

Memorandum

TO: City Council
FROM: Brad Martens , City Manager
DATE: April 21, 2025
SUBJECT: Lake Johanna Fire Department Headquarters Board Fiscal Agent Agreement
ITEM NUMBER: 8.g
SECTION: CONSENT AGENDA

REQUESTED MOTION

Approve the Fiscal Agent Agreement between the Lake Johanna Fire Department Headquarters Board and the City of Shoreview

INTRODUCTION

The City Council is being asked to approve an agreement which would establish the City of Shoreview as the fiscal agent for the Lake Johanna Fire Department Headquarters Board.

DISCUSSION

A new headquarters fire station will be constructed this year for the Lake Johanna Fire Department (LJFD). The LJFD is a non-profit organization that serves the cities of Shoreview, Arden Hills, and North Oaks to provide fire, emergency medical response, and emergency management services. The new fire station will serve the cities for decades to come and provide the necessary facilities to successfully continue to provide high quality services.

In order to reduce the tax burden for the cities, an initiative was taken to attempt to secure funds from the State of Minnesota. Through that process, it was learned that a joint powers board would need to be created to accept funds, if successful, which led to the creation of the Lake Johanna Fire Department Headquarters Board. The membership of this board includes two members of the Shoreview City Council, and one member each from the city councils of Arden Hills and North Oaks. Staff support to this board is provided by the LJFD Fire Chief who acts as the Chief Executive Officer.

In the 2023 State of Minnesota legislative session, the cities were successful in securing \$6,370,000 in funds to help finance this important project which dramatically reduced the costs to our cities. These funds can only be submitted to the legal entity that is the Lake Johanna Fire Department Headquarters Board and requires expertise in the area of financial management. Since the board lacks sufficient support to handle financial matters, it was determined that additional help would be needed. After reviewing options, the most efficient and cost effective model to handle these matters was for one of the cities to act as the fiscal agent. The cities of Arden Hills and North Oaks requested the City of Shoreview to act as the fiscal agent and an agreement was drafted for this action to take place.

Duties of the fiscal agent include but are not limited to the following:

- Setting up a dedicated bank account for the Lake Johanna Fire Department Headquarters Board
- Maintaining the account in a manner consistent with city accounting practices
- Providing at minimum monthly financial reports to the Lake Johanna Fire Department Headquarters Board members and their city designee
- Process invoice payments for the construction and outfitting of the headquarters fire station
- Track and deposits and expenses for each city in accordance with the percentage allocation
- Process any other invoices as directed by the headquarters board
- Submit reimbursement requests to the State of Minnesota

The LJFD Headquarters Board considered and approved the attached agreement at a recent board meeting. It is requested that the City Council approve the same agreement.

RECOMMENDATION

Consider a motion to approve the Fiscal Agent Agreement between the Lake Johanna Fire Department Headquarters Board and the City of Shoreview

ATTACHMENTS

[Fiscal Agent Agreement.pdf](#)