

CITY OF SHOREVIEW, MINNESOTA
SUMMARY FINANCIAL REPORT

The purpose of this report is to provide a summary of financial information concerning the City of Shoreview to interested citizens. The complete financial statements may be examined at the City Hall, 4600 Victoria Street North.

Questions about this report should be directed to Fred Espe, Finance Director at 651-490-4600.

**Revenues and Expenditures for General Operations
(Governmental Funds)**

	Total 2023	Total 2022	Percent Increase (Decrease)
Revenues:			
Taxes:			
General property taxes	\$ 15,062,833	\$ 14,169,312	6.31%
Tax increments	2,154,817	2,090,517	3.08%
Franchise tax	1,612,304	1,631,875	(1.20%)
Special assessments	262,387	386,124	(32.05%)
Licenses and permits	1,208,306	1,028,274	17.51%
Intergovernmental	2,840,186	1,868,277	52.02%
Charges for services	8,346,430	7,868,214	6.08%
Fines and forfeits	29,589	42,271	(30.00%)
Earnings on investments	1,385,685	(816,796)	(269.65%)
Billboard fees	52,191	73,524	(29.02%)
Antenna fees	258,898	681,198	(61.99%)
Park dedication fees	351,788	61,118	475.59%
Other	119,283	111,723	6.77%
Total revenues	\$ 33,684,697	\$ 29,195,631	15.38%
Per Capita	\$ 1,241.10	\$ 1,082.64	14.64%
Expenditures:			
Current:			
General government	\$ 3,350,644	\$ 2,967,619	12.91%
Public safety	5,811,467	5,068,777	14.65%
Public works	3,176,503	2,752,696	15.40%
Parks and recreation	9,047,700	8,592,269	5.30%
Community development	3,135,644	2,604,523	20.39%
Capital outlay:			
General government	379,177	238,100	59.25%
Public works	67,478	3,017,153	(97.76%)
Parks and recreation	411,064	1,433,029	(71.32%)
Community development	76,241	145,763	(47.70%)
Debt service:			
Principal	1,540,000	1,695,000	(9.14%)
Interest and paying agent fees	672,836	678,455	(0.83%)
Total expenditures	\$ 27,668,754	\$ 29,193,384	(5.22%)
Per Capita	\$ 1,019.44	\$ 1,082.56	(5.83%)
Total Long-term Indebtedness	\$ 29,216,819	\$ 32,537,449	(10.21%)
Per Capita	\$ 1,076.48	\$ 1,206.57	(10.78%)
General Fund and Special Revenue Funds Committed, Assigned and Unassigned Fund Balance - December 31	\$ 10,669,906	\$ 8,605,005	24.00%
Per Capita	\$ 393.13	\$ 319.09	23.20%

Published one time in the Shoreview Press on July 16, 2024.

CITY OF SHOREVIEW, MINNESOTA
ADVERTISEMENT FOR BIDS – SHOREVIEW BOBBY

THEISEN PARK IMPROVEMENTS PROJECT

PROJECT IDENTIFICATION: The City of Shoreview is seeking bids from qualified contractors for the Bobby Theisen Park Improvements project located in Shoreview, Minnesota. Bidders will be solicited for single-prime Contractor.

Bids for the Bobby Theisen Park Improvements project will be received in accordance with the Bid Documents prepared by LHB, Inc.

PROJECT DESCRIPTION: This project is for the construction of park improvements including trails, sport fields, courts, playground, warming house building, and parking lot.

BID DATE AND DELIVERY OF BIDS: Sealed bids will be received in person until **10:00 AM local time on Friday, July 26, 2024** to Steve Benoit, City of Shoreview, 4600 Victoria Street North, Shoreview Minnesota 55126. Bids received after this time will not be accepted. Emailed, mailed, or faxed bids will not be accepted.

BID OPENING: The bid opening will be held in person at Shoreview City Hall (4600 Victoria St N, Shoreview, MN 55126) on Friday, July 26, 2024 at 10:00 AM local time.

PROCUREMENT OF DOCUMENTS: Bidding Documents will be available on June 18, 2024, and may be reviewed at www.QuestCDN.com, Quest Project #9180188. Bid Documents may be downloaded for a non-refundable charge of \$22. Planholders that have downloaded the documents from QuestCDN will be notified via email as addenda are issued. Planholders are solely responsible for printing costs. The sale of paper copies for projects listed on this site is not available. Contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance with viewing or downloading documents.

CONTRACTING REQUIREMENTS: Performance and Payment Bonds are applicable to this Project. The provisions of Minn. Stat. 16C.285 Responsible Contractor are imposed as a requirement of this contract. All bidders and persons or companies providing a response/submission to the Advertisement for Bids shall comply with the provisions of the statute.

OWNER'S RIGHTS: The Owner reserves the right to reject a bid which is in any way incomplete, irregular, or to waive informalities or irregularities in the bid received. The Owner also reserves the right to reject a bid that is within the Owner's judgment to be in the Owner's best interest.

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CITY OF SHOREVIEW, MINNESOTA
ADVERTISEMENT FOR BIDS – SHOREVIEW
COMMONS PARK IMPROVEMENTS PROJECT

PROJECT IDENTIFICATION: The City of Shoreview is seeking bids from qualified contractors for the Shoreview Commons Park Improvements project located in Shoreview, Minnesota. Bidders will be solicited for single-prime Contractor.

Bids for the Bobby Theisen Park Improvements project will be received in accordance with the Bid Documents prepared by LHB, Inc.

PROJECT

This project consists of the construction of an approximately 2,680 square foot restroom building located in an existing park

BID DATE AND DELIVERY OF BIDS: Sealed bids will be received in person until **10:00 AM local time on Friday, July 26, 2024** to Steve Benoit, City of Shoreview, 4600 Victoria Street North, Shoreview Minnesota 55126. Bids received after this time will not be accepted. Emailed, mailed, or faxed bids will not be accepted.

BID OPENING: The bid opening will be held in person at Shoreview City Hall (4600 Victoria St N, Shoreview, MN 55126) on Friday, July 26, 2024 at 10:00 AM local time.

PROCUREMENT OF DOCUMENTS: Bidding Documents will be available on June 18, 2024, and may be reviewed at www.QuestCDN.com, Quest Project #9182276. Bid Documents may be downloaded for a non-refundable charge of \$22. Planholders that have downloaded the documents from QuestCDN will be notified via email as addenda are issued. Planholders are solely responsible for printing costs. The sale of paper copies for projects listed on this site is not available. Contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance with viewing or downloading documents.

CONTRACTING REQUIREMENTS: Performance and Payment Bonds are applicable to this Project. The provisions of Minn. Stat. 16C.285 Responsible Contractor are imposed as a requirement of this contract. All bidders and persons or companies providing a response/submission to the Advertisement for Bids shall comply with the provisions of the statute.

OWNER'S RIGHTS: The Owner reserves the right to reject a bid which is in any way incomplete, irregular, or to waive informalities or irregularities in the bid received. The Owner also reserves the right to reject a bid that is within the Owner's judgment to be in the Owner's best interest.

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CITY OF SHOREVIEW

ORDINANCE NO. 1035

AN ORDINANCE DETERMINING THE COMMUNITY CENTER RATE SCHEDULE

The Shoreview City Council ordains, pursuant to Minnesota law and Shoreview city code, a fee schedule for community center fees.

Community Center Fee Schedule

The code of the city of Shoreview establishes that certain rates and fees be set from time to time by the Shoreview City Council.

City staff has reviewed the community center rate schedule and is hereby recommending that Exhibit D be adopted.

Upon consideration and review of the Shoreview City Council, the community center rate schedule, hereto attached as Exhibit D, is hereby adopted, and shall be effective August 1, 2024.

Adoption Date: Passed by the city council of the City of Shoreview on the 17th day of June, 2024.

Effective Date: This ordinance shall become effective August 1, 2024.

Publication Date: Published on the 16th day of July, 2024.

/s/ Sue Denkinger, Mayor

Attest: Brad Martens, City Manager

Rentals

	Approved 2025 Rate	Approved 2026 Rate
Resident Shoreview Room		
Sunday - Thursday	\$895	\$920
Friday	\$1,365	\$1,405
Saturday	\$1,680	\$1,730
Saturday (May - September)	\$2,100	\$2,160
Regular Shoreview Room		
Sunday - Thursday	\$1,050	\$1,080
Friday	\$1,540	\$1,585
Saturday	\$1,910	\$1,965
Saturday (May - September)	\$2,310	\$2,380
Resident Wedell Community Room		
Full Room		
Sunday - Thursday	\$620	\$640
Friday	\$995	\$1,025
Saturday	\$1,265	\$1,300
Half Room		
Sunday - Thursday	\$410	\$420
Friday - Saturday	N/A	N/A
Regular Wedell Community Room		
Full Room		
Sunday - Thursday	\$750	\$770
Friday	\$1,160	\$1,195
Saturday	\$1,445	\$1,490
Half Room		
Sunday - Thursday	\$445	\$460
Friday - Saturday	N/A	N/A
Resident Haffeman Pavilion		
Friday or Saturday (May - September)	\$525	\$540
Everyday (March, April, October, November)	\$420	\$430
Regular Haffeman Pavilion		
Friday or Saturday (May - September)	\$575	\$590
Everyday (March, April, October, November)	\$460	\$475

Membership Fees

Resident Annual Membership ** (Prepaid)	Approved Rate
Family	\$740.00
Dual	\$660.00
Adult	\$440.00
Youth/Senior	\$370.00
Regular Annual Membership ** (Prepaid)	Approved Rate
Family	\$1,010.00
Dual	\$860.00
Adult	\$600.00
Youth/Senior	\$480.00
Resident Annual Membership ** (Billed Monthly)	Approved Rate
Family	\$71.50
Dual	\$63.25
Adult	\$42.25
Youth/Senior	\$35.75
Regular Annual Membership ** (Billed Monthly)	Approved Rate
Family	\$91.75
Dual	\$77.75
Adult	\$54.75
Youth/Senior	\$48.25
Resident Seasonal Membership ** (3 month membership)	Approved Rate
Family	\$282.00
Dual	\$260.00
Adult	\$184.00
Youth/Senior	\$153.00
Regular Seasonal Membership ** (3 month membership)	Approved Rate
Family	\$377.00
Dual	\$357.00
Adult	\$252.00
Youth/Senior	\$195.00

** Rates include tax for membership fees

Daily Passes

Resident daily passes **	Approved rate
Adult	\$10.50
Youth/Senior	\$9.25
Military Adult	\$9.75
Military Senior	\$8.75
Playground	\$6.25
Regular daily passes **	Approved rate
Adult	\$14.00
Youth/Senior	\$12.50
Military Adult	\$11.25
Military Senior	\$10.75
Indoor Playground	\$6.75
Resident Coupon Books **	Approved rate
Adult	\$94.50
Youth/Senior	\$83.25
Indoor Playground	\$56.25
Regular Coupon Books **	Approved rate
Adult	\$126.00
Youth/Senior	\$112.50
Playground	\$60.75
Resident Senior Track Punch Card **	Approved rate
	\$46.00
Regular Senior Track Punch Card **	Approved rate
	\$56.00

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CITY OF SHOREVIEW, MINNESOTA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2023

	Business-Type Activities - Enterprise Funds					Governmental Activities - Internal Service Funds
	Water	Sewer	Surface Water	Street Lights	Totals Current Year	
Assets:						
Current assets:						
Cash and investments	\$ 2,700,860	\$ 5,798,941	\$ 2,640,052	\$ 1,072,473	\$ 12,212,326	\$ 3,438,880
Accrued interest receivable	13,312	22,292	11,579	5,682	52,865	15,113
Accounts receivable:						
Customers	980,508	1,193,880	552,063	141,109	2,867,560	—
Customer accounts certified to County	89,440	101,653	40,547	17,112	248,752	—
Taxes receivable	—	—	—	—	—	1,665
Due from other governmental units	707	100	2,041	304	3,152	—
Prepaid items	9,025	204,667	4,271	449	218,412	1,685
Total current assets	<u>3,793,852</u>	<u>7,321,533</u>	<u>3,250,553</u>	<u>1,237,129</u>	<u>15,603,067</u>	<u>3,457,343</u>
Noncurrent assets:						
Special assessments receivable	6,082	8,664	1,154	505	16,405	—
Capital assets:						
Land	27,577	11,459	286,166	—	325,202	36,293
Buildings and structures	18,830,877	2,115,356	—	—	20,946,233	6,929,379
Machinery and equipment	2,568,888	112,944	6,787	—	2,688,619	7,528,479
Distribution and collection systems	25,240,674	18,796,655	20,691,710	4,918,422	69,647,461	—
Construction in progress	400,150	150,000	377,803	—	927,953	—
Total capital assets	47,068,166	21,186,414	21,362,466	4,918,422	94,535,468	14,494,151
Less accumulated depreciation	(19,484,262)	(10,613,279)	(5,503,257)	(1,576,793)	(37,177,591)	(8,328,069)
Total capital assets (net of accumulated depreciation)	<u>27,583,904</u>	<u>10,573,135</u>	<u>15,859,209</u>	<u>3,341,629</u>	<u>57,357,877</u>	<u>6,166,082</u>
Total noncurrent assets	<u>27,589,986</u>	<u>10,581,799</u>	<u>15,860,363</u>	<u>3,342,134</u>	<u>57,374,282</u>	<u>6,166,082</u>
Total assets	<u>31,383,838</u>	<u>17,903,332</u>	<u>19,110,916</u>	<u>4,579,263</u>	<u>72,977,349</u>	<u>9,623,425</u>
Deferred outflows of resources:						
Deferred pension resources	145,629	123,604	64,925	—	334,158	38,297
Liabilities:						
Current liabilities:						
Accounts payable	70,778	11,313	2,561	16,441	101,093	137,962
Salaries payable	16,001	15,398	10,781	1,231	43,411	4,509
Contracts payable	—	—	3,971	—	3,971	—
Accrued bond interest payable	169,653	67,606	52,816	—	290,075	28,609
Deposits payable	11,673	—	—	—	11,673	—
Due to other governmental units	3,295	—	—	—	3,295	2,965
Compensated absences payable	2,403	2,160	1,221	192	5,976	671
Bonds payable	1,260,000	525,000	390,000	—	2,175,000	325,000
Total current liabilities	<u>1,533,803</u>	<u>621,477</u>	<u>461,350</u>	<u>17,864</u>	<u>2,634,494</u>	<u>499,716</u>
Noncurrent liabilities:						
Compensated absences payable (net of current portion)	39,167	35,207	19,911	3,123	97,408	10,937
Bonds payable (net of current portion)	13,656,243	5,848,971	4,552,906	—	24,058,120	2,172,201
Net pension liability	515,754	437,751	229,936	—	1,183,441	135,633
Total noncurrent liabilities	<u>14,211,164</u>	<u>6,321,929</u>	<u>4,802,753</u>	<u>3,123</u>	<u>25,338,969</u>	<u>2,318,771</u>
Total liabilities	<u>15,744,967</u>	<u>6,943,406</u>	<u>5,264,103</u>	<u>20,987</u>	<u>27,973,463</u>	<u>2,818,487</u>
Deferred inflows of resources:						
Deferred pension resources	161,743	137,281	72,109	—	371,133	42,535
Net position:						
Invested in capital assets, net of related debt	12,737,426	4,298,674	10,940,337	3,341,629	31,318,066	3,552,545
Restricted for trunk facility	—	37,502	—	—	37,502	—
Unrestricted	2,885,331	6,610,073	2,899,292	1,216,647	13,611,343	3,248,155
Total net position	<u>\$ 15,622,757</u>	<u>\$ 10,946,249</u>	<u>\$ 13,839,629</u>	<u>\$ 4,558,276</u>	<u>\$ 44,966,911</u>	<u>\$ 6,800,700</u>

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CITY OF SHOREVIEW, MINNESOTA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Business-Type Activities - Enterprise Funds					Governmental Activities - Internal Service Funds
	Water	Sewer	Surface Water	Street Lights	Totals Current Year	
Operating revenues:						
Customer billings	\$ 4,980,545	\$ 5,182,681	\$ 2,311,719	\$ 895,460	\$ 13,370,405	\$ 1,285,702
Water meter sales	7,894	—	—	—	7,894	—
Other	3,689	2,302	13,279	2,498	21,768	—
Total operating revenues	<u>4,992,128</u>	<u>5,184,983</u>	<u>2,324,998</u>	<u>897,958</u>	<u>13,400,067</u>	<u>1,285,702</u>
Operating expenses:						
MCES sewer service charges	—	2,184,357	—	—	2,184,357	—
Administrative charges	300,310	417,180	189,007	50,210	956,707	—
Personal services	992,298	837,988	436,191	56,732	2,323,209	284,344
Materials and supplies	133,803	55,778	34,785	1,895	226,261	338,725
Water meters	24,699	—	—	—	24,699	—
Contractual services	548,303	422,242	445,152	64,095	1,479,792	154,673
Utilities	261,581	16,215	7,268	176,734	461,798	34,524
Insurance	18,260	17,330	2,469	281	38,340	19,820
Depreciation	1,040,056	401,353	416,396	153,220	2,011,025	785,898
Total operating expenses	<u>3,319,310</u>	<u>4,352,443</u>	<u>1,531,268</u>	<u>503,167</u>	<u>9,706,188</u>	<u>1,617,984</u>
Operating income (loss)	<u>1,672,818</u>	<u>832,540</u>	<u>793,730</u>	<u>394,791</u>	<u>3,693,879</u>	<u>(332,282)</u>
Nonoperating revenues (expenses):						
General property taxes	—	—	—	—	—	182,896
Earnings on investments	170,294	258,396	139,395	58,899	626,984	156,654
Intergovernmental revenue	3,269	54	15,028	—	18,351	17
Gain on sale of capital assets	—	—	—	—	—	6,526
Loss on disposal of capital assets	(201,328)	(26,799)	—	—	(228,127)	(52,022)
Other	—	—	—	—	—	12,687
Interest	(351,045)	(130,368)	(104,774)	—	(586,187)	(57,394)
Fiscal Charges	(1,689)	(566)	(439)	—	(2,694)	(447)
Total nonoperating revenues (expenses)	<u>(380,499)</u>	<u>100,717</u>	<u>49,210</u>	<u>58,899</u>	<u>(171,673)</u>	<u>248,917</u>
Income (loss) before contributions and transfers	<u>1,292,319</u>	<u>933,257</u>	<u>842,940</u>	<u>453,690</u>	<u>3,522,206</u>	<u>(83,365)</u>
Contributions	<u>—</u>	<u>133,846</u>	<u>—</u>	<u>—</u>	<u>133,846</u>	<u>—</u>
Transfers:						
Transfers in	—	—	—	—	—	119,400
Transfers out	(443,000)	(218,000)	(201,000)	(52,400)	(914,400)	—
Total transfers	<u>(443,000)</u>	<u>(218,000)</u>	<u>(201,000)</u>	<u>(52,400)</u>	<u>(914,400)</u>	<u>119,400</u>
Change in net position	<u>849,319</u>	<u>849,103</u>	<u>641,940</u>	<u>401,290</u>	<u>2,741,652</u>	<u>36,035</u>
Net position - January 1	<u>14,773,438</u>	<u>10,097,146</u>	<u>13,197,689</u>	<u>4,156,986</u>	<u>42,225,259</u>	<u>6,764,665</u>
Net position - December 31	<u>\$ 15,622,757</u>	<u>\$ 10,946,249</u>	<u>\$ 13,839,629</u>	<u>\$ 4,558,276</u>	<u>\$ 44,966,911</u>	<u>\$ 6,800,700</u>

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CITY OF SHOREVIEW, MINNESOTA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Business-Type Activities - Enterprise Funds					Governmental Activities - Internal Service Funds
	Water	Sewer	Surface Water	Street Lights	Totals Current Year	
Cash flows from operating activities:						
Receipts from customers and users	\$4,993,823	\$5,122,595	\$2,276,372	\$ 881,416	\$ 13,274,206	\$ -
Receipts from interfund services provided	-	-	-	-	-	1,285,702
Payments to suppliers	(1,025,336)	(2,735,351)	(495,038)	(243,218)	(4,498,943)	(579,766)
Payments to employees	(949,239)	(805,248)	(433,662)	(55,289)	(2,243,438)	(269,391)
Payments for interfund services used	(300,310)	(417,180)	(189,007)	(50,210)	(956,707)	-
Miscellaneous revenue	2,790	54	15,028	-	17,872	12,704
Net cash flows from operating activities	<u>2,721,728</u>	<u>1,164,870</u>	<u>1,173,693</u>	<u>532,699</u>	<u>5,592,990</u>	<u>449,249</u>
Cash flows from noncapital financing activities:						
Transfer from other funds	-	-	-	-	-	119,400
Transfer to other funds	(443,000)	(218,000)	(201,000)	(52,400)	(914,400)	-
Cash flows from capital and related financing activities:						
Proceeds from sales of capital assets	-	-	-	-	-	6,526
Acquisition and construction of capital assets	(1,878,609)	(89,818)	(796,136)	(689,247)	(3,453,810)	(421,096)
Receipts from taxpayers	-	-	-	-	-	183,543
Contributions	-	133,846	-	-	133,846	-
Principal paid on capital debt	(1,355,000)	(485,000)	(500,000)	-	(2,340,000)	(320,000)
Interest and paying agent fees on capital debt	(431,089)	(170,678)	(135,426)	-	(737,193)	(72,710)
Net cash flows from capital and related financing activities	<u>(3,664,698)</u>	<u>(611,650)</u>	<u>(1,431,562)</u>	<u>(689,247)</u>	<u>(6,397,157)</u>	<u>(623,737)</u>
Cash flows from investing activities:						
Earnings on investments and changes in fair value on investments	168,499	250,705	135,686	58,804	613,694	154,127
Net change in cash and cash equivalents	(1,217,471)	585,925	(323,183)	(150,144)	(1,104,873)	99,039
Cash and cash equivalents - January 1	<u>3,918,331</u>	<u>5,213,016</u>	<u>2,963,235</u>	<u>1,222,617</u>	<u>13,317,199</u>	<u>3,339,841</u>
Cash and cash equivalents - December 31	<u><u>\$2,700,860</u></u>	<u><u>\$5,798,941</u></u>	<u><u>\$2,640,052</u></u>	<u><u>\$1,072,473</u></u>	<u><u>\$ 12,212,326</u></u>	<u><u>\$3,438,880</u></u>
Reconciliation of operating income (loss) to net cash flows from operating activities:						
Operating income (loss)	<u>\$1,672,818</u>	<u>\$ 832,540</u>	<u>\$ 793,730</u>	<u>\$ 394,791</u>	<u>\$ 3,693,879</u>	<u>\$ (332,282)</u>
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:						
Miscellaneous revenue	2,790	54	15,028	-	17,872	12,704
Depreciation	1,040,056	401,353	416,396	153,220	2,011,025	785,898
Decrease (increase) in receivables	1,695	(62,388)	(48,626)	(16,542)	(125,861)	-
Decrease (increase) in prepaid items	(3,025)	(17,306)	(1,248)	(138)	(21,717)	(241)
Decrease (increase) in deferred outflows	77,042	68,062	46,026	-	191,130	20,894
Increase (decrease) in payables	(221,424)	(186,147)	(114,756)	1,368	(520,959)	(77,609)
Increase (decrease) in deferred inflows	151,776	128,702	67,143	-	347,621	39,885
Total adjustments	<u>1,048,910</u>	<u>332,330</u>	<u>379,963</u>	<u>137,908</u>	<u>1,899,111</u>	<u>781,531</u>
Net cash flows from operating activities	<u><u>\$2,721,728</u></u>	<u><u>\$1,164,870</u></u>	<u><u>\$1,173,693</u></u>	<u><u>\$ 532,699</u></u>	<u><u>\$ 5,592,990</u></u>	<u><u>\$ 449,249</u></u>
Noncash investing, capital, and financing activities:						
Capital assets purchased on account -						
Accounts payable	\$ 20,066	\$ (28,367)	\$ (3,203)	\$ (1,196)	\$ (12,700)	\$ 106,040
Contracts payable	-	(51,545)	(13,125)	(16,338)	(81,008)	-
Due from other governmental units -						
Miscellaneous revenue	479	-	-	-	479	-
Taxes receivable	-	-	-	-	-	(647)
Amortization of bond premium	60,119	33,604	23,564	-	117,287	11,869

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Notice of Filing
2024 State General Election
Ramsey County, Minnesota

Notice is hereby given that a filing period will be held for candidates seeking election to city and school board offices in the state general election to be conducted on November 5th, 2024. The filing period will begin on Tuesday, July 30th at 8:00 a.m. and will conclude on Tuesday, August 13th at 5:00 p.m. Candidates may withdraw their names from the ballot up until Thursday, August 15th by 5:00 p.m. After this deadline, candidates cannot be removed from the ballot. Filing fees are not refundable, even if the candidate chooses to withdraw.

The following is a list of municipal and school board offices with elections in November along with their corresponding filing fee and available filing locations:

Jurisdiction	Office	Filing Fee	Filing Locations
Arden Hills	• City Council - 2 at-large seats	\$2	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 Arden Hills City Hall 1245 Hwy 96 W Arden Hills, MN 55112
Blaine	• Mayor • Ward 1 City Councilmember • Ward 2 City Councilmember • Ward 3 City Councilmember	\$50 \$50 \$50 \$50	Blaine City Hall 10801 Town Square Dr NE Blaine, MN 55449
Gem Lake	• Mayor • City Council - 2 at-large seats	\$2 \$2	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 Gem Lake City Office 4200 Otter Lake Rd White Bear Lake, MN 55110
Lauderdale	• Mayor • City Council - 2 at-large seats	\$2 \$2	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 Lauderdale City Hall 1891 Walnut St Lauderdale, MN 55113
Little Canada	• Mayor • City Council - 2 at-large seats	\$2 \$2	Little Canada City Hall 515 Little Canada Rd E Little Canada, MN 55117
Mounds View	• Mayor • City Council - 2 at-large seats	\$20 \$20	Mounds View City Hall 2401 County Hwy 10 Mounds View, MN 55112
New Brighton	• Mayor • City Council - 2 at-large seats	\$5 \$5	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 New Brighton City Hall 803 Old Hwy 8 NW New Brighton, MN 55112
North Oaks	• Mayor • City Council - 2 at-large seats • City Council - 1 at-large special seat with a term expiring on 12/31/2026	\$2 \$2 \$2	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 North Oaks City Office 100 Village Center Dr #230 North Oaks, MN 55127
North St Paul	• City Council - 2 at-large seats	\$15	North St Paul City Hall 2400 Margaret St N North St Paul MN 55109

Shoreview	• Mayor • City Council - 2 at-large seats	\$5 \$5	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 Shoreview City Hall 4600 Victoria St N Shoreview, MN 55126
Spring Lake Park	• City Council - 2 at-large seats	\$15	Spring Lake Park City Hall 1301 81 st Ave NE Spring Lake Park, MN 55432
Vadnais Heights	• Mayor • City Council - 2 at-large seats	\$5 \$5	Vadnais Heights City Hall 800 County Rd E E Vadnais Heights, MN 55127
White Bear Township	• Town Supervisor Seat A • Town Supervisor Seat B - special election with a term expiring 12/31/2026	\$2 \$2	White Bear Township Administration Office 1281 Hammond Rd White Bear Township, MN 55110
ISD 622	• School Board - 4 at-large seats	\$2	ISD 622 District Office 2520 12 th Ave E North St Paul, MN 55109
ISD 624	• School Board - 4 at-large seats	\$2	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107 White Bear Lake School District Office 4855 Bloom Ave White Bear Lake, MN 55110

The following county offices have potential for a primary election in conjunction with the November 5th General Election. Listed are their seats along with their corresponding filing fee and available filing location:

Jurisdiction	Office	Filing Fee	Filing Location
Ramsey County	• County Commissioner - District 3	\$50	Ramsey County Elections 90 W Plato Blvd St Paul, MN 55107

Petitions

Candidates may opt to submit a *Petition in Place of a Filing Fee*. Petitions in place of a filing fee may only be circulated during the filing period and signees of the petition must be eligible to vote for the candidate named on the petition.

The number of signatures required on *Petition in Place of Filing Fee* is as follows:

County Office - 500 signatures

Municipal or School Board - 2% of the total number of votes cast in the last general election in which the office was on the ballot or 500 signatures, whichever is greater.

How to file

Candidate affidavits and affidavits of withdrawal may be filed in-person at a designated filing location or mailed in after being properly notarized. Nominating petitions and petitions in place of filing fees must be submitted in-person at Ramsey County Elections. If a candidate must be out of Minnesota during the filing period, they should contact Ramsey County Elections to get information on how to file.

Affidavits of candidacy and petitions in place of filing fees are available on the Ramsey County Elections website. Affidavits of withdrawal and nominating petitions are available on the Office of the Secretary of State's website. Affidavits of candidacy, affidavits of withdrawal, nominating petitions, and petitions in place of filing fees are also available at the Ramsey County Elections office.

For more information about the filing process, contact Ramsey County Elections at:

elections@ramseycounty.us
651-266-2171

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