

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: February 21, 2023
SUBJECT: Letter of understanding with Shoreview Historical Society for use of Lepak/Larson house
ITEM NUMBER: 9.1
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve a letter of understanding with the Shoreview Historical Society for use of the Lepak/Larson house and to authorize the city manager to sign the letter.

INTRODUCTION

In 2018, the city and historical society signed a letter of understanding for use of the Lepak/Larson house at Heritage Park. Since then, the historical society has been using the second level of the house for their offices and the city and historical society have been working together to turn the main level into a museum and ready for tours. The historical society is ready to open the museum up for private tours this year.

Prior to the museum opening, the city council is being asked to approve an updated letter of understanding and to authorize the city manager to sign the document.

DISCUSSION

Since 2018, the city and historical society have been working together to create a museum on the main level of the Lepak/Larson house. The museum will focus on what life was like in Shoreview in the 1930's and provide a history of Shoreview. The historical society has been securing artifacts and information and is now ready to open for private tours this year. Prior to doing so, city staff is recommending that the letter of understanding be updated.

The attached letter outlines procedures for updating and maintaining the house, museum operations, and special events. It also outlines what areas the historical society may use for their offices and storage. The historical society reviewed and approved the letter at their February 13, 2023 meeting.

RECOMMENDATION

It is recommended that the city council approve a letter of understanding with the Shoreview Historical Society for use of the Lepak/Larson house and to authorize the city manager to sign the letter.

ATTACHMENTS

[Letter of understanding](#)