24 foot wide private drive within the interior of the site. A private drive may be permitted within the development area, in place

of a publicly platted road.

Access to the Senior Care Facility is served from the private drive to a central parking and turn around area serving the facility.

Access to the proposed phase of townhomes within Outlot A is served from the private drive, with unit driveways centered on the private drive.

A "hammer-head" turnaround is noted on along the eastern property line adjacent the townhome units and Island Lake Golf Course, intended to serve as a turnaround for Lake Johanna Fire truck turnaround. Further evaluation and review of the turnaround location and dimensions by the Lake Johanna Fire Department is needed.

Parking
The R-2 zoning district requires two off-street parking spaces per (townhome) dwelling unit; one of which must be completely enclosed. The proposed dwelling units are shown to have 2 parking spaces per dwelling unit. The concept plan does not yet identify building plans for the units which note the size of intended garage spaces, however at least one enclosed (garage) space per unit would be required.

In addition, .5 guest parking spaces are required per dwelling unit in the R-2 District. The site plan proposes to construct 5 guest parking to serve the 12 units. One additional guest parking space would be required by code.

The Senior facility proposes 30 total parking spaces. Sec 109-93 requires parking for Rest home/nursing home/institution uses at a rate of one parking space per four beds plus one per employee. The concept plan does not yet identify the number of employees for the facility, however four spaces would be required for the proposed 32 units, allowing for 22 employee spaces. From a concept level, this appears to meet and exceed district parking requirements for the proposed land use.

Stormwater and Natural Resources
The applicant anticipates construction of stormwater management basin within the southwestern portion of the property. Evaluation of a stormwater management plan, and compliance with the City of Shoreview Surface Water Management, and Rice Creek Watershed District requirements would be applicable to the development.

The site is currently wooded a mixture deciduous and coniferous tree's along the northern and southern property lines. Further evaluation of tree removal impacts and development of landscaping plans will be necessary as the project proceeds. Tree removal and replacement requirements as outlined by Development Code Article III- Vegetation and Woodlands would be required of any tree removal on the site. Staff recommends the maintenance of existing tree's located along the perimeter of the property, which may be made more feasible by reduced setbacks within the interior of the site.

Utilities
Water utility service is currently located within the Target Road right-of-way. Extension of city water from Target Road to serve the development would be required.

Sanitary Sewer is not currently located within the Target Road right-of-way. The nearest sewer

service is located along Lexington Ave North, which would be required to be extended to the property to serve the development.

AGENCY COMMENT

The proposed concept plan was submitted for review and comment by affected partner agencies and city departments. Full comments attached but below is a summary of the agency comments that were received.

The Lake Johanna Fire Department indicated the need for fire hydrants within the development site, and challenge with internal fire truck circulation. The applicant has added a hammer head turnaround to the concept since the time of this comment, which is under review by the Fire Department.

Ramsey County Public works did not express any concerns or comments regarding the proposed development concept.

Rice Creek Watershed District submitted comments that a permit would be required and it appears a wetland delineation is also required.

PLANNING COMMISSION

The planning commission reviewed the submitted concept plan application at their regularly scheduled meeting on September 22, 2026. At the time of the meeting, the commission discussed the proposed land use, site orientation, access and internal circulation. Upon discussion, the commission noted general consensus regarding the proposed medium density land use and reduced building heights proposed on the site. Commissioners noted general favorability to the medium density residential land uses proposed.

The commission noted that further evaluation regarding the proposed configuration of the southern townhomes layout and potentially unit type would be appropriate to address Fire Department and internal access circulation. Some members of the commission requested evaluation of alternate evaluation of townhome arrangement, unit types or twin homes within the southern portion of the development.

PUBLIC COMMENTS

Property owners within 350-feet of the development were notified. At the time of this report, one written comment has been received by staff. At the time of Planning Commission review, one member of the public provided comment to the commission, noting a desire to maintain and protect existing natural features along the southern property line.

RECOMMENDATION

The PUD concept stage is the first step in the city's review process. While optional to the developer, the concept level provides an early opportunity for the public and city to review, identify issues and concerns, and provide guidance to the applicant on possible plan revisions and additional analysis that may be required. If the applicant chooses to move forward with the proposal, formal approvals would be needed from the city, including a rezoning, preliminary plat, and Planned Unit Development - development and final stage applications.

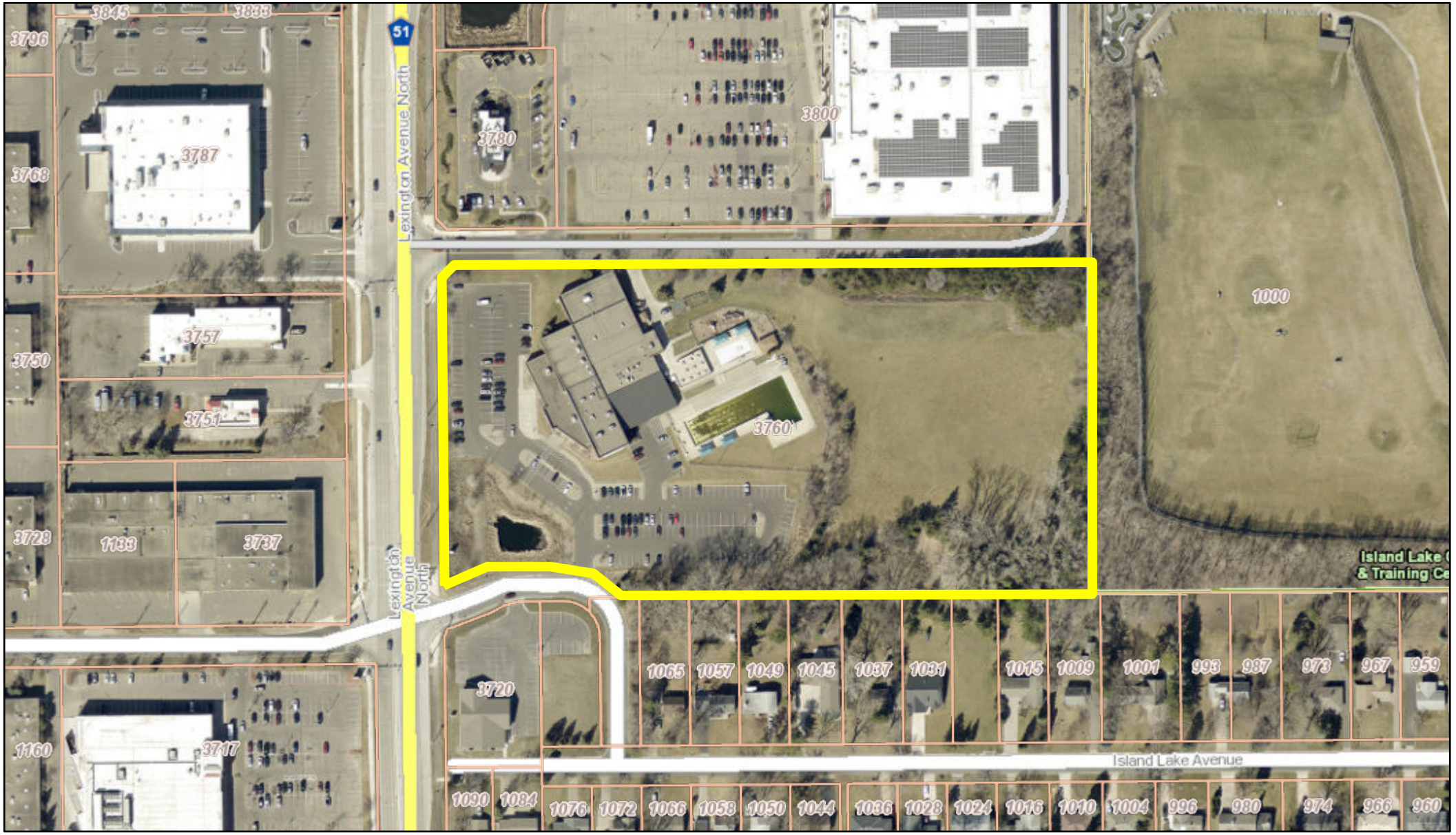
The city council is being asked to review the concept plans, provide general feedback, and identify any issues or concerns regarding the proposed uses and the site and building design

that should be considered by the developer if they move forward with planed unit development - development stage and other related applications. Comments from the public should also be taken during the review, especially if there are additional issues not previously raised, although an official public hearing would be held at the next review stage. No formal action is taken on this application.

ATTACHMENTS

Location Map
Applicant Narrative
Proposed Concept Plan
Townhome Architectural Example
Ramsey County PW- Agency Comment
Engineering- Agency Comment
Lake Johanna FD- Agency Comment
Rice Creek Watershed District - Agency Comment
Public Comment - Klinkhammer

3760 Lexington Ave N



9/2/2026, 12:56:47 PM

Override 1

Tax Parcels

1:2,400

0 112.5 225 450 ft

0 30 60 120 m

Ramsey County
Ramsey County MN

Suite Living Senior Care
1824 Buerkle Road
White Bear Lake, MN 55110

PROJECT NAME: Suite Living Senior Care of Shoreview

PROPERTY ADDRESS: 3760 Lexington Ave N.
Shoreview, MN

APPLICANT: Hampton Companies, LLC
1824 Buerkle Road
White Bear Lake, MN 55110
Jeremy Larson: 651-253-8924
Jeremy@hamptoncos.com

DESCRIPTION OF PROPOSED DEVELOPMENT:

Hampton Companies and Suite Living are proposing to develop a memory care and assisted living community to serve the care needs of the elderly citizens of Shoreview and those with elderly family members in need of memory care and assisted living services. Suite Living Senior Care of Shoreview community will feature a total of 32 private suites with 20 of them providing assisted living services and the other 12 providing memory care services. The assisted living residents will be able to enjoy a home-like atmosphere in a setting that allows them the freedom to participate in many amenities that not only help them in their daily care needs but also provide them with a higher quality of life than that offered in a more institutional setting. The memory care residents are provided with their own secured area of the building that has its own separate amenities like a congregate dining room sunroom, activity/craft area and a secure outdoor porch. These residents benefit from a life enrichment program that is specially designed for residents with Alzheimer's and Dementia. At Suite Living Senior Care of Shoreview our goal is to provide our residents with the right care at the right time.

Building Description: Total Land Size: 4 Acres-Approx.
Building Size: 21,390 Sq. Ft.
Occupancy: 32 Private Suites
Single Level with 20 Assisted Living Units / 12 Memory Care Units

Parking and Access: Hard Surface Parking (28 stalls, 2 designated handicapped will be designed with dimensions and area in accordance with state law) will provide parking for resident friends and family members along with Suite Living Senior Care staff. Since none of our residents drive there will not be a significant need for parking.

Analysis currently and forward

The difference between transient building occupants i.e.: those driving and with cars and fixed immobile occupants i.e.: residents

32 residents at any one time (immobile)

3 to 7 employees at any given time. 20-25 full time/part time employees

1 to 3 visitors for a total of 4 to 8 transient occupants

There will be a covered walkway to the entrance of the building which has a small portico which extends from the vestibule entry over the walkway and partially into the circular driveway. The portico will allow for enough clearance to allow for emergency vehicles to pass and thus be able to enter and exit the site freely.

Illumination: Lighting from the installation of outdoor flood or spot lighting and illuminated signs shall be of an intensity that is reasonable for the purpose served and will be appropriately shielded minimizing the effects on the use and enjoyment of adjoining properties.

Architectural Design: The building will combine stone, residential exterior materials, columns, roofline gables, extending porches and entrances to the building. The overall look is themed after a residential building providing a feeling of warmth and comfort for the residents.

Proposed Zoning and Comprehensive Plan Amendment

The applicant is requesting a rezoning of the subject property to Planned Unit Development (PUD). In addition, the applicant is requesting an amendment to the City of Shoreview Comprehensive Plan Future Land Use Map. Based on past discussions with City staff, the proposed future land use amendment would re-guide the property to Mixed Use.

The proposed Mixed Use future land use designation is appropriate for the site given its size, location, and surrounding context, and it allows for the integration of residential and supportive community-serving uses. Senior housing is a low-impact residential use that aligns with the goals of the Comprehensive Plan by providing housing options for an aging population while maintaining compatibility with surrounding land uses.

Planned Unit Development

The proposed development is planned as a Senior Housing Planned Unit Development (PUD) and is intended to meet the requirements of Division 2 - Planned Unit Developments as outlined in Sections 103.61 - 103.64 of the City of Shoreview's City Code. The PUD approach allows for flexibility in site design, building placement, and architectural treatment while ensuring high-quality development that is compatible with surrounding properties

The proposed PUD advances the intent of the ordinance by:

Encouraging innovative and efficient site planning.

Providing a coordinated and unified development with high architectural and landscape standards.

Preserving and enhancing natural features and existing buffers.

Creating a development that is compatible with adjacent uses while minimizing potential impacts related to traffic, noise, and lighting.

The project utilizes a cohesive site plan and building design that promotes pedestrian safety, efficient circulation, and a residential-scale appearance appropriate for a senior living environment.

The project is consistent with the City's Comprehensive Plan as amended and supports the goal of providing diverse housing options.

The development is compatible with surrounding land uses and is designed to minimize impacts through buffering, landscaping, and building orientation.

Adequate access, parking, utilities, stormwater management, and public services can be provided.

The project will not be detrimental to public health, safety, or general welfare.

The development represents a high-quality design that exceeds minimum code requirements for landscaping and architectural detail.

The project is specifically designed to serve senior residents through assisted living and memory care services and meets the definition and intent of senior housing as outlined in the ordinance.

The development provides age-appropriate housing, supportive services, and a secure environment tailored to the needs of senior residents. As such, the proposed use is consistent with the standards and expectations for senior housing PUDs within the City of Shoreview.

Suite Living operates over 21 communities in the Twin Cities metro, with additional locations under construction and planned. The company is family-owned and vertically integrated, overseeing real estate, development, construction, and operations in-house.

The applicant looks forward to continuing to work collaboratively with the City of Shoreview throughout the review and approval process and is available to address any questions related to this proposal.

-Intended use of the project: To provide housing for seniors who need high care options for assisted living and memory care.

-How the proposal is compatible with surrounding uses: Suite Living Senior Care a blend of commercial and residential. It helps tie in the commercial use of Target and the YMCA but also has a Tow impact on traffic which creates a nice buffer to the homes behind the site.

-Benefit of the proposed use and planned unit development: To help ensure that the city of Shoreview offers a wide range of housing for its residents in all walks of life.

-Will public streets and utilities need to be extended: Still under discovery. That will be TBD.

-Our intentions are not to sell Suite Living Senior Care. Those will stay family owned and operated.

-The town home portion of this site is TBD. We do not know what type of product we will put there yet. We are still talking through if they will be rentals for Suite Living Senior Care or if they will be for sale.

-We plan on following all of Shoreview’s guidelines throughout the approval process. For example: meetings with city staff, neighborhood meetings, planning commission meetings, and city council meetings.

CONCLUSION:

Thank you for your time to review our proposal. Suite Living Senior Care of Shoreview will provide great economic benefits to the city and community with 32 assisted living and memory care suites, 25 plus full and part time jobs and a significant contribution to the tax rolls for this property and provide services to the residents of the City and surrounding area. The opportunity for the city to provide senior care options in a very demanding market well into the future is a compelling reason to approve this application.

The project is designed and intended to accommodate the needs of development for benefit to the community, as Suite Living's high level of care, access to hospice and respite will bring.

Great care has been taken to make the building attractive both as a city and neighborhood friendly addition, utilizing high quality finishes like LP smart siding, colored hard shingle in the staggered edge notched panels, smoked glass in the fake dormers, cultured stone accents and wainscoting, an extensive landscape plan with special attention to maintaining the existing buffer between the neighbors and the building.

The project will be designed exceeding the "required" landscaping and other basic requirements of code to upgrade the appearance of the building. The project will manage to maintain the required setbacks from the building to lot line front and back. Landscaping is for decorative purposes and can be moved when and if needed but provides a buffer and ornamental screening.

As we work through the grading plan, special attention will be paid to the drainage and excavation plan to ensure that the drainage of this site does not disturb the neighborhood.

By approving this project, the city is gaining an attractive, tax paying member to the community in an otherwise idle property. The building is a secure building, noise is not an issue, and the neighbors should appreciate a relatively peaceful co-existence with the new project. The project will bring many benefits to the community of Eagan.

Such benefits will include:

- Local Chamber of Commerce Membership
- Meeting room space including use for business, choir practice, piano recitals, girl/boy scouts, book clubs, churches etc.
- Be of host to community events
- Offer wellness clinics

- Charity drop-off site for food and clothing
- Partnerships with local daycare centers
- Internship options for nursing students
- Volunteer opportunities
- Promote local businesses

We have 21 locations up in running throughout the twin cities market and we have another 4 sites currently under construction.

We are family owned and operated. This is truly a ground up operation as we also own the real estate company, development company, construction company, and most importantly the Senior Living/ operations company. It is all in house and we do not use 3rd party operations to run our facilities.

We look forward to continuing to work with the City of Shoreview during the review and approval process for this application. Please contact me with any questions you have on any item as I would be more than happy to discuss it in further detail.

Sincerely,

Jeremy Larson

Executive Vice President

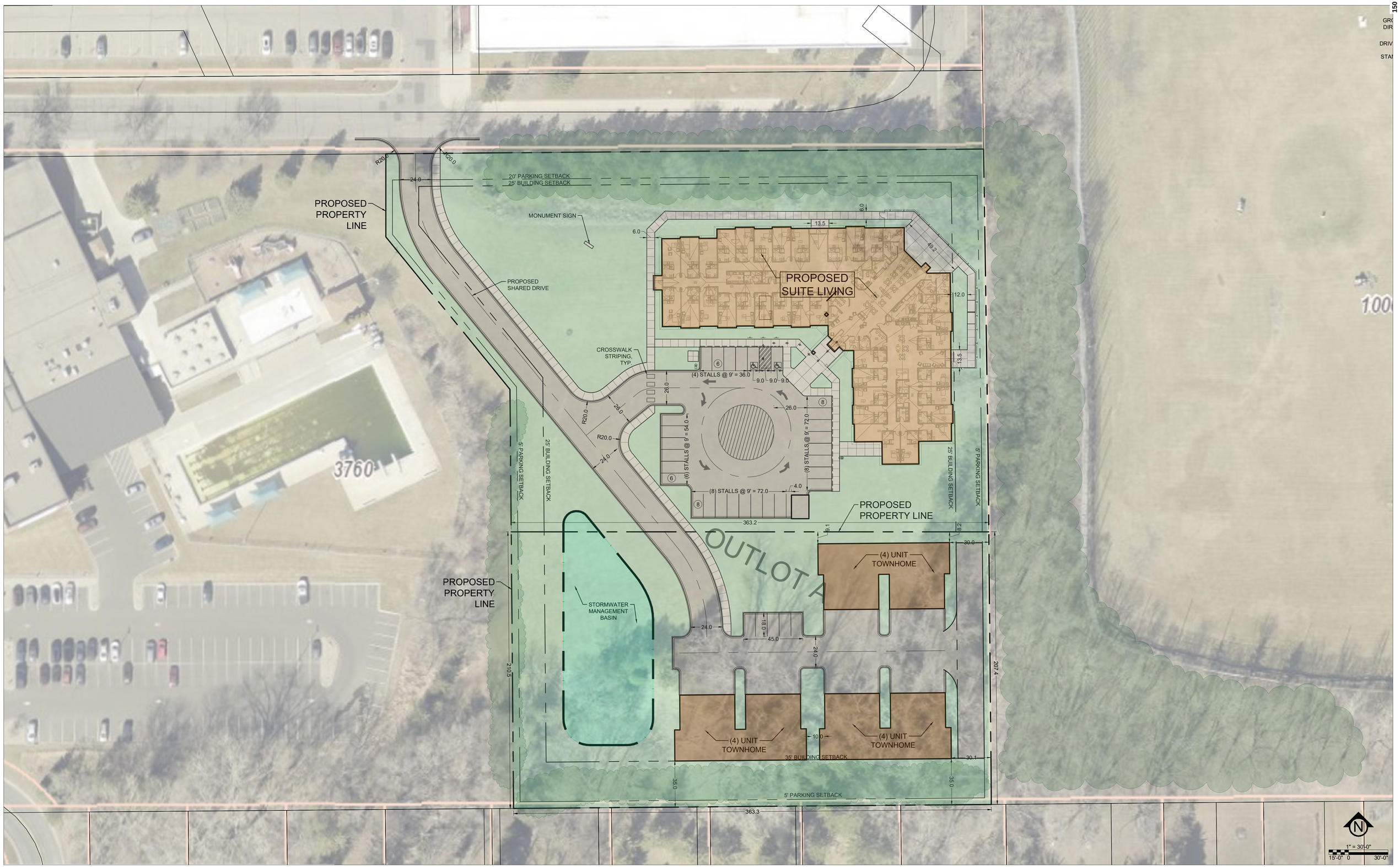
Suite Living Senior Care

Hampton Companies

SuiteLiving
SENIOR CARE







SUITE LIVING SHOREVIEW

CivilSite GROUP

5000 Glenwood Avenue
Golden Valley, MN 55422
612-615-0060
www.CivilSiteGroup.com

SUITE LIVING SHOREVIEW - CONCEPT PLAN

ADDRESS TBD

Project Number:	26276	Revision Number:	-
Issue Date:	08/21/2026	Revision Date:	-

EX 1



SHOREVIEW

Izaak Peterson <ipeterson@shoreviewmn.gov>

Request For Comment- 3760 Lexington Suite Living Concept Plan Application

Roggenbuck, Kevin <kevin.roggenbuck@ramseycountymn.gov> Wed, Sep 16, 2026 at 4:28 PM

To: Izaak Peterson <ipeterson@shoreviewmn.gov>
Cc: Nicole Hill <NHill@shoreviewmn.gov>, Will Harris <wharris@shoreviewmn.gov>, PW Plan Review <pwplanreview@ramseycountymn.gov>, "Baar, Dan D" <daniel.baar@ramseycountymn.gov>, "Estochen, Brad M" <bradley.estochen@ramseycountymn.gov>, "Flores, Luis" <luis.flores@ramseycountymn.gov>, "Kemp, Aidan" <aidan.kemp@ramseycountymn.gov>, "Churchich, Molly" <molly.churchich@ramseycountymn.gov>, "Thompson, Katy" <kathleen.thompson@ramseycountymn.gov>, "Alamutu, Opeyemi" <opeyemi.alamutu@ramseycountymn.gov>, "Thuli, Emmett" <emmett.thuli@ramseycountymn.gov>, "Mazzitello, John" <john.mazzitello@ramseycountymn.gov>, "Kufner, Chris" <Christopher.Kufner@ramseycountymn.gov>, "Hofschulte, Benjamin P" <benjamin.hofschulte@ramseycountymn.gov>, "Richter, Cory" <corrine.richter@ramseycountymn.gov>

Izaak,

Thanks again for sending the concept plans for the Suite Living Center at 3760 Lexington Ave. to Ramsey County for review. Our development team reviewed the plans and have no comments, no concerns, with the infill concept. We look forward to reviewing the formal plat and plans should the developer decide to pursue the project.

Thanks,

[Quoted text hidden]
[Quoted text hidden]

SHOREVIEW

Izaak Peterson <ipeterson@shoreviewmn.gov>

Request For Comment- 3760 Lexington Suite Living Concept Plan Application

Stephanie Smith <ssmith@shoreviewmn.gov> Tue, Sep 15, 2026 at 4:26 PM
To: Izaak Peterson <ipeterson@shoreviewmn.gov>
Cc: Nicole Hill <NHill@shoreviewmn.gov>, Will Harris <wharris@shoreviewmn.gov>

Izaak,

Upon review of the submitted concept-level materials, engineering has the following comments:
-Applicant will need to connect to sewer on Lexington Avenue. There is not existing sanitary sewer on Target Road. Water is available on Target Road.
-Recommend applicant begin the watershed district permitting process early in their design work.
-Recommend applicant review the low point of the property for stormwater opportunities.
-Applicant shall revise the driveway to be opposite of the Target driveway.
-Applicant shall record cross access agreement on the northern lot in favor of the southern lot.
-Applicant shall record a shared maintenance agreement between the lots for shared private infrastructure.

Thank you,
Stephanie

Stephanie Smith MN P.E. (she/her) | City Engineer
4600 Victoria Street North, Shoreview, MN 55126
651-490-4651 | ssmith@shoreviewmn.gov

On Wed, Sep 2, 2026 at 2:26 PM Izaak Peterson <ipeterson@shoreviewmn.gov> wrote:
[Quoted text hidden]

SHOREVIEW

Izaak Peterson <ipeterson@shoreviewmn.gov>

Request For Comment- 3760 Lexington Suite Living Concept Plan Application

Kris Rewald <krewald@ljfd.org> Wed, Sep 2, 2026 at 3:05 PM
To: Izaak Peterson <ipeterson@shoreviewmn.gov>
Cc: Nicole Hill <NHill@shoreviewmn.gov>, Will Harris <wharris@shoreviewmn.gov>

Hey Izaak,

My main concerns would be turning radius access for our ladder, 360 access, hydrant locations. It looks very tight to get any truck in/out of there.



From: Izaak Peterson <ipeterson@shoreviewmn.gov>
Sent: Wednesday, September 2, 2026 2:26 PM
Cc: Nicole Hill <NHill@shoreviewmn.gov>; Will Harris <wharris@shoreviewmn.gov>
Subject: Request For Comment- 3760 Lexington Suite Living Concept Plan Application

[Quoted text hidden]
[Quoted text hidden]

SHOREVIEW

Nicole Hill <nhill@shoreviewmn.gov>

Request For Comment- 3760 Lexington Suite Living Concept Plan Application

Anna Grace <AGrace@ricecreek.org> Thu, Sep 17, 2026 at 11:41 AM
To: Izaak Peterson <ipeterson@shoreviewmn.gov>
Cc: Nicole Hill <NHill@shoreviewmn.gov>, Will Harris <wharris@shoreviewmn.gov>

Izaak,

I apologize for my delay. Initial regulatory comments below. We are happy to schedule a pre-application meeting at any point.

RCWD permit required (Rule C and D) and appears wetland delineation required (potential Rule F):

- **Rule C, Stormwater Management**. Rule C.2 (a)(b)
  a. A permit is required for subdivision of an area exceeding one acre. This includes subdivision for single-family residential, multi-unit residential, commercial, industrial, or institutional development.
  b. A permit is required for development, other than Public Linear Projects, that creates or reconstructs 10,000 square feet or more of impervious surface. This threshold is cumulative of all impervious surface created or reconstructed as a part of a Common Plan of Development.

Rule C Notes:

- Within the Flood Management Zone Rule C.7(c) applies. Within the Flood Management Zone only (see Figure C2), peak runoff rates for the 2, 10 and 100 year 24-hour rainfall events shall be reduced to ≤80% of the existing condition. This requirement does not apply if the project is a Public Linear Project.
- Soil borings required Rule C.9(f),” Soil borings (utilizing ASTM D5921 and D2488, as amended) shall be considered for design purposes, and provided to the District, for each proposed BMP. The soil borings must be taken to a depth of at least 5 feet below the bottom of the proposed feature. For an application proposing an infiltration area, the applicant will identify, describe, and delineate group, texture and redoximorphic features of site soils to assess percolation of stormwater runoff from impervious areas. Field evaluation of soil permeability in accordance with ASTM 3385 procedure for double ring infiltrometer testing or other approved method is encouraged.”

- **Rule D, Erosion and Sediment Control Plans**. Rule D.2(a)(3),

3. Any land-disturbing activity that requires a District permit under a rule other than Rule D.”

Wetland Delineation Notes:

a. To confirm wetland boundary and type a wetland delineation would be required.
b. A wetland consultant directory obtained from the Minnesota Wetland Professionals Association can be found at (https://link.edgepilot.com/x/U1H1HNB7mnsOIaCmZOStjQo?u=https://www.mnwetlandprofessionals.org/consultant-directory); however, you are certainly welcomed to select a consultant that is not listed. Please note that there are a few regulatory agencies on this list that likely do not provide wetland consulting services (e.g. MnDNR, MnDOT, Minnesota Board of Water & Soil Resources, and various Counties).
c. RCWD serves as the local government unit administering WCA (Wetland Conservation Act) and will review the delineation once it has been completed and submitted to the District. The legal landowner of record must sign the WCA joint application.

d. The WCA Joint App can be found at https://bwsr.state.mn.us/joint-application-form. Legal Landowner of record will need to sign this. From review of Anoka County Maps this appears to be Rosa Villeda.
e. Filling, draining, and excavation of wetland requires the project to demonstrate compliance with RCWD Rule F, Wetland Alteration and meet WCA (Wetland Conservation Act) guidelines and minimum impact thresholds.
f. RCWD reviews delineations within the growing season. Wetland delineations should be conducted and reviewed during the period of May 1st and October 15th. The District may accept delineations performed outside of the time frame on a case-by-case basis. The District will determine if there is sufficient information in the report and visible in the field at the time to assess the three wetland parameters in relation to the placement of the wetland delineation line.

Full rule sets can be found at https://link.edgepilot.com/x/wbWj-E8LtULw_5TZUb-VvG8?u=https://www.ricecreek.org/wp-content/uploads/document-library/2024-RCWD-final-rule_clean.pdf.

This application will be tied to the Board Meeting schedule. Board Meetings are held on the second and fourth Wednesday of each month. Due to the upcoming Holiday schedule only one Board meeting is held in the months of November and December. Application materials will need to be submitted and found to be **complete** to move onto engineer review 40-days (non-WCA Replacement Plan apps) to the scheduled Board Meeting. Please note, there will be additional submittal deadlines throughout the review process the project will need to meet to remain on track for the intended Board meeting.

Thank you!

Anna Grace

Regulatory Technician

Rice Creek Watershed District

4325 Pheasant Ridge Dr. NE, #611

Blaine, MN 55449-4539

Direct: (763) 398-3071

agrace@ricecreek.org

Please note that RCWD has an updated rule set as of January 1, 2025. More information available here.

From: Izaak Peterson <ipeterson@shoreviewmn.gov>
Sent: Wednesday, September 2, 2026 2:26 PM
Cc: Nicole Hill <NHill@shoreviewmn.gov>; Will Harris <wharris@shoreviewmn.gov>
Subject: Request For Comment- 3760 Lexington Suite Living Concept Plan Application

Good Afternoon,

[Quoted text hidden]

[Quoted text hidden]

RE: Shoreview Planning Commission PUD Concept Plan Review of Proposal for 3760 Lexington Avenue scheduled for September 22, 2026

To Whom It May Concern:

We, Roger and Mary Lou Klinkhammer, live at 1015 Island Lake Avenue and our property backs up to the project area. With the exception of three years, Mary Lou has lived on Island Lake Avenue since 1952 when her parents built a home at 1001 Island Lake Avenue so we are **very** familiar with the property dating back to when it was the Forester farm. While we would prefer that the area remain open playing fields for the YMCA, they have decided to sell the property. Our wish is that care be taken to make it an addition to our neighborhood that any Shoreview resident would welcome to their neighborhood.

These are some concerns and recommendations:

-Work with Rice Creek Watershed District to incorporate the storm water storage into the existing wetland area in the southwest corner of the project. That wetland used to extend up to Island Lake Avenue but was partially filled, probably in the 1960s, leaving the existing wetland behind 1031 and the empty lot. In the spring, with water drainage to the east, that wetland is full of water. The oval on the concept map seems to indicate a separate holding area. The existing wetland is NOT shown on the concept map and we strongly feel it should be maintained.

- Since the elder care facility is proposed for single story, for a unified look, build single story townhomes also. Continue to work on the best size and placement of the townhouses, both for the townhouse owners and the neighborhood. Consider placing them backing up to the trees on the east side of property so they would face west rather than north. Space would be opened up for townhouse placement if the storm water storage was moved to the southwest corner, to the existing wetland. Consider some outdoor amenities such as raised garden beds, a walking path, outdoor gathering spot like a gazebo, or pickleball courts.

-If the pink tape on trees in the wooden area behind our homes indicates those to be saved, we are pleased with the screening that will remain. It is also beneficial for the townhome owners. With the approval and encouragement of former YMCA directors, my husband planted most of the evergreen trees on the north, east and south edges of this property so we appreciate that many of them will remain. What we originally feared when we saw that the property was for sale was that a developer would clear cut the woods up to our property line and eliminate all screening.

While we are not able to attend the meeting due to a previous commitment, we appreciate being kept informed of decisions as the project moves forward.

Mary Lou and Roger Klinkhammer
1015 Island Lake Avenue
Shoreview, MN 55126
Mobile-651-402-9897
mlklinkhammer@aol.com

Memorandum

TO: City Council

FROM: Renee Eisenbeisz , Assistant City Manager

DATE: October 5, 2026

SUBJECT: Legal services agreements

ITEM NUMBER: 10.d

SECTION: GENERAL BUSINESS

REQUESTED MOTION

To authorize the hiring of the following firms for legal services and for the mayor and city manager to execute the agreements:

- Civil legal services agreement with Carson, Clelland & Schreder
- Prosecution services agreement with Kelly & Lemmons

INTRODUCTION

The city council is being asked to authorize the hiring of Carson, Clelland & Schreder for civil legal services and Kelly & Lemmons for prosecution services.

DISCUSSION

The City of Shoreview has been represented by two legal firms for much of its history. The city hired Jerry Filla as our city attorney in 1974. In 2012, the city signed an engagement letter with Kelly & Lemmons when Filla moved firms. Filla continued to represent the city until his retirement in 2014. Since then, the city has worked with Joe Kelly and Rebecca Duren as city attorneys. Kelly & Lemmons also provides prosecution services for the city, with Martin Norder being our primary prosecutor.

Given that the city has never issued a request for proposal (RFP) for attorney services, staff felt it was important to do so in order to analyze and compare options for legal services. The city issued the attached RFP earlier this year. As part of the RFP, firms could submit proposals for civil legal services, prosecution services, or both. The city received eight proposals, although one withdrew. Of the remaining proposals, six were for civil legal services and one was for prosecution services.

- Civil legal services
    - Campbell Knutson
    - Carson, Clelland & Schreder
    - Eckberg Lammers
    - Flaherty & Hood
    - Kennedy & Graven
    - Ratwik, Roszak & Maloney
- Prosecution services
    - Kelly & Lemmons

After review, staff invited Campbell Knutson, Carson, Clelland & Schreder, Flaherty & Hood, and Kelly & Lemmons to interview in September. The interview panel consisted of Mayor Denkinger, City Manager Brad Martens, Assistant City Manager Renee Eisenbeisz, and Assistant Community Development Director Niki Hill.

Based on the interviews, staff are recommending that the city move forward with Carson, Clelland & Schreder for civil legal services and Kelly & Lemmons for prosecution services.

Carson, Clelland & Schreder
Carson, Clelland & Schreder opened in 1979 and primarily focuses on municipal law. The seven-attorney firm currently represents six cities for civil legal services and 13 for prosecution services. They've represented many of their city clients for over 40 years. The firm also has four paralegals to support the attorneys.

The firm is proposing John Thames as the primary city attorney for Shoreview. Thames has been a partner at Carson, Clelland & Schreder since 2016. He has substantial knowledge and experience in many areas including zoning and land use, special assessment projects, municipal procurement, code enforcement, employment law, Open Meeting Law, and data practices. He currently serves as city attorney for Corcoran, Greenfield, Long Lake, and Spring Lake Park. Joe Murphy, associate, would assist Thames and also serve in his absence. Murphy joined the firm in 2015 and has experience in many of the same areas as Thames.

The firm is proposing $160 per hour for all general work and $180 per hour for development work performed under escrow. Rates would increase 2% or less each year. The city currently pays a $1,250 monthly retainer and $120 per hour.

The city budgeted $69,000 for civil legal services in 2027 to account for this transition. On average, the city pays $60,000 for civil legal services. As of August 1, 2026, the city has spent $30,466

Kelly & Lemmons
Kelly & Lemmons opened in 1974 and practices municipal law in addition to labor, estate planning, and corporate law. The six-attorney firm currently represents three cities for civil legal services and nine cities for prosecution services. Many of the cities that the firm represents are in Ramsey County and five of them contract with Ramsey County Sheriff's Office. As noted above, they've represented Shoreview for both civil and prosecution services since 2012. Shoreview is currently the only city where they provide both civil and prosecution services. The firm also has two paralegals to support the attorneys.

The firm is proposing Martin Norder as the primary prosecuting attorney for Shoreview. Norder has been with the firm since 2013 and is a shareholder. Norder spends about 75% of his time to prosecution services. He currently serves as prosecutor for Arden Hills, Falcon Heights, Little Canada, Maplewood, North Oaks, and Shoreview. Rebecca Duren and Cameron McLelland would assist Norder and serve in his absence. Duren is also a shareholder and has been certified by the Minnesota State Bar Association as a criminal law specialist. Less than 3% of Minnesota lawyers are certified specialists in their field. McLelland has over 20 years of prosecution experience and was Oakdale's in-house prosecutor for over 18 years.

The firm is proposing $100 per hour. Rates would increase 2% each year. The city currently pays $90 per hour. The city budgeted $61,000 to account for a possible transition. On average,

the city pays $58,000 for prosecution services. As of August 1, 2026. the city has spent $32,634.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council authorize the hiring of the following firms for legal services and for the mayor and city manager to execute the agreements:

- Civil legal services agreement with Carson, Clelland & Schreder
- Prosecution services agreement with Kelly & Lemmons

If approved, staff would begin working with both firms on the agreements.

ATTACHMENTS

City of Shoreview RFP for legal services

Request for proposal

City legal services

July 1, 2026

City of Shoreview
Renee Eisenbeisz
4600 Victoria Street North
Shoreview, MN 55126
651-490-4613 l reisenbeisz@shoreviewmn.gov

Introduction

Shoreview is currently soliciting proposals from qualified law firms interested in providing the following services:

- General legal services
- Prosecution services

The city attorney provides essential services to the city and community. They provide legal advice and services to the city council and leadership staff, as well as prosecute petty misdemeanor, misdemeanor, and gross misdemeanor crimes committed in the city.

All prospective firms will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any contract entered into pursuant to this notice.

About Shoreview

The City of Shoreview is a distinctive and vibrant community recognized as one of the most desirable places to live, work, and do business as shown by the results of our community survey. The city has also developed an outstanding organizational culture and reputation thanks to its effective governance. Located in northern Ramsey County, the City of Shoreview's population is 27,616.

The city is a "Plan B" statutory city and has a council/manager plan of government. Shoreview has one mayor and four city council members. The mayor serves a two-year term. Each council member serves four-year 'at-large' staggered terms. The mayor and each council member have one vote apiece. City elections are held in even-numbered years during the general election in November.

The council delegates all administrative duties to the city manager. The city manager is responsible for effective administration of city business in accordance with council decisions. The city manager also oversees the day-to-day administrative duties and hires employees.

The city provides a variety of municipal services and general administrative functions. It contracts with the Ramsey County Sheriff's Office for police services and Lake Johanna Fire Department for fire services.

The city has approximately 100 regular employees across six departments (administration, community development, finance, human resources, parks

and recreation, and public works). It does not currently have any bargaining units. At any given time, there are any number of seasonal/temporary/intern employees.

Schedule

This schedule is tentative and subject to change:

RFP distributed/advertised	July 1, 2026
Proposal due date	August 3, 2026
Interviews	Week of September 7, 2026
Recommendation to city council	October 5, 2026
Contract consideration by city council	November 2, 2026
Contract effective date	January 1, 2027

Services requested

City attorney/general legal services

Basic services for this proposal include those legal services understood within the field of municipal law to fall within the category of "general counsel" work and shall include but not be limited to the following:

- Advise the city council, planning commission, city manager, and other staff on city legal matters.
- Attend city council, planning commission, and other advisory board meetings as requested by the city council or city manager.
  - Regular city council meetings are held the first and third Mondays of the month at 7 pm.
  - Regular planning commission meetings are held the fourth Tuesday of the month at 7 pm.
- Prepare and/or review the following documents as requested:
  - Ordinances, resolutions, and correspondences
  - City council or advisory board reports
  - Development agreements and planned unit development agreements
  - Municipal contracts, joint powers agreements, and leases
- Advise and assist staff in the development of requests for proposal, formal bid documents, and procurement of goods and services as requested.
- Participate in meetings and discussions with the city council, city manager, staff, and other individuals as requested to review council agenda items

and status of all legal matters before the city and provide legal analysis, options, and risk assessment of specific subject matters.
- Assist staff in processing licensing violations, administrative fines, and suspensions, including implementation of administrative review procedures.
- Research, interpret, and advise the city in the following areas as requested:
  - New or proposed legislation affecting municipal operations and activities.
  - Municipal or other legal matters.
  - Open meeting law, data practices, and records retention.
  - State land use statutes and the city code.
  - Comprehensive plans and Metropolitan Council approvals.
  - Economic development
  - TIF laws and their application.
  - Land use and planning applications.
- Assist and/or represent the city in the acquisition of properties for public improvements, easements, economic development, and parks.
- Advise the city manager and other staff on employment related matters including but not limited to:
  - Personnel issues
  - PERA
  - FLSA
  - Veterans' Preference
  - Unemployment compensation
  - Personnel policies
- In coordination with Bond Counsel, review financing, special assessments, bonds, and insurance requirements required by or for city contracts or activities.
- Represent the city in the following areas:
  - Condemnation proceedings for public improvement projects.
  - City ordinance matters such as the enforcement of city building, property maintenance, zoning, and other violations.
  - Employment related matters such as workers' compensation matters not covered by the city's insurance carrier and administrative hearings and litigation.
  - With state and federal regulatory agencies.
- Defend the city in all litigation, including uninsured claims and other insurance matters.
  - This does not include cases where insurance companies are required to exclusively provide a defense. Work cooperatively with insurance companies as needed on litigation cases.

- Provide a high level of customer service by responding in a prompt manner.

Prosecution services

Basic services for this proposal include those legal services generally understood within municipal prosecution, and shall include but not be limited to the following:

- Prosecute all criminal law matters within the city's jurisdiction that are not the responsibility of the Ramsey County Attorney.
- Provide advice, consultation and training where required to city departments in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
- Prepare criminal complaints where facts warrant.
- Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
- Prepare appropriate pre-trial notices as required.
- Seek such additional investigation as required.
- Negotiate and enter plea bargains where deemed advisable.
- Represent the city at all pre-trial motions.
- Perform all legal research and prepare briefs when required.
- Try all jury and court cases.
- Ensure proper notification and preparation of Ramsey County Sheriff's Office deputies and city staff for trial.
- Examine, evaluate and provide representation for all appeals to Appellate Courts.
- Investigate and evaluate all claims by the city against others and recommend appropriate course of action including, but not limited to, code enforcement issues and administrative citations.
- Attempt collection of all proper claims including litigation where necessary and authorized by the city.
- Prosecute administrative actions/citations and code enforcement issues.
- Assist in resolving claims not resulting in litigation.
- Provide a monthly report on complaints declined for prosecution and status of complaints prosecuted.
- Accept files via electronic transfer.
- Access, review, download and copy video, audio, and photograph evidence from Evidence.com or other services used by the city for prosecution of criminal and traffic violation cases.

- Provide timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.
- Process and present forfeiture cases on behalf of the city or Ramsey County Sheriff's Office.
- Be available to respond to questions or meet as necessary during and after regular business hours about interpretations of the law.
- Provide a high level of customer service by responding in a prompt manner.

Proposal instructions

Submission

Interested firms may submit a proposal for one or more of the legal services requested in this document. One electronic copy of the proposal should be submitted by August 3, 2026 to:

Renee Eisenbeisz, assistant city manager
reisenbeisz@shoreviewmn.gov | 651-490-4613

All responses, questions, and correspondence should be directed to Renee Eisenbeisz. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

Requirements

The following is required for a proposal to be considered.

Title page

The title page should include the RFP subject, the firm's name, address, telephone, name and email address of the contact person, and the date.

Cover letter

The cover letter shall briefly state the firm's understanding of the work to be done, the commitment to perform the work within requested time periods, a statement of why the firm believes that it is best qualified to perform the services, and a statement that the proposal is a firm and irrevocable offer for a period of 180 days after the proposal due date.

Proposal

All proposals shall include:

- A summary of the firm including staffing levels and number of clients.
- A brief description of the firm's experience in representing municipalities specifically in the areas of general counsel, human resources, code

enforcement, development/redevelopment, property real estate, legislative involvement, and public/private partnerships.
- A summary of previous or current services provided to the city.
- Any additional information, including court case involvement or creative solutions, which might be beneficial to the city in evaluating the firm's qualifications to serve as city attorney.
- A description of the firm's use of technology to enhance client services or reduce costs including how the organization leverages technology to do so.
- A description of the firm's research capabilities and resources utilized.
- A statement of how the workload of the city would be accommodated and what kind of priority it would be given including capability to maintain reasonable response times.
- Disclosure of all potential conflicts of interest if the firm is to provide services to the city.
- If the firm or any of the attorneys employed by the firm have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.
- Information on how the firm will report the status of work being managed on behalf of the city.
- A description of the process used to identify and resolve conflicts of interest.

Proposals for city attorney/general legal services shall also include:

- A brief description of the areas of expertise and general services provided.
- A brief description of the general qualifications of the firm as they relate to the requested services.
- A resume of the individual who will serve as the city's lead attorney. Be sure to include any relevant experience with other municipalities and litigation experience that demonstrates a good court track record.
- A resume of individual(s) who will serve in the lead attorney's absence. Be sure to include any relevant experience with other municipalities and litigation experience that demonstrates a good court track record.
- A resume of the individual who will serve as the city's labor attorney if different than the lead attorney. Be sure to include any relevant experience with other municipalities and litigation experience that demonstrates a good court track record.

- Outlined information on how the lead attorney, labor attorney, and their designees will be available and responsive to city staff, as well as preferred contact method.

Proposals for prosecution services shall also include:

- A brief description of the areas of expertise and general services provided.
- A brief description of the general qualifications of the firm as they relate to the requested services.
- A resume of the individual who will primarily serve as prosecutor. Be sure to include any relevant experience with other municipalities and litigation experience that demonstrates a good court track record.
- A resume of individual(s) who will serve in the prosecutor's absence. Be sure to include any relevant experience with other municipalities and litigation experience that demonstrates a good court track record.
- Outlined information on how the lead prosecuting attorney and their designees will be available and responsive to city staff, as well as preferred contact method.

Exhibit A - compensation and fee structure

See Exhibit A for more information.

Exhibit B - reference list

See Exhibit B for more information.

Exhibit C - certificate of malpractice/liability insurance

See Exhibit C for more information.

Review

Proposals will be evaluated by a selection committee. Based upon review of the submitted proposals and interview of qualified candidates, a recommendation will be made to the city council for consideration. All proposals will be evaluated based on the following criteria:

A. Compliance with RFP
B. Understanding of the services requested
C. Services to be provided
D. Qualifications of the firm
E. Professional references
F. Compatibility with the city
G. Cost

The city reserves the right to reject any and all proposals or request additional information from any and all applicants.

The city is not liable for any expenses incurred by the firm in preparation of their proposal for final contract negotiations.

Contract

Negotiation

The city reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the city and selected firm(s) be unable to mutually agree upon the entire contract, the city reserves the right to discontinue negotiations, select another firm, or reject all of the statements of proposal. Upon completion of negotiations agreeable to the city and firm, a contract shall be executed.

The city seeks to establish a relationship with a selected firm for five years. Each party may terminate the contract with a 12 months' notice or earlier for cause.

Ethics

No elected official or employee of the city who exercises any responsibilities in the review, approval, or implementation of the proposal shall participate in any decision which affects their direct or indirect financial interests.

It is a breach of ethical standards for any person to offer, give, or agree to give any city employee or councilmember, or for any city employee or councilmember to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm(s) shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the city.

The firm(s) shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City of Shoreview without discussion with the parties.

The city is committed to fostering a diverse, equitable, and inclusive community and workplace. The city values diversity in all its forms and encourages proposals from law firms and attorneys with diverse backgrounds, experiences, and perspectives. Consistent with applicable law, the city welcomes information regarding a firm's efforts, policies, and practices to

promote diversity, equity, inclusion, and accessibility within its organization and in the delivery of legal services. Such information may be considered as part of the city's overall evaluation of qualifications and ability to meet the city's needs.

Exhibit A - compensation and fee structure

Please include the following as Exhibit A of your proposal:

- A detailed summary of all fees and/or charges that may arise for requested legal services. Please indicate if a retainer or hourly rate is being proposed.
- A fee schedule for incidental and disbursement services and any other costs the city will be charged.
- A description of billing services and tracking capabilities, as well as proposed frequency of billing.
- A description of how fees will be modified over the proposed five-year term of the contract.

Exhibit B - reference list

Please include the following as Exhibit B of your proposal:

- A list of all Minnesota municipal clients.
- Names and contact information of at least three municipal client references.

Exhibit C - certificate of malpractice/liability insurance

Please include the following as Exhibit C of your proposal:

- A certificate of insurance showing proof of Malpractice/Professional Liability Insurance Certificate in a minimum amount of $2,000,000 per occurrence/$3,000,000 annual aggregate.