# Memorandum

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| **TO:** | City Council |
| **FROM:** | Niki Hill, AICP , Assistant Community Development Director |
| **DATE:** | January 5, 2026 |
| **SUBJECT:** | Approval of Lease Renewal for 910 County Road E with Community Action Partnership of Ramsey and Washington County (CAPRW) |
| **ITEM NUMBER:** | 8.n |
| **SECTION:** | CONSENT AGENDA |

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**REQUESTED MOTION**

To authorize the city manager to execute a renewed lease with the Community Action Partnership of Ramsey and Washington County for 910 County Road E, subject to further review by the city attorney. Execution of said lease will enable the home to continue be used as an affordable rental housing unit.

**INTRODUCTION**

Staff has worked with Community Action Partnership of Ramsey and Washington County (CAPRW) on the re-use of the homes at 910 and 902 County Road E for affordable rental housing in late 2020 and early 2021. A lease was executed which allows CAPRW to manage the homes as an affordable rental housing unit. The lease for 910 County Road E expired on December 1, 2025 and the lease for 902 County Road E expires May 30, 2026. CAPRW is exercising their option to renew the lease at 902 County Road E for an additional 5 year term but the window was missed for 910 County Road E.

The renewal of the 910 County Road E lease is being presented to the city council for review and approval.

**DISCUSSION**

The lease terms remain the same. The following summarizes the key points of the lease agreement.

Lease Term

The initial lease term is set as 5 years with an option to renew for an additional 5 years.

Rent

The city will not be receiving rent from CAPRW as the intent is to have this home be affordable to a qualifying family. The rental rate set by CAPRW shall be no greater than the rates set for 80% of the area median income rental housing rate as established by the Metropolitan Council. Rental rates must correlate with the tenant's income per these guidelines.

Taxes/Utilities

CAPRW will be responsible for paying taxes, assessments and utilities for the property.

Regarding taxes, the City of Shoreview will pay the annual taxes in two installments and bill CAPRW for reimbursement.

Maintenance

CAPRW will also be responsible for the routine maintenance of the building and lawn area and shall keep the premises in good condition and repair. The City of Shoreview will be responsible for costs associated with more significant repairs for components that have exceed their useful life such as roof replacement, new siding, new windows and the HVAC system. However, if damage is caused by an act of the tenant or lessor, CAPRW will be responsible for the repair and cost.

**Economic Development Authority Review**

The Economic Development Authority will be reviewing the lease renewal at their January 5th meeting. Their recommended action will be forwarded to the city council.

**RECOMMENDATION**

To ensure that this lease is executed in a timely manner, as the current lease has expired, staff is asking the city council authorize the execution of the lease by the city manager, subject to further review by the city attorney.

**ATTACHMENTS**

2026 Draft Lease - 910 County Road E