

**CITY OF MOUNDS VIEW  
CITY COUNCIL MEETING AGENDA  
MOUNDS VIEW CITY HALL  
Monday, February 13, 2023  
6:00 p.m.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL:** Hull, Meehlhause, Cermak, Gunn, Lindstrom

**4. APPROVAL OF AGENDA**

**5. CONSENT AGENDA**

A. Approval of Minutes: January 23, 2023

B. Just and Correct Claims

**6. PUBLIC COMMENT**

Citizens may speak to issues not on tonight's agenda. Before speaking, please give your full name and address for the minutes. Also, please limit your comments to three minutes.

**7. SPECIAL ORDER OF BUSINESS**

A. Resolution 9697, Appreciation to Colleen Sullivan for her Service on the Parks, Recreation and Forestry Commission

B. Resolution 9698, Appreciation to Dan Larson for his Service on the Economic Development Commission

C. John Connelly – Metro North Chamber

**8. COUNCIL BUSINESS**

A. Resolution 9703, Approving and Authorization for a Memorandum of Agreement with Rice Creek Watershed District Regarding Inspection and Maintenance of Public Drainage Systems

B. Resolution 9696, a Resolution Adopting a Minnesota Government Data Practices Act Policy and Designating the Responsible Authority and Compliance Official

C. Resolution 9699, Approving an Amendment to the City of Mounds View 2023 Fee Schedule Regarding Building Permit Fees and Surcharges; and Introduction and First Reading of Ordinance 1000, Amending the City of Mounds View 2023 Fee Schedule Regarding Building Permit Fees and Surcharges

D. Resolution 9700 Approving Transfers between Funds for 2022

E. Resolution 9701 Human Dignity Task Force & Declaration

- F. Resolution 9702 Approving a JPA with the City of Fridley for the 2023 Street Project
- G. Resolution 9704, Approving and Authorization for a Joint Powers Agreement with the City of Spring Lake Park for the 2022- 2023 Street Rehabilitation Project – Trail Section along Mounds View Boulevard

**9. REPORTS**

- A. Reports of Mayor and Council
- B. Reports of Staff

- 10. COUNCIL STRATEGIC PLAN RETREAT: Monday February 20, 2023 6:00 PM – Hodges Park**  
**NEXT COUNCIL WORK SESSION: Monday, March 6, 2023 at 6:00 pm**  
**NEXT COUNCIL MEETING: Monday, February 27, 2023 at 6:00 pm**

**11. ADJOURNMENT**

1                               **PROCEEDINGS OF THE MOUNDS VIEW CITY COUNCIL**  
2                                       **CITY OF MOUNDS VIEW**  
3                                       **RAMSEY COUNTY, MINNESOTA**  
4

5   **Regular Meeting**  
6   **January 23, 2023**  
7   **Mounds View City Hall**  
8                                       **2401 Mounds View Boulevard, Mounds View, MN 55112**  
9   **6:34 P.M.**  
10

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11  
12   **1.     MEETING IS CALLED TO ORDER**  
13

14   **2.     PLEDGE OF ALLEGIANCE**  
15

16   **3.     ROLL CALL:** Cermak, Gunn, Lindstrom, Meehlhause and Hull  
17

18       **NOT PRESENT:** None.  
19

20       **A.     SPECIAL PRESENTATION: Recognition and Appreciation of Carol Mueller**  
21               **and Bill Bergeron**  
22

23   Mayor Hull read in full for the record Resolutions of Appreciation recognizing Council Member  
24   Bill Bergeron and Mayor Carol Mueller for their dedicated service to the City of Mounds View.  
25   A round of applause was offered by all in attendance.  
26

27   **MOTION/SECOND:** Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 9693, A  
28   Resolution of Appreciation for Bill Bergeron.  
29

30   Council Member Meehlhause thanked Council Member Bergeron for his dedicated service to the  
31   City of Mounds View and encouraged him to think about returning to service someday.  
32

33   Mayor Hull thanked Council Member Bergeron for his dedicated service.  
34

35   Council Member Lindstrom thanked Council Member Bergeron for his great passion and vision  
36   for the community.  
37

38   Council Member Gunn stated it has been an honor and a privilege to have Council Member  
39   Bergeron on the City Council.  
40

41                               Ayes – 5                               Nays – 0                               Motion carried.  
42

43   **MOTION/SECOND:** Hull/Lindstrom. To Waive the Reading and Adopt Resolution 9692, A  
44   Resolution of Appreciation for Carol Mueller.  
45

Council Member Gunn stated it was an honor to serve with Mayor Mueller. She thanked Mayor Mueller for being a great team member and for her dedicated service to the community.

Council Member Meehlhause thanked Mayor Mueller for her tremendous service to the City of Mounds View and wished her the very best going forward.

Council Member Lindstrom thanked Mayor Mueller for being an incredible mentor to him over the years.

Council Member Cermak stated it was great to serve on the City Council with Mayor Mueller.

Mayor Hull explained he served on the City Council with Mayor Mueller for the past 16 years. He thanked Mayor Mueller for being an excellent leader and friend.

Ayes – 5                      Nays – 0                      Motion carried.

**4. APPROVAL OF AGENDA**

**A. Monday, January 23, 2023, City Council Agenda.**

MOTION/SECOND: Gunn/Meehlhause. To Approve the Monday, January 23, 2023, agenda as presented.

Ayes – 5                      Nays – 0                      Motion carried.

**5. CONSENT AGENDA**

**A. Approval of Minutes: January 9, 2023**

**B. Just and Correct Claims.**

**C. Resolution 9686, Authorizing Vacation Carryover Extension for Certain Public Works and Police Department Personnel.**

**D. Resolution 9691, Accepting Miscellaneous Donations for 2022.**

MOTION/SECOND: Meehlhause/Lindstrom. To Approve the Consent Agenda as presented.

Ayes – 5                      Nays – 0                      Motion carried.

**6. PUBLIC COMMENT**

None.

**7. SPECIAL ORDER OF BUSINESS**

**A. Angela Lewis-Dmello – NYFS Executive Director.**

Angela Lewis-Dmello, NYFS Executive Director, introduced herself to the Council and stated she has been with NYFS since June of 2022. She discussed her work history and explained she was pleased to be working with this organization. She reviewed the services offered by NYFS and how they were benefiting the communities youth. She believed the core part of NYFS mission was

1 providing access to care. She commented on the relationships NYFS has with the three school  
2 districts, five law enforcement agencies and 15 municipalities that were invested in her  
3 organization. She reviewed the number of individuals that were served in 2021 and 2022, noting  
4 NYFS had 21,696 total appointments. She discussed the state of youth mental health in Minnesota,  
5 noting clients have far more severe mental health concerns than NYFS has ever seen before. She  
6 reported one in three youth have a diagnosable mental health condition, which was a significant  
7 increase since COVID. The programs offered by NYFS to serve clients included a diversion  
8 program, elderly services, community advocacy, school based, clinic based, and the NETS day  
9 treatment program. She commented on how NYFS would be working to expand community  
10 connections going forward in addition to specialized advocates and play therapy services.

11  
12 Council Member Lindstrom questioned how many therapists NYFS had at this time. Ms. Lewis-  
13 Dmello reported she had 12 therapists at this time and was working to recruit eight to ten more  
14 clinicians.

15  
16 Council Member Lindstrom asked if volunteers were ever pursued for group therapy. Ms. Lewis-  
17 Dmello indicated she does take volunteers and mentors to assist with group therapy sessions.

18  
19 Council Member Meehlhause shared a story an NYFS staff member shared with him regarding  
20 Ms. Lewis Dmello and thanked her for her tremendous service to the community.

21  
22 Council Member Cermak thanked Ms. Lewis-Dmello for having a positive impact on the youth in  
23 the community.

24  
25 **8. COUNCIL BUSINESS**

26 **A. Resolution 9690, Authorizing the Resolution Adopting the Fencing**  
27 **Consortium Joint Powers Agreement.**  
28

29 Deputy Police Chief Zender requested the Council authorize the fencing consortium joint powers  
30 agreement. He explained the JPA would provide the City with fencing should civil unrest occur in  
31 the City of Mounds View. He commented further on the history of the fencing consortium, which  
32 included 29 agencies and described how this group worked to protect community assets by  
33 deploying fencing in emergency situations. He discussed the amount of fencing that would be  
34 provided and noted the cost for the JPA.

35  
36 Council Member Meehlhause stated he understood the expense for this JPA would be covered by  
37 the Special Projects Fund for 2023. He asked how the expense would be covered going forward.  
38 Finance Director Beer anticipated this would be covered by the annual Police Budget going  
39 forward.

40  
41 Council Member Lindstrom questioned if the State Patrol would be assisting with this cost. Deputy  
42 Police Chief Zender reported the State Patrol would be helping with manpower, but would not be  
43 helping cover the cost.

44  
45 Council Member Lindstrom inquired if the City had ever had vandalism to City Hall. Deputy  
46 Police Chief Zender explained the Community Center had been vandalized, in addition to having

1 two other critical incidents.

2  
3 Council Member Lindstrom indicated the only time the City would need this fencing would be if  
4 there was a Mounds View specific incident. Further discussion ensued regarding how the JPA  
5 had requested funding from the State which would assist with purchasing the fencing and could  
6 assist with lowering the overall expense to the members within the consortium.

7  
8 Council Member Lindstrom noted the City would be paying for the JPA and would be paying  
9 additional fees if the fencing were deployed. Deputy Police Chief Zender reported this was the  
10 case. He discussed how the JPA was similar to an insurance policy.

11  
12 Mayor Hull asked if the officers within the police department supported the fencing consortium.  
13 Deputy Police Chief Zender reported the officers were very positive.

14  
15 Council Member Lindstrom expressed concern with the fact the Public Works Facility may not be  
16 protected if a critical incident were to occur in the community.

17  
18 Council Member Gunn stated she supported the fencing consortium JPA in order to provide more  
19 protection for the City's police officers.

20  
21 MOTION/SECOND: Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 9690,  
22 Authorizing the Resolution Adopting the Fencing Consortium Joint Powers Agreement.

23  
24 Ayes – 5                      Nays – 0                      Motion carried.

25  
26 **B. Resolution 9694, Local Options Sales Tax.**

27  
28 City Administrator Zikmund requested the Council consider submitting a desire for a local options  
29 sales tax to the Senate and House Tax Committee. He explained this was a statutory requirement.  
30 He reported the voters would make the final decision on a local options sales tax. He indicated  
31 staff was still waiting for clarification on how much a local option sales tax would generate for the  
32 City. He commented the City Council would be holding further discussions on how to fund the  
33 Community Center expansion project. He stated it was his understanding there were more and  
34 more cities utilizing this tool.

35  
36 Council Member Lindstrom explained he supported the City approving a local options sales tax in  
37 order to assist with funding the Community Center expansion. He reported the local option sales  
38 tax would provide funding from all people who spend money in the community. He recommended  
39 the CSL study be included in the submission to the Senate and House Tax Committee. City  
40 Administrator Zikmund reported this information would be provided to the legislature.

41  
42 MOTION/SECOND: Meehlhause/Lindstrom. To Waive the Reading and Adopt Resolution 9694,  
43 Local Options Sales Tax.

44  
45 Council Member Meehlhause reported he believed this would be the best way to fund an expansion  
46 to the Community Center.

Mayor Hull asked what the term of the local options sales tax would be. City Administrator Zikmund reported the sales tax would run the length of the bond, which was slated to be 20 years. Finance Director Beer indicated the sales tax could sunset early if the bonds were paid off before 20 years.

Ayes – 5

Nays – 0

Motion carried.

**C. Resolution 9695, Approving Change Order #16 for replacing the Eaton VFDs with ABB VFDs as part of the Main Water Treatment Plant Rehabilitation Project.**

Public Works/Parks and Recreation Director Peterson requested the Council approve Change Order #16 which would replace the Eaton Variable Frequency Drives (VFDs) with ABB VFDs as part of the Main Water Treatment Plant Rehabilitation Project. He explained the Eaton VFDs were on back order which led staff to recommend an alternative be purchased. Staff would recommend the ABB VFDs be purchased for a total of \$51,695.78 and this purchase would come out of the Water Fund.

Council Member Meehlhause stated he supported this recommendation noting he wanted to see the City getting the water treatment plant and wells operational.

MOTION/SECOND: Meehlhause/Lindstrom. To Waive the Reading and Adopt Resolution 9695, Approving Change Order #16 for replacing the Eaton VFDs with ABB VFDs as part of the Main Water Treatment Plant Rehabilitation Project.

Ayes – 5

Nays – 0

Motion carried.

**9. REPORTS**

**A. Reports of Mayor and Council.**

Council Member Gunn reported on Wednesday, January 25 she would be attending a seminar in New Brighton on racial equity that was being sponsored by the LMC.

Council Member Meehlhause explained he would be attending an NYFS board meeting on Thursday, January 26.

Council Member Lindstrom stated the Festival in the Park met on Tuesday, January 17. He noted the Festival would be bringing in a larger petting zoo this year and would be providing a larger presence for Cops and Rodders.

Council Member Lindstrom noted he attended the Pinewood PTA meeting last week and commented on the items discussed at this meeting. He stated he would be attending the Sunnyside PTA meeting next.

1 Council Member Cermak reported the Daddy Daughter Dance would be held at the Community  
2 Center on Saturday, February 4. She stated Princess Kay of the Milky Way would be a special  
3 guest at the event.  
4

5 **B. Reports of Staff.**  
6

7 Finance Director Beer reported he and City Administrator Zikmund met with Metro INET staff  
8 today. He explained staff relayed their tremendous thanks to the value this group provides to the  
9 City of Mounds View. He recommended the City remain a part of this group going forward.  
10

11 City Administrator Zikmund commented on the revised bills for the Community Center. He  
12 suggested two or four public meetings be held regarding this project before Morris Letterman  
13 begins their work. The Council supported this recommendation.  
14

15 **1. Discussion on Chicken Keeping Ordinance – Allowable Numbers.**  
16

17 City Administrator Zikmund reported City Ordinance currently allows residents to keep eight  
18 chickens or ducks at this time. He asked if the Council wanted to reconsider this number. He noted  
19 if the Council wanted to amend the Ordinance, it would take three months to approve.  
20

21 Mayor Hull stated he supported this number increasing.  
22

23 Council Member Meehlhause supported the number remaining at eight.  
24

25 Council Member Gunn concurred.  
26

27 Councilmember Cermak stated she could support increasing the number to 10 or 12.  
28

29 Council Member Lindstrom commented he could support an increase as well.  
30

31 Mayor Hull requested staff speak with other cities to see how many chickens they allow. Public  
32 Works/Parks and Recreation Director Peterson explained chickens lay one egg every 24 hours. He  
33 commented on the conditions that must be in place in order to keep chickens laying eggs through  
34 the winter months. City Administrator Zikmund commented further on the requirements within  
35 City Code.  
36

37 Council Member Lindstrom questioned if the City had received any complaints regarding  
38 chickens. City Administrator Zikmund stated he has not received any complaints, but was  
39 uncertain if the City's Code Enforcement Officers has received any complaints.  
40

41 City Attorney Riggs advised he works for a number of different communities and none of them  
42 allow chickens because it was a noise and compost issue.  
43

44 Mayor Hull stated this was good to know and noted he would like to learn more about how other  
45 communities manage chicken keeping.  
46

1 The consensus of the Council was to recommend the number of chickens be increased to 10 or 12.

2  
3 **C. Reports of City Attorney.**  
4

5 City Attorney Riggs had nothing additional to report.  
6

7 **10. Next Council Work Session: Monday, February 6, 2023, at 6:00 p.m.**  
8 **Next Council Meeting: Monday, February 13, 2023, at 6:00 p.m.**  
9

10 **11. ADJOURNMENT**  
11

12 The meeting was adjourned at 8: p.m.  
13

14 Transcribed by:

15  
16 Heidi Guenther

17 *Minute Maker Secretarial*

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**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**APPROVING JUST AND CORRECT  
CLAIMS AGAINST CITY FUNDS**

WHEREAS, the City of Mounds View, pursuant to Minnesota Statute 412.141, has full authority over the financial affairs of the City and;

WHEREAS, the City Council has reviewed the claim number

<u>20150</u>	<u>through</u>	<u>20177</u>	<u>in the amount of</u>	<u>\$11,772.25</u>
<u>466</u>	<u>through</u>	<u>478</u>	<u>in the amount of</u>	<u>\$253,634.04</u>
<u>152253</u>	<u>through</u>	<u>152371</u>	<u>in the amount of</u>	<u>\$576,945.98</u>

**TOTAL AMOUNT OF CLAIMS PRESENTED** **\$842,352.27**

And has found said claims to be just and correct;

It was moved that the City Council of Mounds View hereby approve the Attached list of claims dated 02/14/23 by vote \_\_\_\_\_ ayes \_\_\_\_\_ nays.

  
\_\_\_\_\_  
**Finance Director**

PACKET: 03320 Ck Date 1-26-2023 - 8

VENDOR SET: 01 City of Mounds View

\*\*\*\* CHECK LISTING \*\*\*\*

BANK: PYBNK Western Bank

Page 1-A

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C4300		Life Insurance Company of North						
	I-52020230126	AccCare, Hosp, Critical Ill	R	1/26/2023		206.50	020151	206.50
E9000		Fidelity Security Life Insuranc						
	I-62020230126	5000832-Eyemed	R	1/26/2023		91.72	020152	91.72
L0549		Law Enforcement Labor Services,						
	I-70020230126	Police Union Dues	R	1/26/2023		573.75	020153	573.75
L7160		The Lincoln Nat'l Life Insuranc						
	I-61020230126	LTD #1588135	R	1/26/2023		341.15	020154	341.15
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020230126	STD # 10249130	R	1/26/2023		274.40	020155	274.40
L7165		The Lincoln National Life Insur						
	I-30120230126	Life Ins #400238774	R	1/26/2023		754.57	020156	754.57
*VOID*	020157	VOID CHECK	V	1/26/2023			020157	**VOID**
*VOID*	020158	VOID CHECK	V	1/26/2023			020158	**VOID**
M7152		MN Child Support Payment Center						
	I-99520230126	Case #0015244278	R	1/26/2023		838.94	020159	838.94
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020230126	NCPERS Life Ins	R	1/26/2023		24.00	020160	24.00
S4107		Secure Benefits Systems Corp.						
	I-50020230126	Flex Medical	R	1/26/2023		92.47	020161	
	I-50320230126	Flex Daycare	R	1/26/2023		583.32	020161	675.79

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	3,780.82	3,780.82
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	2	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	11	0.00	3,780.82	3,780.82

1/26/2023 11:32 AM

## DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03319 Ck Date 1-26-2023 - 7

VENDOR SET: 01 City of Mounds View

\*\*\*\* CHECK LISTING \*\*\*\*

BANK: PYBNK Western Bank

Page 1-13

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H3000		HealthPartners Inc.						
	I-20020230112	Dental Expense	R	2/01/2023		2,239.40	020162	
	I-20020230126	Dental Expense	R	2/01/2023		1,909.18	020162	4,148.58
*VOID*	020163	VOID CHECK	V	2/01/2023			020163	**VOID**
*VOID*	020164	VOID CHECK	V	2/01/2023			020164	**VOID**
*VOID*	020165	VOID CHECK	V	2/01/2023			020165	**VOID**

20166 Void

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	4,148.58	4,148.58
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	3	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	4	0.00	4,148.58	4,148.58

2/07/2023 9:34 AM

## DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03326 Ck Date 2-9-2023 - 8

VENDOR SET: 01 City of Mounds View

\*\*\*\* CHECK LISTING \*\*\*\*

BANK: PYBNK Western Bank

Page 1-C

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C4300		Life Insurance Company of North						
	I-52020230209	AccCare, Hosp, Critical Ill	R	2/09/2023		206.50	020167	206.50
E9000		Fidelity Security Life Insuranc						
	I-62020230209	5000832-Eyemed	R	2/09/2023		103.73	020168	103.73
L0549		Law Enforcement Labor Services,						
	I-70020230209	Police Union Dues	R	2/09/2023		573.75	020169	573.75
L7160		The Lincoln Nat'l Life Insuranc						
	I-61020230209	LTD #1588135	R	2/09/2023		341.15	020170	341.15
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020230209	STD # 10249130	R	2/09/2023		274.40	020171	274.40
L7165		The Lincoln National Life Insur						
	I-30120230209	Life Ins #400238774	R	2/09/2023		754.57	020172	754.57
*VOID*	020173	VOID CHECK	V	2/09/2023			020173	**VOID**
*VOID*	020174	VOID CHECK	V	2/09/2023			020174	**VOID**
M7152		MN Child Support Payment Center						
	I-99520230209	Case #0015244278	R	2/09/2023		838.94	020175	838.94
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020230209	NCPERS Life Ins	R	2/09/2023		104.00	020176	104.00
S4107		Secure Benefits Systems Corp.						
	I-50020230209	Flex Medical	R	2/09/2023		62.49	020177	
	I-50320230209	Flex Daycare	R	2/09/2023		583.32	020177	645.81

## \* \* B A N K T O T A L S \* \*

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	3,842.85	3,842.85
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	2	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	11	0.00	3,842.85	3,842.85

PACKET: 03321 Ck Date 1-26-2023 - 9

VENDOR SET: 01 City of Mounds View

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20230126	Income Tax W/H	D	1/26/2023		18,103.89	000466	
	I-T3 20230126	FICA W/H	D	1/26/2023		13,629.26	000466	
	I-T4 20230126	Medicare W/H	D	1/26/2023		5,659.60	000466	37,392.75
H1016		HSA Bank						
	I-12520230126	C1211 HSA CONTRIBUTIONS	D	1/26/2023		9,658.71	000467	9,658.71
I0025		ICMA Retirement Trust - 457						
	I-40020230126	Payroll W/H	D	1/26/2023		1,621.15	000468	
	I-40220230126	Roth Payroll W/H	D	1/26/2023		355.00	000468	
	I-40320230126	Payroll W/H	D	1/26/2023		295.12	000468	
	I-41520230126	Payroll W/H	D	1/26/2023		3,569.28	000468	5,840.55
M0658		MN State Retirement System						
	I-40120230126	#98995-01 MN	D	1/26/2023		3,835.70	000469	
	I-40420230126	#98995-01 MN ROTH	D	1/26/2023		150.00	000469	
	I-40520230126	#98995-01 MN	D	1/26/2023		614.08	000469	4,599.78
M7342		MN Dept of Revenue						
	I-T2 20230126	State Income Tax	D	1/26/2023		8,516.95	000470	8,516.95
P9250		Public Employees Retirement Ass						
	I-00120230126	PERA 643400	D	1/26/2023		14,332.59	000471	
	I-00220230126	PERP 643400	D	1/26/2023		24,307.25	000471	
	I-01020230126	DCP 643400	D	1/26/2023		112.52	000471	38,752.36

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	104,761.10	104,761.10
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	104,761.10	104,761.10

1/26/2023 10:54 AM

## DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03318 Ck Date 1-26-2023 - 6

VENDOR SET: 01 City of Mounds View

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: PYBNK Western Bank

Page 1-E

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
H3005		90 Degree Benefits						
	I-12020230112	Med Exp Sourcewell	D	2/02/2023		26,010.41	000472	
	I-12020230126	Med Exp Sourcewell	D	2/02/2023		22,481.20	000472	48,491.61

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	48,491.61	48,491.61
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	48,491.61	48,491.61

PACKET: 03327 Ck Date 2-9-2023 - 9

VENDOR SET: 01 City of Mounds View

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: PYBNK Western Bank

Page 1-F

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20230209	Income Tax W/H	D	2/09/2023		15,800.24	000473	
	I-T3 20230209	FICA W/H	D	2/09/2023		13,111.24	000473	
	I-T4 20230209	Medicare W/H	D	2/09/2023		5,284.80	000473	34,196.28
H1016		HSA Bank						
	I-12520230209	C1211 HSA CONTRIBUTIONS	D	2/09/2023		9,658.71	000474	9,658.71
I0025		ICMA Retirement Trust - 457						
	I-40020230209	Payroll W/H	D	2/09/2023		1,621.15	000475	
	I-40220230209	Roth Payroll W/H	D	2/09/2023		355.00	000475	
	I-40320230209	Payroll W/H	D	2/09/2023		295.12	000475	
	I-41520230209	Payroll W/H	D	2/09/2023		3,565.70	000475	5,836.97
M0658		MN State Retirement System						
	I-40120230209	#98995-01 MN	D	2/09/2023		3,835.70	000476	
	I-40420230209	#98995-01 MN ROTH	D	2/09/2023		150.00	000476	
	I-40520230209	#98995-01 MN	D	2/09/2023		611.64	000476	4,597.34
M7342		MN Dept of Revenue						
	I-T2 20230209	State Income Tax	D	2/09/2023		7,623.78	000477	7,623.78
P9250		Public Employees Retirement Ass						
	I-00120230209	PERA 643400	D	2/09/2023		14,130.82	000478	
	I-00220230209	PERP 643400	D	2/09/2023		24,337.43	000478	38,468.25

## \* \* B A N K T O T A L S \* \*

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	100,381.33	100,381.33
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	100,381.33	100,381.33

VENDOR SET: 01 City of Mounds View

BANK: \* ALL BANKS

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/06/2023			152254		
C-CHECK	VOID CHECK	V	2/06/2023			152255		
C-CHECK	VOID CHECK	V	2/06/2023			152256		
C-CHECK	VOID CHECK	V	2/14/2023			152267		
C-CHECK	VOID CHECK	V	2/14/2023			152270		
C-CHECK	VOID CHECK	V	2/14/2023			152271		
C-CHECK	VOID CHECK	V	2/14/2023			152272		
C-CHECK	VOID CHECK	V	2/14/2023			152273		
C-CHECK	VOID CHECK	V	2/14/2023			152274		
C-CHECK	VOID CHECK	V	2/14/2023			152275		
C-CHECK	VOID CHECK	V	2/14/2023			152324		
C-CHECK	VOID CHECK	V	2/14/2023			152325		
C-CHECK	VOID CHECK	V	2/14/2023			152355		
C-CHECK	VOID CHECK	V	2/14/2023			152365		
C-CHECK	VOID CHECK	V	2/14/2023			152367		

## \* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	15	VOID DEBITS	0.00		
		VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	15	0.00	0.00	0.00
BANK: * TOTALS:	15	0.00	0.00	0.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
X6000	Xcel Energy							
I-81326881	Jan 2023	R	2/06/2023			152253		
252 4350-3210	ELECTRICITY		Community Center-Ele	2,559.78				
252 4350-3220	NATURAL GAS		Community Center-Gas	6,031.83				
100 4460-3220	NATURAL GAS		City Hall-Gas	3,530.94				
100 4360-3210	ELECTRICITY		Greenfield Park/Tenn	77.99				
700 4823-3220	NATURAL GAS		Well #4-Gas	120.62				
700 4823-3220	NATURAL GAS		Well #6-Gas	710.25				
255 4350-3210	ELECTRICITY		Lakeside Shelter-Ele	208.37				
100 4360-3210	ELECTRICITY		Silver View Park-Ele	191.71				
730 4823-3210	ELECTRICITY		Lift Station #1-Elec	70.67				
700 4825-3210	ELECTRICITY		Booster Station Load	3,243.44				
740 4416-3210	ELECTRICITY		Street Light-8228 Sp	19.15				
700 4825-3210	ELECTRICITY		Well #5, Electric	1,068.14				
100 4360-3210	ELECTRICITY		Random Park Electric	103.65				
700 4823-3220	NATURAL GAS		Booster Station-Gas	258.48				
700 4825-3210	ELECTRICITY		Well #6 Load-Electri	2,932.45				
700 4823-3220	NATURAL GAS		Well #5-Gas	525.06				
100 4475-3250	ELECTRICITY-TRAFFIC LIGHTS		Traffic Sig.-2234 Hw	45.59				
700 4823-3220	NATURAL GAS		Well #3-Gas	1,061.79				
700 4823-3220	NATURAL GAS		Well #2-Gas	29.63				
100 4475-3250	ELECTRICITY-TRAFFIC LIGHTS		Traff.Sig.-2800 Hwy.	154.49				
700 4825-3210	ELECTRICITY		Well #4-Elec.	370.58				
255 4350-3210	ELECTRICITY		Lakeside Park, 3030	36.41				
730 4823-3210	ELECTRICITY		Lift Station #2	221.08				
700 4825-3210	ELECTRICITY		Well #1-Electric	14.08				
100 4460-3210	ELECTRICITY		City Hall-Electric	1,860.29				
700 4825-3210	ELECTRICITY		Well #2-Electric	3,828.11				
100 4360-3210	ELECTRICITY		Warming House-Electr	14.09				
252 4350-3210	ELECTRICITY		Community Center-Ele	2,752.44				
100 4460-3210	ELECTRICITY		City Hall-Electric	38.15				
100 4475-3250	ELECTRICITY-TRAFFIC LIGHTS		Traffic Sig.-2399 Hw	48.79				
100 4360-3210	ELECTRICITY		Hillview Park Warmin	161.75				
100 4360-3220	NATURAL GAS		Hillview Park Warmin	351.66				
100 4475-3250	ELECTRICITY-TRAFFIC LIGHTS		Traffic Sig.-2428 Hw	48.25				
100 4360-3220	NATURAL GAS		Random Park-Gas	277.35				
100 4360-3210	ELECTRICITY		2815 Ardan-Electric	65.67				
100 4360-3220	NATURAL GAS		2815 Ardan-Gas	365.81				
100 4360-3210	ELECTRICITY		5590 Quincy St.-Elec	14.50				
740 4416-3210	ELECTRICITY		2650 Hwy.10-Electric	115.19				
740 4416-3210	ELECTRICITY		2530 Hwy.10-Electric	132.34				
740 4416-3210	ELECTRICITY		2383 Hwy.10-Electric	111.62				
740 4416-3210	ELECTRICITY		2699 Hwy.10-Electric	112.62				
740 4416-3210	ELECTRICITY		2221 Hwy.10-Electric	92.56				
740 4416-3210	ELECTRICITY		2551 Highway 10-Elec	91.91				
740 4416-3210	ELECTRICITY		2547 Highway 10-Elec	91.16				
100 4360-3210	ELECTRICITY		Lambert Park-5324 Ja	270.86				
100 4360-3220	NATURAL GAS		Lambert Park-5324 Ja	370.58				

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
X6000	Xcel Energy	CONT						
I-81326881	Jan 2023	R	2/06/2023			152253		
100 4360-3220	NATURAL GAS	8303 Groveland-Gas		31.97				
100 4475-3250	ELECTRICITY-TRAFFIC LIGHTS	Traffic Signal-5510		59.84				
740 4416-3210	ELECTRICITY	2378 Mounds View Blv		125.72				
740 4416-3210	ELECTRICITY	2440 Mounds View Blv		87.14				
740 4416-3210	ELECTRICITY	2805 Mounds View Blv		56.54				
740 4416-3210	ELECTRICITY	2150 Cty Rd H		169.90				
100 4460-3210	ELECTRICITY	2466 Bronson Dr. (PW		2,129.77				
100 4460-3220	NATURAL GAS	2466 Bronson Dr (PW		4,158.88				
100 4200-3210	ELECTRICITY	8303 Groveland Siren		15.40				
100 4360-3210	ELECTRICITY	2401 MV Blvd Electri		109.71				
730 4823-3210	ELECTRICITY	5374 Raymond Ave-Gas		30.82				
100 4200-3210	ELECTRICITY	Sirens		31.98				
740 4416-3210	ELECTRICITY	Street Lighting		7,462.88				49,272.43
1	Nora Vue							
I-202302089011	Reissue of Refund	R	2/14/2023			152257		
700 1152	UTILITY DELQ. RECIEVABLE	Reissue of Home Sell		39.92				
700 1152	UTILITY DELQ. RECIEVABLE	Bank Fee Charge		12.00				51.92
A2300	AE2S							
I-85068	12/3 to 12/30/22 2019 Water T	R	2/14/2023			152258		
700 4823-7050	CONSTRUCTION	12/3 to 12/30/22 201		66,852.88				66,852.88
A5000	All City Elevator, Inc.							
I-80940	Feb - April 2023 Oil & Greese	R	2/14/2023			152259		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	Feb - April 2023 Oil		123.00				123.00
A5080	Amazon Capital Services							
I-11DT-74N9-97WF	PD Dog Kennel, Office Supplies	R	2/14/2023			152260		
100 4200-1230	SUPPLIES, EQUIPMENT	Dog Kennel		342.99				
100 4200-1600	OPERATING SUPPLIES	Office Supplies		562.85				
I-13K4-9PPW-4HLT	MVCC Scoreboard, Pickleball Eq	R	2/14/2023			152260		
252 4732-1600	OPERATING SUPPLIES	Scoreboard, Pickleba		104.62				
I-1667-Q1CY-7TTT	CH: Avery Dividers	R	2/14/2023			152260		
100 4160-1600	OPERATING SUPPLIES	CH: Avery Dividers		49.28				1,059.74
A7007	Anoka County Treasury Office							
I-AR020580	2022 Fire Dispatching C0005876	R	2/14/2023			152261		
100 4210-3050	DISPATCHING - CONTRACTUAL	2022 Fire Dispatchin		5,796.37				5,796.37
A7585	Aspen Mills							
I-202302099036	PO Uniform Allowanace	R	2/14/2023			152262		
100 4200-2400	UNIFORM & CLOTHING	Aase, Badge #126		440.00				
100 4200-2400	UNIFORM & CLOTHING	Boscardin, Badge #13		200.00				
100 4200-2400	UNIFORM & CLOTHING	Dison, Badge #125		880.00				
100 4200-2400	UNIFORM & CLOTHING	Hanson, Badge #108		200.00				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
A7585	Aspen Mills	CONT						
I-202302099036	PO Uniform Allowanace	R	2/14/2023			152262		
100 4200-2400	UNIFORM & CLOTHING	Jourdan, Badge #127		600.00				
100 4200-2400	UNIFORM & CLOTHING	Katzenmaier, Badge #		880.00				
100 4200-2400	UNIFORM & CLOTHING	Knitter, Badge #106		480.00				
100 4200-2400	UNIFORM & CLOTHING	LeVair, Badge #121		680.00				
I-307854	Police Sweatshirt A.B.	R	2/14/2023			152262		
100 4200-2400	UNIFORM & CLOTHING	Police Sweatshirt A		65.83				
I-308096	Admin Staff Duty Pants: A.B.	R	2/14/2023			152262		
100 4200-2400	UNIFORM & CLOTHING	Admin Staff Duty Pan		159.98				4,585.81
A8210	Athletic Outfitters							
I-103158	Orange Safety T-Shirts	R	2/14/2023			152263		
100 4470-2400	UNIFORMS & CLOTHING	Orange Safety T-Shir		136.00				
100 4360-2400	UNIFORM & CLOTHING	Orange Safety T-Shir		136.00				
745 4415-2400	UNIFORM & CLOTHING	Orange Safety T-Shir		136.00				408.00
B3045	Brian Beeman							
I-202302089031	NEC Dues, MREE, EDAM, Phone	R	2/14/2023			152264		
230 4650-3800	MILEAGE & PARKING	NEC Dues, MREE, EDAM		1,568.71				
230 4650-3100	TELEPHONE	NEC Dues, MREE, EDAM		50.00				1,618.71
B4000	Beisswenger's Do It Best							
I-683269	Dust Masks	R	2/14/2023			152265		
252 4350-1230	SUPPLIES, EQUIPMENT	Dust Masks		18.59				
I-683896	Nuts, Bolts, Misc Builders	R	2/14/2023			152265		
252 4350-1230	SUPPLIES, EQUIPMENT	Nuts, Bolts, Misc Bu		6.45				
I-685349	1/4" Drill Bit	R	2/14/2023			152265		
100 4460-1230	SUPPLIES, EQUIPMENT	1/4" Drill Bit		4.69				29.73
C1470	Cardmember Service							
I-202302089032	January 2023: Axom, Midway...	R	2/14/2023			152266		
100 4200-1230	SUPPLIES, EQUIPMENT	Ray Allen K9 Refund		123.47CR				
100 4180-3630	TRAINING & CONFERENCES	SLUC Luncheon-Jon S.		58.00				
100 4180-3630	TRAINING & CONFERENCES	ULI Workshop -Sevald		140.00				
100 4180-1600	OPERATING SUPPLIES	Gavel for Carol Muel		190.00				
252 4732-3030	OTHER PROFESSIONAL SERVICES	Facebook Advert.for		175.00				
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Vista Print Retracta		430.01				
100 4160-3420	ADVERTISING	Indeed Ad		120.28				
100 4200-1600	OPERATING SUPPLIES	Handgun & Rifle Amm		1,002.86				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Food License for Ban		587.00				
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Eventective Subscrip		600.00				
100 4200-3630	TRAINING & CONFERENCES	Social Media/Open So		225.00				
252 4732-1230	SUPPLIES, EQUIPMENT	Membership Cards		425.00				
100 4200-3630	TRAINING & CONFERENCES	Taser Batteries, Car		1,765.96				
100 4160-3630	TRAINING & CONFERENCES	IIMC Conference		550.00				
100 4160-3030	OTHER PROFESSIONAL SERVICES	Courier		44.52				
100 4130-3630	TRAINING & CONFERENCES	Gallup Work Summit		295.00				

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C1470	Cardmember Service	CONT						
I-202302089032	January 2023: Axom, Midway...	R	2/14/2023			152266		
100 4130-3630	TRAINING & CONFERENCES	LMC Safety&Loss Cont		20.00				
230 4650-3630	TRAINING & CONFERENCES	ULI Workshop: Brian		70.00				
100 4130-3630	TRAINING & CONFERENCES	IIMC : Brian B		575.00				
100 4160-3030	OTHER PROFESSIONAL SERVICES	Survey Monkey Renewa		372.00				
252 4732-1230	SUPPLIES, EQUIPMENT	Volleyball Gear		368.44				
100 4160-3610	MEMBERSHIPS	RCLLG 2023 Membershi		675.00				
100 4200-1600	OPERATING SUPPLIES	Rifle Ammunition (Tr		694.49				
100 4200-3630	TRAINING & CONFERENCES	BLS & First Aid eCar		106.50				9,366.59
C4500	City Wide Maintenance of Minne							
I-32009014455	Feb:Cleaning: CH, PW, MVCC	R	2/14/2023			152268		
100 4460-3030	OTHER PROFESSIONAL SERVICES	Feb:Cleaning: CH, PW		2,181.07				
252 4350-3030	OTHER PROFESSIONAL SERVICES	Feb:Cleaning: CH, PW		1,087.12				3,268.19
C4510	Cintas							
I-4143088373	MVCC Linens, Mats, Towels...	R	2/14/2023			152269		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		6.76				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC Linens, Mats, T			50.18				
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		73.80				
I-4143458463	Mats & Towels	R	2/14/2023			152269		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.36				
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.50				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.17				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.84				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.51				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.95				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.18				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.13				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			11.31				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.39				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.83				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
I-4143458571	Uniforms & Clothing	R	2/14/2023			152269		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		69.57				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.79				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.38				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.79				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.67				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.75				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.96				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.38				
252 4350-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.94				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		12.59				

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas	CONT						
I-4143458571	Uniforms & Clothing	R	2/14/2023			152269		
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		8.51				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		20.30				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.79				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		6.13				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		10.12				
I-4143802977	MVCC Linens, Mats, Towels...	R	2/14/2023			152269		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		6.76				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC Linens, Mats, T			50.18				
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		17.80				
I-4144148001	Mats & Towels	R	2/14/2023			152269		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.36				
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.50				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.17				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.84				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.51				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.95				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.18				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.13				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			11.31				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.39				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.83				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
I-4144148002	CH/PD Floor Mats	R	2/14/2023			152269		
100 4160-1600	OPERATING SUPPLIES	CH/PD Floor Mats		27.14				
I-4144148223	Uniforms & Clothing	R	2/14/2023			152269		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		30.83				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.52				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.38				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.79				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.67				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.75				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.96				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.38				
252 4350-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.94				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		12.59				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		8.51				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		20.30				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.79				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		6.13				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		10.12				
I-4144489110	MVCC Linens, Mats, Towels...	R	2/14/2023			152269		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		6.76				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC Linens, Mats, T			50.18				

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas	CONT						
I-4144489110	MVCC Linens, Mats, Towels...	R	2/14/2023			152269		
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		17.80				
I-4144866648	Mats & Towels	R	2/14/2023			152269		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.36				
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.50				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.17				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.84				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.51				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.95				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.18				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.13				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			11.31				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.39				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.83				
I-4144866770	Uniforms & Clothing	R	2/14/2023			152269		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		31.18				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.54				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.42				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.81				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.75				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.90				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.09				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.42				
252 4350-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.94				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		12.77				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		8.63				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		20.60				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.81				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		6.21				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		10.22				844.85
C4511	Cintas - First Aid & Safety							
I-5142968023	Cintas - First Aid & Safety	R	2/14/2023			152276		
100 4160-1600	OPERATING SUPPLIES	Cintas - First Aid &		172.69				172.69
C4517	Circle K							
I-87136096	Jan-Feb PD Washes	R	2/14/2023			152277		
100 4200-1700	MOTOR FUELS & LUBRICANTS	Jan-Feb PD Washes		80.35				80.35

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C5855	Comcast							
I-202302089012	Jan-Feb 2023 SCADA, Backup	R	2/14/2023			152278		
700 4823-3100	TELEPHONE	Jan-Feb 2023 SCADA,		46.40				46.40
C6249	Comm of Transportation / D4 Ad							
I-James Holman	ADA Construction Cert. Course	R	2/14/2023			152279		
100 4470-3630	TRAINING & CONFERENCES	James Holman		75.00				75.00
C6505	Como Lube & Supplies, Inc.							
I-692410	Oil Recycling	R	2/14/2023			152280		
100 4465-3530	REFUSE COLLECTION	Oil Recycling		60.00				60.00
C6900	Compass Minerals America							
I-1112062	Street Salt	R	2/14/2023			152281		
100 4472-1600	OPERATING SUPPLIES	Street Salt		4,142.64				
I-1113104	Street Salt	R	2/14/2023			152281		
100 4472-1600	OPERATING SUPPLIES	Street Salt		4,083.41				
I-1114110	Street Salt	R	2/14/2023			152281		
100 4472-1600	OPERATING SUPPLIES	Street Salt		4,085.08				
I-1115961	Street Salt	R	2/14/2023			152281		
100 4472-1600	OPERATING SUPPLIES	Street Salt		2,085.50				14,396.63
C6965	Continental Research Corp.							
I-0041782	Armadillo Towels	R	2/14/2023			152282		
700 4823-1230	SUPPLIES, EQUIPMENT	Armadillo Towels		45.00				
730 4823-1230	SUPPLIES, EQUIPMENT	Armadillo Towels		45.00				
745 4415-1230	SUPPLIES, EQUIPMENT	Armadillo Towels		45.00				
100 4360-1230	SUPPLIES, EQUIPMENT	Armadillo Towels		45.00				
100 4470-1230	SUPPLIES, EQUIPMENT	Armadillo Towels		45.00				225.00
C7223	Coremark Metals							
I-5356244	PW #406 Steel Plate	R	2/14/2023			152283		
100 4472-1230	SUPPLIES, EQUIPMENT	PW #406 Steel Plate		252.17				252.17
C9840	Cutter Sales							
I-155267	PW# 445 Hoses	R	2/14/2023			152284		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# 445 Hoses		67.42				
I-162092	PW# IMP 410 Hoses	R	2/14/2023			152284		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 410 Hoses		134.36				201.78
D1113	Dering Pierson Group, LLC							
I-2018	Retention	R	2/14/2023			152285		
480 4160-7050	CONSTRUCTION	Retention		2,513.37				2,513.37

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

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F1095	Ferguson WaterWorks#2516/#2518							
I-0506535-1	Repair Parts for Water Mains	R	2/14/2023			152286		
700 4823-5150	REPAIRS, UTILITY	Repair Parts for Wat		313.33				313.33
F6010	PreCise MRM, LLC							
I-200-1041002	Dec. Flat Data Plan	R	2/14/2023			152287		
100 4472-3100	Telephone	Dec. Flat Data Plan		216.00				216.00
F6518	Force America							
C-001-0028654	Pilots / Manifold Ports	R	2/14/2023			152288		
100 4472-1230	SUPPLIES, EQUIPMENT	Pilots / Manifold Po		1,133.59CR				
I-001-1700324	Pilots - Manifold Ports	R	2/14/2023			152288		
100 4472-1230	SUPPLIES, EQUIPMENT	Pilots - Manifold Po		1,157.79				24.20
F7300	Freeway Towing							
I-01102023	PW# 458 - MACK Dump Truck	R	2/14/2023			152289		
100 4465-5120	REPAIRS, VEHICLES	PW# 458 - MACK Dump		500.00				
I-202302089013	Forfeited:Jetta, Lincoln,Honda	R	2/14/2023			152289		
225 4200-3030	OTHER PROFESSIONAL SERVICES	Forfeited:Jetta, Lin		1,036.47				1,536.47
G1000	Game Time							
I-PJI-0200992	Greenfield Playground	R	2/14/2023			152290		
451 4470-7050	CONSTRUCTION	Greenfield Playgroun		14,980.56				14,980.56
G5600	Gopher State One-Call, Inc.							
I-3000616	2023 Annual Fee	R	2/14/2023			152291		
700 4823-3030	OTHER PROFESSIONAL SERVICES	2023 Annual Fee		25.00				
730 4823-3030	OTHER PROFESSIONAL SERVICES	2023 Annual Fee		25.00				50.00
G8020	Grainger							
I-9570847153	RH Quatern Cartridge	R	2/14/2023			152292		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	RH Quatern Cartridge		53.97				53.97
H0905	H & L Mesabi							
I-11236	#453 Belly Blade Cutting Edge	R	2/14/2023			152293		
100 4472-1230	SUPPLIES, EQUIPMENT	#453 Belly Blade Cut		1,161.00				
I-11354	PW# IMP 408 Carbide Blade	R	2/14/2023			152293		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 408 Carbide		766.00				1,927.00
H2805	Hawkins, Inc.							
I-6336417	Water Production Chemicals	R	2/14/2023			152294		
700 4825-1600	OPERATING SUPPLIES	Water Production Che		40.00				
I-6379283	Chemicals	R	2/14/2023			152294		
700 4825-1600	OPERATING SUPPLIES	Chemicals		80.00				120.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
H4035	Hillyard/Minneapolis							
I-604991794	Floor Restorer, Finish, Polish	R	2/14/2023			152295		
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS Floor Restorer, Fini			1,041.00				
I-604994849	Urinal Screen Wave	R	2/14/2023			152295		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS Urinal Screen Wave			90.76				
252 4350-1600	OPERATING SUPPLIES Urinal Screen Wave			200.00				
I-604998600	Glacier Prep and Polish	R	2/14/2023			152295		
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS Glacier Prep and Pol			273.33				
I-605011477	PW: Towels	R	2/14/2023			152295		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS PW: Towels			38.22				1,643.31
H4045	Hirshfield's, Inc.							
I-28116819	Primer	R	2/14/2023			152296		
252 4350-1230	SUPPLIES, EQUIPMENT Primer			42.58				42.58
H7301	Home Depot Pro - Atlanta							
C-728683780	Mailbox Post Replacement	R	2/14/2023			152297		
100 4475-1600	OPERATING SUPPLIES Mailbox Post Replace			89.00CR				
I-728668096	Scoop Shovel	R	2/14/2023			152297		
100 4360-1600	OPERATING SUPPLIES Scoop Shovel			104.94				
I-728668369	Mailbox Post Replacements	R	2/14/2023			152297		
100 4475-1600	OPERATING SUPPLIES Mailbox Post Replace			916.28				932.22
H7302	Home Depot Pro - Dallas							
I-728356460	Buffing Pads	R	2/14/2023			152298		
252 4350-1230	SUPPLIES, EQUIPMENT Buffing Pads			18.45				
I-728583022	Taski 855D Demo	R	2/14/2023			152298		
480 4160-7030	EQUIPMENT Taski 855D Demo			7,337.00				
I-728583030	Floor Cleaner	R	2/14/2023			152298		
252 4350-1230	SUPPLIES, EQUIPMENT Floor Cleaner			88.40				7,443.85
I2005	IDC Automatic, LLC							
I-0061302-IN	PW:Garage Door #3 Fluid Repair	R	2/14/2023			152299		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS PW:Garage Door #3 Fl			520.21				520.21
I4000	IdentiSys Inc.							
I-605284	ID Software Install & Training	R	2/14/2023			152300		
100 4160-1600	OPERATING SUPPLIES ID Software Install			753.84				753.84
I6560	Innovative Office Solutions, L							
I-IN4066704	CH: Flash Drives	R	2/14/2023			152301		
100 4160-1600	OPERATING SUPPLIES CH: Flash Drives			67.00				
I-IN4074050	MVCC: Paper, Pens, Pads...	R	2/14/2023			152301		
252 4732-1230	SUPPLIES, EQUIPMENT MVCC: Paper, Pens, P			184.32				251.32

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I6687	International Code Council Mem							
I-Q15.000004259	2023-2026 (3-YR) Membership:NH	R	2/14/2023			152302		
100 4180-3610	MEMBERSHIPS	Nick Henly #9534535		348.00				348.00
I6825	International Institute of Mun							
I-202302089015	2023 Membership: Brian B.	R	2/14/2023			152303		
100 4130-3610	MEMBERSHIPS	2023 Membership: Bri		125.00				125.00
K2016	KLM Engineering, Inc.							
I-9132	Antenna Draw Rev / Inspection	R	2/14/2023			152304		
100 2320	DEPOSIT PAYABLE	Antenna Draw Rev / I		5,450.00				5,450.00
K2100	Katrina E. Joseph							
I-0059	Dec. 2022 Misdemeanor Pros	R	2/14/2023			152305		
100 4200-3020	PROSECUTING ATTORNEY SERVICES	Dec. 2022 Misdemeano		6,125.00				
I-0059-B	January 2023 Misdemeanor Pros	R	2/14/2023			152305		
100 4200-3020	PROSECUTING ATTORNEY SERVICES	January 2023 Misdeme		6,125.00				
I-202302089016	Forfeited Jetta,Lincoln,Honda	R	2/14/2023			152305		
225 4200-3030	OTHER PROFESSIONAL SERVICES	Forfeited Jetta,Linc		2,067.76				14,317.76
K3000	Kennedy & Graven, Chartered							
I-172541	Retainer	R	2/14/2023			152306		
100 4160-3010	GENERAL LEGAL SERVICES	Administration		1,560.02				
100 4160-3010	GENERAL LEGAL SERVICES	Public Works		573.43				
I-172542	EDA	R	2/14/2023			152306		
230 2320	DEPOSIT PAYABLE	2310 Woodale Project		3,323.00				
I-172543	Non Retainer	R	2/14/2023			152306		
100 4110-3030	OTHER PROFESSIONAL SERVICES	Charter Comm		379.80				
100 4160-3010	GENERAL LEGAL SERVICES	General Real Estate		337.60				
480 4160-3030	OTHER PROFESSIONAL SERVICES	Community Center Pro		126.60				
230 2320	DEPOSIT PAYABLE	Greenwood Dr. Infill		323.44				
745 4415-3030	OTHER PROFESSIONAL SERVICES	LGU - RCWD Matter		200.00				
700 4823-7050	CONSTRUCTION	Water Treatment Plan		1,118.30				
485 4470-7050-324	2022 STREET PROJECT	2023 Street Rehab: P		464.20				8,406.39
K5023	Kodet Architectural Group							
I-17010	Concept Design / Consultants	R	2/14/2023			152307		
480 4160-3030	OTHER PROFESSIONAL SERVICES	Concept Design / Con		11,730.00				
I-17016	MVCC Concept Planning	R	2/14/2023			152307		
480 4160-3030	OTHER PROFESSIONAL SERVICES	MVCC Concept Plannin		6,510.00				18,240.00
L5013	Sarah Le Voir							
I-202302089014	CFMH Qtrly Mtg Supplies	R	2/14/2023			152308		
100 4200-3070	COPS EVENTS	CFMH Qtrly Mtg Suppl		31.30				
I-202302089017	CPR Class Snacks	R	2/14/2023			152308		
100 4200-3070	COPS EVENTS	CPR Class Snacks		40.04				
I-202302089018	Father Daughter Dance Decorate	R	2/14/2023			152308		
100 4200-3070	COPS EVENTS	Father Daughter Danc		135.89				

VENDOR SET: 01 City of Mounds View

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DATE RANGE: 0/00/0000 THRU 99/99/9999

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L5013	Sarah Le Voir	CONT						
I-202302089018	Father Daughter Dance Decorate	R	2/14/2023			152308		
100 4200-3070	COPS EVENTS	Father Daughter Danc		16.12				223.35
L5020	League of Minnesota Cities							
I-374971	2023 PATROL - 19 Officers	R	2/14/2023			152309		
100 4200-3630	TRAINING & CONFERENCES	2023 PATROL - 19 Off		1,710.00				
I-375503	2023: Intro to Race Equ. SG	R	2/14/2023			152309		
100 4100-3630	TRAINING & CONFERENCES	2023: Intro to Race E		30.00				
I-375656	2023 City Day o/t Hill: AH, ZL	R	2/14/2023			152309		
100 4100-3630	TRAINING & CONFERENCES	2023 City Day o/t Hi		250.00				1,990.00
L5081	Libby Law Office, P.A.							
I-202302089019	2023: Jan-Expand Athletic Fac	R	2/14/2023			152310		
480 4160-3030	OTHER PROFESSIONAL SERVICES	2023: Jan-Expand Ath		5,000.00				5,000.00
L7650	Loffler Companies, Inc.							
I-4262899	Nov - January 2023	R	2/14/2023			152311		
252 4732-5130	REPAIRS, EQUIPMENT	Nov - January 2023		200.08				
700 4823-3030	OTHER PROFESSIONAL SERVICES	Nov - January 2023		128.66				
730 4823-3030	OTHER PROFESSIONAL SERVICES	Nov - January 2023		128.66				
100 4160-5100	REPAIRS, COMPUTERS	Nov - January 2023		49.22				
100 4200-5100	REPAIRS, COMPUTERS	Nov - January 2023		101.89				
100 4160-5100	REPAIRS, COMPUTERS	Nov - January 2023		1,179.48				1,787.99
M0255	MBPTA							
I-202302089020	2023 Membership: JN	R	2/14/2023			152312		
100 4180-3610	MEMBERSHIPS	Jenny Nelson		100.00				100.00
M0300	MMNTB							
I-202302089021	Dec 2022 Hotel Tax: MV Lodging	R	2/14/2023			152313		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	Dec 2022 Hotel Tax:		2,902.67				2,902.67
M0825	MR Sign Co., Inc.							
I-218760	LED Stop: Spring Lk, Cty I	R	2/14/2023			152314		
100 4475-1600	OPERATING SUPPLIES	LED Stop: Spring Lk,		3,940.16				3,940.16
M1257	Mailing Solutions							
I-38495	4th QTR 2022 UB Mailing	R	2/14/2023			152315		
700 4820-3300	POSTAGE	4th QTR 2022 UB Mail		98.25				
730 4820-3300	POSTAGE	4th QTR 2022 UB Mail		98.25				
252 4732-3430	PRINTING	4th QTR 2022 UB Mail		98.25				
700 4825-3030	OTHER PROFESSIONAL SERVICES	4th QTR 2022 UB Mail		98.25				393.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M1345	Mansfield Oil Company							
I-23916541	Dyed - Diesel 1,000	R	2/14/2023			152316		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Dyed - Diesel 1,000		3,328.73				
I-23916557	87 OCT. 1,500	R	2/14/2023			152316		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	87 OCT. 1,500		4,305.06				
I-23961219	Dyed - Diesel 500	R	2/14/2023			152316		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Dyed - Diesel 500		1,914.91				9,548.70
M1477	Ridgeway and Associates							
I-2087	Mandatory Check-in: AA, SD	R	2/14/2023			152317		
100 4200-3030	OTHER PROFESSIONAL SERVICES	Mandatory Check-in:		240.00				240.00
M3505	Menards - Blaine							
I-46121	#2 & BTR FIR 2x10-8'	R	2/14/2023			152318		
100 4360-1220	SUPPLIES, VEHICLES	#2 & BTR FIR 2x10-8		20.98				20.98
M4025	Metro Products, Inc.							
I-171707	Block Forks	R	2/14/2023			152319		
100 4465-1600	OPERATING SUPPLIES	Block Forks		595.90				
I-171898	Plow Bolts, Scraper, HHCS...	R	2/14/2023			152319		
100 4465-1600	OPERATING SUPPLIES	Plow Bolts, Scraper,		211.51				807.41
M4600	Metro Council Environmental Se							
I-0001151490	March 2023 Waste Water Serv	R	2/14/2023			152320		
730 4823-3230	WASTE WATER DISPOSAL	March 2023 Waste Wat		95,561.11				95,561.11
M4995	Milbank Winwater Works							
I-177594 07	NODE6 LORAWAN MIU, 5' NICOR	R	2/14/2023			152321		
700 4823-7030	EQUIPMENT	NODE6 LORAWAN MIU, 5		12,500.00				12,500.00
M5200	MHSRC/Range							
I-50118	4 Hr Refresher: C.A., N.D.	R	2/14/2023			152322		
252 4732-3030	OTHER PROFESSIONAL SERVICES	4 Hr Refresher: C.A.		426.00				
I-50119	4 Hr Refresher: C.A., N.D.	R	2/14/2023			152322		
252 4732-3030	OTHER PROFESSIONAL SERVICES	4 Hr Refresher: C.A.		402.00				
I-50121	4 Hr Refresher: C.A., N.D.	R	2/14/2023			152322		
252 4732-3030	OTHER PROFESSIONAL SERVICES	4 Hr Refresher: C.A.		570.00				1,398.00
M5300	Midway Ford Company							
C-CM754842	PD# 201 Shield Return	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD# 201 Shield Retu		79.01CR				
I-596592	PD# 161 Water Pump Leak	R	2/14/2023			152323		
100 4465-5120	REPAIRS, VEHICLES	PD# 161 Water Pump		2,511.74				
I-597463	PD# 201 Misfire Faults	R	2/14/2023			152323		
100 4465-5120	REPAIRS, VEHICLES	PD# 201 Misfire Fau		510.45				
I-753397	Stock: Blade Asy	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	Stock: Blade Asy		153.23				
I-753536	PD# 172 Cylinder	R	2/14/2023			152323		

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M5300	Midway Ford Company	CONT						
I-753536	PD# 172 Cylinder	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD# 172	Cylinder	57.74				
I-754842	PD# 201 Shield, Pins	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD# 201	Shield, Pin	93.25				
I-755117	PD 161 TP Kit, Motor As	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD 161	TP Kit, Moto	129.56				
I-755131	PD 201 Shield	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD 201	Shield	82.02				
I-756938	PD# 202 Spark Plugs, Shields.	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD# 202	Spark Plugs	40.92				
I-757168	PD# 202 Shields	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD# 202	Shields	39.29				
I-757200	PD #163 Motor As, Reflector	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PD #163	Motor As, R	62.10				
I-757208	PW# 451 Seal, Reservoi	R	2/14/2023			152323		
100 4465-1220	SUPPLIES, VEHICLES	PW# 451	Seal, Rese	350.46				3,951.75
M5730	MN Occupational Health							
I-417942	Jan. 2023 Drug Test: NB, NO	R	2/14/2023			152326		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Jan. 2023 Drug Test:		136.00				136.00
M7150	MN Chiefs of Police Assn. (ETI							
I-14202	2023 Membership: B.Z	R	2/14/2023			152327		
100 4200-3610	MEMBERSHIPS	2023 Membership: B.Z		193.00				193.00
M7315	MN Dept of Health							
I-202302089022	Waterworks Op: RM, NO, KP	R	2/14/2023			152328		
700 4823-3630	TRAINING & CONFERENCES	Exam Results: Rene M		23.00				
700 4823-3630	TRAINING & CONFERENCES	Exam Results:Nate Os		23.00				
700 4823-3630	TRAINING & CONFERENCES	Exam: Kristofer Paul		23.00				69.00
M7328	MN Dept of Natural Resources							
I-2023-1976-6253	2023 DNR Water Permit	R	2/14/2023			152329		
700 4825-3030	OTHER PROFESSIONAL SERVICES	2023 DNR Water Permi		4,938.56				4,938.56
M7690	MN Rural Water Assn.							
I-202302089023	2023-2024 Membership	R	2/14/2023			152330		
730 4823-3610	MEMBERSHIPS	2023-2024 Membership		200.00				
700 4823-3610	MEMBERSHIPS	2023-2024 Membership		200.00				400.00
M7720	MN Society of CPAs							
I-333804	2023 Membership Dues: MB	R	2/14/2023			152331		
100 4150-3610	MEMBERSHIPS	2023 Membership Dues		355.00				355.00

VENDOR SET: 01 City of Mounds View

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DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M7815	Mitchell 1							
I-28700165	2023 Annual Software	R	2/14/2023			152332		
100 4465-5120	REPAIRS, VEHICLES	2023 Annual Software		1,788.00				1,788.00
M7960	Minnesota/Wisconsin Playground							
I-2022559	Litter Receptacles /Cans, Lids	R	2/14/2023			152333		
100 4360-1230	SUPPLIES, EQUIPMENT	Litter Receptacles /		2,613.00				2,613.00
M7969	Minute Maker Secretarial							
I-M1623	01/03 CC, 01/09 EDA/CC	R	2/14/2023			152334		
100 4100-3030	OTHER PROFESSIONAL SERVICES	01/03 CC		159.00				
100 4100-3030	OTHER PROFESSIONAL SERVICES	01/09 EDA / CC		234.50				393.50
M8239	Mission Square							
I-202302089033	Sourcewell Incentives	R	2/14/2023			152335		
100 3680	MISCELLANEOUS REVENUE	City of Mounds View		3,290.00				
100 3680	MISCELLANEOUS REVENUE	Plan # 800679		1.00				3,291.00
N4009	NineNorth							
I-2023-009	Jan 2023 Meetings	R	2/14/2023			152336		
210 4350-3030	OTHER PROFESSIONAL SERVICES	Jan 2023 Meetings		1,177.41				1,177.41
N4800	Norseman Awards							
I-2483	Citizen of the Year -C. Howard	R	2/14/2023			152337		
100 4100-1600	OPERATING SUPPLIES	Citizen of the Year		21.86				
I-2498	Council Plaque	R	2/14/2023			152337		
100 4100-1600	OPERATING SUPPLIES	Council Plaque		51.86				73.72
N5821	North Suburban Communications							
I-2023-604	2023 Q1 City Contribution	R	2/14/2023			152338		
210 4350-3900	GRANTS TO OTHER ORGANIZATIONS	2023 Q1 City Contrib		7,111.38				7,111.38
N8515	Nuss Truck & Equipment							
I-4037906	PW# 458 Oil Line Leak	R	2/14/2023			152339		
100 4465-5130	REPAIRS, EQUIPMENT	PW# 458 Oil Line Le		7,746.86				7,746.86
PL000	PLEAA							
I-202302089024	2023 Dues: HK, AB	R	2/14/2023			152340		
100 4200-3610	MEMBERSHIPS	2023 Dues: HK, AB		70.00				70.00
PL415	Paragon Company							
I-22004122021	H2 & Spring Lk Rd, Temp Patch	R	2/14/2023			152341		
730 4823-1240	SUPPLIES, STREETS	H2 & Spring Lk Rd, T		1,545.00				1,545.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

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P1529	Kris Paulseth							
I-202302089025	2023 Rochest Arborist Workshop	R	2/14/2023			152342		
100 4380-3630	TRAINING & CONFERENCES	2023 Rochest Arboris		130.00				130.00
P1565	Dave Perkins Contracting, Inc.							
I-28428	7640 Woodlawn Main Repair	R	2/14/2023			152343		
700 4823-5155	REPAIR, WATER SERVICE	7640 Woodlawn Main R		4,456.78				
I-28429	8148 Red Oak Dr. Main Repair	R	2/14/2023			152343		
700 4823-5155	REPAIR, WATER SERVICE	8148 Red Oak Dr. Mai		4,906.78				
I-28430	5238 Long Lk Rd. Main Repair	R	2/14/2023			152343		
700 4823-5155	REPAIR, WATER SERVICE	5238 Long Lk Rd. Mai		7,746.78				
I-28431	5209 Jeffery Dr. Main Repair	R	2/14/2023			152343		
700 4823-5155	REPAIR, WATER SERVICE	5209 Jeffery Dr. Mai		4,811.78				
I-28437	7740 Long Lake Rd Main Repair	R	2/14/2023			152343		
700 4823-5155	REPAIR, WATER SERVICE	7740 Long Lake Rd Ma		5,422.00				27,344.12
P3765	Petsmart							
I-202302089026	K-9 Food (Ace)	R	2/14/2023			152344		
100 4200-1600	OPERATING SUPPLIES	K-9 Food (Ace)		92.33				
I-202302089027	K-9 Food (Grizz)	R	2/14/2023			152344		
100 4200-1600	OPERATING SUPPLIES	K-9 Food (Grizz)		184.66				276.99
P6750	Pomp's Tire Service - Milwaukee							
I-210635920	PD Stock: Winter Enforcers	R	2/14/2023			152345		
100 4465-1220	SUPPLIES, VEHICLES	PD Stock: Winter En		660.96				
I-210637724	PD # 119 Assur Weatherready	R	2/14/2023			152345		
100 4465-1220	SUPPLIES, VEHICLES	PD # 119 Assur Weat		139.28				
I-210637725	PD Stock: Firehawk	R	2/14/2023			152345		
100 4465-1220	SUPPLIES, VEHICLES	PD Stock: Firehawk		157.30				
I-210637726	PW# 453 Mich XDN2	R	2/14/2023			152345		
100 4465-1220	SUPPLIES, VEHICLES	PW# 453 Mich XDN2		1,783.56				
I-210639045	PW# 458 MICH XDN2	R	2/14/2023			152345		
100 4465-1220	SUPPLIES, VEHICLES	PW# 458 MICH XDN2		1,703.56				
I-210639165	PW# 307 Alliance 221 Float	R	2/14/2023			152345		
100 4360-1220	SUPPLIES, VEHICLES	PW# 307 Alliance 22		760.00				5,204.66
P7250	Print Central							
I-147911	Water Ban/Flushing Notificatio	R	2/14/2023			152346		
700 4823-3030	OTHER PROFESSIONAL SERVICES	Water Ban/Flushing N		1,585.13				1,585.13
R3002	Ramsey County							
I-PUBW-020059	Brine: Nov/Dec 2022	R	2/14/2023			152347		
100 4472-1600	OPERATING SUPPLIES	Brine: Nov/Dec 2022		574.78				574.78

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

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S3824	Schmidt Curb Company							
I-23-03	7730 Long Lk Rd. Main Repair	R	2/14/2023			152348		
700 4823-5150	REPAIRS, UTILITY	7730 Long Lk Rd. Mai		1,650.00				1,650.00
S4224	Sensible Office Solutions							
I-0057210-001	Business Cards: NH	R	2/14/2023			152349		
100 4160-1600	OPERATING SUPPLIES	Business Cards: NH		34.50				34.50
S4350	Brian Schultes							
I-202302089028	Boarding - Grizz	R	2/14/2023			152350		
100 4200-3080	VETERINARY SERVICES	Boarding - Grizz		310.66				310.66
S7520	Spring Lake Park Fire Departme							
I-202302089029	March-April 2023 Fire Protect	R	2/14/2023			152351		
100 4210-3032	CONTRACTUAL FIRE SERVICES	March-April 2023 Fir		80,280.00				80,280.00
S8000	Star Tribune							
I-202302089030	CH: January - July 2023	R	2/14/2023			152352		
100 4160-2100	BOOKS & PERIODICALS	CH: January - July 2		119.50				119.50
S8561	Stone Mountain Pet Lodge							
I-10012197590	1/19/23 to 1/22/23 Ace	R	2/14/2023			152353		
100 4200-3080	VETERINARY SERVICES	1/19/23 to 1/22/23		138.60				138.60
S8802	Streicher's - Minneapolis							
I-202302099037	Boscardin #133 Uniform Allowan	R	2/14/2023			152354		
100 4200-2400	UNIFORM & CLOTHING	Boscardin #133 Unifo		680.00				
I-202302099038	Aase #126 Uniform Allowance	R	2/14/2023			152354		
100 4200-2400	UNIFORM & CLOTHING	Aase #126 Uniform A		440.00				
I-202302099039	Jourdan #127 Uniform Allowanc	R	2/14/2023			152354		
100 4200-2400	UNIFORM & CLOTHING	Jourdan #127 Unifor		280.00				
I-202302099040	LeVoiir #121 Uniform Allowanc	R	2/14/2023			152354		
100 4200-2400	UNIFORM & CLOTHING	LeVoiir #121 Uniform		200.00				
I-202302099041	Ohlendorf #130 Uniform Allowa	R	2/14/2023			152354		
100 4200-2400	UNIFORM & CLOTHING	Ohlendorf #130 Unif		880.00				
I-202302099042	Schultes #107 Uniform Allowan	R	2/14/2023			152354		
100 4200-2400	UNIFORM & CLOTHING	Schultes #107 Unifo		880.00				
I-11613801	Impact Sponge Rounds	R	2/14/2023			152354		
100 4200-1600	OPERATING SUPPLIES	Impact Sponge Rounds		310.50				3,670.50
S9010	Surplus Services							
I-20040807	Garbage Cans	R	2/14/2023			152356		
730 4823-1600	OPERATING SUPPLIES	Garbage Cans		6.00				6.00

VENDOR SET: 01 City of Mounds View

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DATE RANGE: 0/00/0000 THRU 99/99/9999

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T1357	Terminix							
I-207408	MVCC January 2023 Pest Control	R	2/14/2023			152357		
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS	MVCC January 2023 Pe		59.50				
I-207409	PW. January 2023 Pest Control	R	2/14/2023			152357		
100 4460-3030	OTHER PROFESSIONAL SERVICES	PW. January 2023 Pes		60.00				119.50
T4423	Titan Energy Systems Inc.							
I-191010-029	PW# 903 Generator PM Jan. 2023	R	2/14/2023			152358		
700 4823-3030	OTHER PROFESSIONAL SERVICES	PW# 903 Generator PM		849.41				
I-191010-035	PW# 010 Generator PM Jan. 2023	R	2/14/2023			152358		
100 4460-3030	OTHER PROFESSIONAL SERVICES	PW# 010 Generator PM		622.00				
I-191010-041	PW# 906 Generator PM Jan. 2023	R	2/14/2023			152358		
700 4823-3030	OTHER PROFESSIONAL SERVICES	PW# 906 Generator PM		833.84				
I-191010-051	PW# 904 Generator PM Jan. 2023	R	2/14/2023			152358		
730 4823-3030	OTHER PROFESSIONAL SERVICES	PW# 904 Generator PM		622.00				2,927.25
T5000	Toll Gas & Welding Supply							
I-40167343	Propane	R	2/14/2023			152359		
730 4823-1600	OPERATING SUPPLIES	Propane		24.06				24.06
T5019	Rise LLC							
I-1005	January 2023 PD Car Washes	R	2/14/2023			152360		
100 4200-1700	MOTOR FUELS & LUBRICANTS	January 2023 PD Car		10.00				10.00
T5053	Total Defense, Inc.							
I-202302099035	Garland #129 Uniform Allowanc	R	2/14/2023			152361		
100 4200-2400	UNIFORM & CLOTHING	Garland #129 Unifor		880.00				880.00
T6010	TransUnion Risk and Alternativ							
I-1065517-202301-1	Dec 2022 to Jan 2023 Search	R	2/14/2023			152362		
100 4200-3055	INFORMATION SYSTEM FEES	Dec 2022 to Jan 2023		150.00				150.00
T6022	Trane							
I-313312730	Sensor: Outdoor Static Press	R	2/14/2023			152363		
252 4350-5130	REPAIRS, EQUIPMENT	Sensor: Outdoor Stat		2,064.70				2,064.70
T6100	Tri State Bobcat							
I-A15108	PW# IMP 44, Wiper, Oil, Shoe S	R	2/14/2023			152364		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 44, Wiper, O		101.52				
I-A15109	PW# IMP 411 Motor Fan, HYD Fld	R	2/14/2023			152364		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 411 Motor Fa		967.61				
I-A15664	PW# IMP 44 Shoe Skid	R	2/14/2023			152364		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 44 Shoe Skid		530.64				
I-A15665	Fitting, Spring, Handle, Assy	R	2/14/2023			152364		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 410		198.83				
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 408		198.83				
100 4465-1230	SUPPLIES, EQUIPMENT	PW# 430		198.84				
I-E34325	Bobcat Loader 12/20 to 1/18/23	R	2/14/2023			152364		

VENDOR SET: 01 City of Mounds View

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DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK		AMOUNT	DISCOUNT	CHECK	CHECK	CHECK
			DATE				NO	STATUS	AMOUNT
T6100	Tri State Bobcat	CONT							
I-E34325	Bobcat Loader 12/20 to 1/18/23	R	2/14/2023				152364		
700 4823-4010	RENTAL, EQUIPMENT	Bobcat Loader 12/20		2,297.13					
I-E34334	Bobcat Loader 1/19 to 1/24/23	R	2/14/2023				152364		
745 4415-3030	OTHER PROFESSIONAL SERVICES	Bobcat Loader 1/19 t		634.23					5,127.63
V4105	Verizon Wireless								
I-9926107991	Dec - Jan 2023 Staff Phones	R	2/14/2023				152366		
100 4200-3100	TELEPHONE	PD		965.07					
100 4180-3100	TELEPHONE	Comm Dev		123.42					
100 4360-3100	TELEPHONE	Parks & Forestry		234.85					
100 4465-3100	TELEPHONE	Vehicle		105.40					
100 4410-3100	Telephone	Admin		83.90					
100 4460-3100	Telephone	Building & Grounds		24.05					
100 4470-3100	TELEPHONE	Streets		138.00					
700 4823-3100	TELEPHONE	Water		409.73					
730 4823-3100	TELEPHONE	Sanitary Sewer		349.65					
745 4415-3100	TELEPHONE	Storm Water		224.31					
252 4350-3100	TELEPHONE	Community Center		147.48					
100 4472-3100	Telephone	Snow & Ice Control							
100 4130-3100	TELEPHONE	Community Center							
I-9926296840	January 2023 PD & Comm Dev	R	2/14/2023				152366		
100 4200-3100	TELEPHONE	January 2023 PD & Co		526.13					
100 4180-3100	TELEPHONE	January 2023 PD & Co		80.02					3,412.01
V5000	Viking Automatic Sprinkler Co.								
I-1025-F245147	2 Heat Detectors in Kitchen	R	2/14/2023				152368		
252 4350-5130	REPAIRS, EQUIPMENT	2 Heat Detectors in		485.00					
I-S006598880.001	Well Repair - Wire	R	2/14/2023				152368		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well Repair - Wire		5.39					490.39
W0545	W S & D Permit Service								
I-202302089034	Canceled Permit # 2022-01091	R	2/14/2023				152369		
100 3270	BUILDING PERMITS	Canceled Permit # 20		71.00					71.00
Z2000	Zarnoth Brush Works, Inc.								
I-0192278-IN	PW# IMP 409 Broom Refill	R	2/14/2023				152370		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 409 Broom Re		19.55					19.55
Z5000	Tritech Software Systems								
I-373322	2023 Records Sys-CAD Interface	R	2/14/2023				152371		
100 4200-5100	REPAIRS, COMPUTERS	2023 Records Sys-CAD		29,060.28					29,060.28

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

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## \* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	104	576,945.98	0.00	576,945.98
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
100 2320	DEPOSIT PAYABLE	5,450.00
100 3270	BUILDING PERMITS	71.00
100 3680	MISCELLANEOUS REVENUE	3,291.00
100 4100-1600	OPERATING SUPPLIES	73.72
100 4100-3030	OTHER PROFESSIONAL SERVICES	393.50
100 4100-3630	TRAINING & CONFERENCES	280.00
100 4110-3030	OTHER PROFESSIONAL SERVICES	379.80
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	1,030.01
100 4130-3610	MEMBERSHIPS	125.00
100 4130-3630	TRAINING & CONFERENCES	890.00
100 4150-3610	MEMBERSHIPS	355.00
100 4160-1600	OPERATING SUPPLIES	1,104.45
100 4160-2100	BOOKS & PERIODICALS	119.50
100 4160-3010	GENERAL LEGAL SERVICES	2,471.05
100 4160-3030	OTHER PROFESSIONAL SERVICES	552.52
100 4160-3420	ADVERTISING	120.28
100 4160-3610	MEMBERSHIPS	675.00
100 4160-3630	TRAINING & CONFERENCES	550.00
100 4160-5100	REPAIRS, COMPUTERS	1,228.70
100 4180-1600	OPERATING SUPPLIES	190.00
100 4180-3100	TELEPHONE	203.44
100 4180-3610	MEMBERSHIPS	448.00
100 4180-3630	TRAINING & CONFERENCES	198.00
100 4200-1230	SUPPLIES, EQUIPMENT	219.52
100 4200-1600	OPERATING SUPPLIES	2,847.69
100 4200-1700	MOTOR FUELS & LUBRICANTS	90.35
100 4200-2400	UNIFORM & CLOTHING	8,825.81
100 4200-3020	PROSECUTING ATTORNEY SERVICES	12,250.00
100 4200-3030	OTHER PROFESSIONAL SERVICES	240.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
100 4200-3055	INFORMATION SYSTEM FEES	150.00
100 4200-3070	COPS EVENTS	223.35
100 4200-3080	VETERINARY SERVICES	449.26
100 4200-3100	TELEPHONE	1,491.20
100 4200-3210	ELECTRICITY	47.38
100 4200-3610	MEMBERSHIPS	263.00
100 4200-3630	TRAINING & CONFERENCES	3,807.46
100 4200-5100	REPAIRS, COMPUTERS	29,162.17
100 4210-3032	CONTRACTUAL FIRE SERVICES	80,280.00
100 4210-3050	DISPATCHING - CONTRACTUAL	5,796.37
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	90.76
100 4360-1220	SUPPLIES, VEHICLES	780.98
100 4360-1230	SUPPLIES, EQUIPMENT	2,658.00
100 4360-1600	OPERATING SUPPLIES	104.94
100 4360-2400	UNIFORM & CLOTHING	271.43
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	19.08
100 4360-3100	TELEPHONE	234.85
100 4360-3210	ELECTRICITY	1,009.93
100 4360-3220	NATURAL GAS	1,397.37
100 4380-3630	TRAINING & CONFERENCES	130.00
100 4410-2400	UNIFORM & CLOTHING	7.18
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	1.50
100 4410-3100	Telephone	83.90
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	38.22
100 4460-1230	SUPPLIES, EQUIPMENT	4.69
100 4460-2400	UNIFORMS & CLOTHING	2.39
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.51
100 4460-3030	OTHER PROFESSIONAL SERVICES	2,863.07
100 4460-3100	Telephone	24.05
100 4460-3210	ELECTRICITY	4,028.21
100 4460-3220	NATURAL GAS	7,689.82
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	697.18
100 4465-1220	SUPPLIES, VEHICLES	5,374.22
100 4465-1230	SUPPLIES, EQUIPMENT	198.84
100 4465-1600	OPERATING SUPPLIES	807.41
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	9,548.70
100 4465-2400	UNIFORMS & CLOTHING	17.09
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	6.18
100 4465-3100	TELEPHONE	105.40
100 4465-3530	REFUSE COLLECTION	60.00
100 4465-5120	REPAIRS, VEHICLES	5,310.19
100 4465-5130	REPAIRS, EQUIPMENT	7,746.86
100 4470-1230	SUPPLIES, EQUIPMENT	45.00
100 4470-2400	UNIFORMS & CLOTHING	165.40
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	11.52
100 4470-3100	TELEPHONE	138.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
100 4470-3630	TRAINING & CONFERENCES	75.00
100 4472-1230	SUPPLIES, EQUIPMENT	4,422.13
100 4472-1600	OPERATING SUPPLIES	14,971.41
100 4472-2400	UNIFORMS & CLOTHING	27.01
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	10.53
100 4472-3100	Telephone	216.00
100 4475-1600	OPERATING SUPPLIES	4,767.44
100 4475-2400	UNIFORMS & CLOTHING	7.18
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	2.85
100 4475-3250	ELECTRICTY-TRAFFIC LIGHTS	356.96
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	2,902.67
	*** FUND TOTAL ***	245,775.58
210 4350-3030	OTHER PROFESSIONAL SERVICES	1,177.41
210 4350-3900	GRANTS TO OTHER ORGANIZATIONS	7,111.38
	*** FUND TOTAL ***	8,288.79
225 4200-3030	OTHER PROFESSIONAL SERVICES	3,104.23
	*** FUND TOTAL ***	3,104.23
230 2320	DEPOSIT PAYABLE	3,646.44
230 4650-3100	TELEPHONE	50.00
230 4650-3630	TRAINING & CONFERENCES	70.00
230 4650-3800	MILEAGE & PARKING	1,568.71
	*** FUND TOTAL ***	5,335.15
252 4350-1230	SUPPLIES, EQUIPMENT	174.47
252 4350-1600	OPERATING SUPPLIES	309.40
252 4350-2400	UNIFORM & CLOTHING	11.82
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	160.08
252 4350-3030	OTHER PROFESSIONAL SERVICES	1,087.12
252 4350-3100	TELEPHONE	147.48
252 4350-3210	ELECTRICITY	5,312.22
252 4350-3220	NATURAL GAS	6,031.83
252 4350-5130	REPAIRS, EQUIPMENT	2,549.70
252 4730-3030	OTHER PROFESSIONAL SERVICES	607.28
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS	1,373.83
252 4732-1230	SUPPLIES, EQUIPMENT	977.76
252 4732-1600	OPERATING SUPPLIES	104.62
252 4732-3030	OTHER PROFESSIONAL SERVICES	1,573.00
252 4732-3430	PRINTING	98.25
252 4732-5130	REPAIRS, EQUIPMENT	200.08
	*** FUND TOTAL ***	20,718.94
255 4350-3210	ELECTRICITY	244.78
	*** FUND TOTAL ***	244.78

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
451 4470-7050	CONSTRUCTION	14,980.56
	*** FUND TOTAL ***	14,980.56
480 4160-3030	OTHER PROFESSIONAL SERVICES	23,366.60
480 4160-7030	EQUIPMENT	7,337.00
480 4160-7050	CONSTRUCTION	2,513.37
	*** FUND TOTAL ***	33,216.97
485 4470-7050-324	2022 STREET PROJECT	464.20
	*** FUND TOTAL ***	464.20
700 1152	UTILITY DELQ. RECIEVABLE	51.92
700 4820-3300	POSTAGE	98.25
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	5.39
700 4823-1230	SUPPLIES, EQUIPMENT	45.00
700 4823-2400	UNIFORM & CLOTHING	37.95
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	12.39
700 4823-3030	OTHER PROFESSIONAL SERVICES	3,422.04
700 4823-3100	TELEPHONE	456.13
700 4823-3220	NATURAL GAS	2,705.83
700 4823-3610	MEMBERSHIPS	200.00
700 4823-3630	TRAINING & CONFERENCES	69.00
700 4823-4010	RENTAL, EQUIPMENT	2,297.13
700 4823-5150	REPAIRS, UTILITY	1,963.33
700 4823-5155	REPAIR, WATER SERVICE	27,344.12
700 4823-7030	EQUIPMENT	12,500.00
700 4823-7050	CONSTRUCTION	67,971.18
700 4825-1600	OPERATING SUPPLIES	120.00
700 4825-2400	UNIFORM & CLOTHING	25.65
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	6.18
700 4825-3030	OTHER PROFESSIONAL SERVICES	5,036.81
700 4825-3210	ELECTRICITY	11,456.80
	*** FUND TOTAL ***	135,825.10
730 4820-3300	POSTAGE	98.25
730 4823-1230	SUPPLIES, EQUIPMENT	45.00
730 4823-1240	SUPPLIES, STREETS	1,545.00
730 4823-1600	OPERATING SUPPLIES	30.06
730 4823-2400	UNIFORM & CLOTHING	63.59
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	38.71
730 4823-3030	OTHER PROFESSIONAL SERVICES	775.66
730 4823-3100	TELEPHONE	349.65
730 4823-3210	ELECTRICITY	322.57
730 4823-3230	WASTE WATER DISPOSAL	95,561.11
730 4823-3610	MEMBERSHIPS	200.00
	*** FUND TOTAL ***	99,029.60

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
740 4416-3210	ELECTRICITY	8,668.73
	*** FUND TOTAL ***	8,668.73
745 4415-1230	SUPPLIES, EQUIPMENT	45.00
745 4415-2400	UNIFORM & CLOTHING	154.47
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	4.05
745 4415-3030	OTHER PROFESSIONAL SERVICES	834.23
745 4415-3100	TELEPHONE	224.31
745 4417-2400	UNIFORM & CLOTHING	30.46
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.83
	*** FUND TOTAL ***	1,293.35

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APBNK TOTALS:	104	576,945.98	0.00	576,945.98
BANK: APBNK TOTALS:	104	576,945.98	0.00	576,945.98
REPORT TOTALS:	104	576,945.98	0.00	576,945.98

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**RESOLUTION NO. 9697**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION OF APPRECIATION TO COLLEEN SULLIVAN FOR HER SERVICE  
ON THE PARKS, RECREATION AND FORESTRY COMMISSION**

**WHEREAS**, Colleen Sullivan has served on the Parks, Recreation and Forestry Commission since January 6, 2020; and

**WHEREAS**, Ms. Sullivan has served on the Parks, Recreation and Forestry Commission with heartfelt interest and dedication; and

**WHEREAS**, Ms. Sullivan has gained the respect and gratitude of those who have had the privilege of working with her;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council, on behalf of Staff and the residents of the City of Mounds View, express its sincere appreciation to Colleen Sullivan for her dedicated service on the Mounds View Parks, Recreation and Forestry Commission.

Adopted this 13<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor Al Hull

\_\_\_\_\_  
Councilmember Gary Meehlhause

\_\_\_\_\_  
Councilmember Theresa Cermak

\_\_\_\_\_  
Councilmember Sherry Gunn

\_\_\_\_\_  
Councilmember Zach Lindstrom

**ATTEST:**

(SEAL)

\_\_\_\_\_  
City Administrator Zikmund

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**RESOLUTION NO. 9698**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION OF APPRECIATION TO DAN LARSON FOR HIS SERVICE  
ON THE ECONOMIC DEVELOPMENT COMMISSION**

**WHEREAS**, Dan Larson has served on the Economic Development Commission since January 6, 2020; and

**WHEREAS**, Mr. Larson has served on the Economic Development Commission with heartfelt interest and dedication; and

**WHEREAS**, Mr. Larson has gained the respect and gratitude of those who have had the privilege of working with him;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council, on behalf of Staff and the residents of the City of Mounds View, express its sincere appreciation to Dan Larson for his dedicated service on the Mounds View Economic Development Commission.

Adopted this 13<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor Al Hull

\_\_\_\_\_  
Councilmember Gary Meehlhause

\_\_\_\_\_  
Councilmember Theresa Cermak

\_\_\_\_\_  
Councilmember Sherry Gunn

\_\_\_\_\_  
Councilmember Zach Lindstrom

**ATTEST:**

(SEAL)

\_\_\_\_\_  
City Administrator Zikmund

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**VISION: To Promote Business, Develop Leaders  
and Connect Communities**

# Current Situation for TCN Chamber

- Membership= 300 members in 7 cities
- Financial= Healthy fund balance with 5 months reserve. No debt
- Programs and Events
  - Business Councils in each community
  - Annual Events for engagement
  - Public Policy opportunities
  - Promotion of community events, business openings, and career fairs

# Board and Governance

- Current 9-member Board representing various industries and backgrounds
- In good standing with MN Department of Revenue and updated on filings with State and Federal
- Committees
  - Ambassadors
  - Taskforces
  - Marketing
  - Public Policy

# New Initiatives

- Manufacturing Cohort Group
- Welcome Back to Lexington Avenue
- New Membership Outreach for 2023 in 2nd quarter
- Chamberhealth- through MN Chamber benefit

# Opportunities

- Participate in grand openings and ribbon cuttings to welcome businesses to your community
- Engage in new initiatives to leverage our resources
- Continue to bring important items up related to businesses operating in your community through TCN Chamber communications or at Business Councils
- Share vital news to businesses through TCN Chamber newsletter or special communications

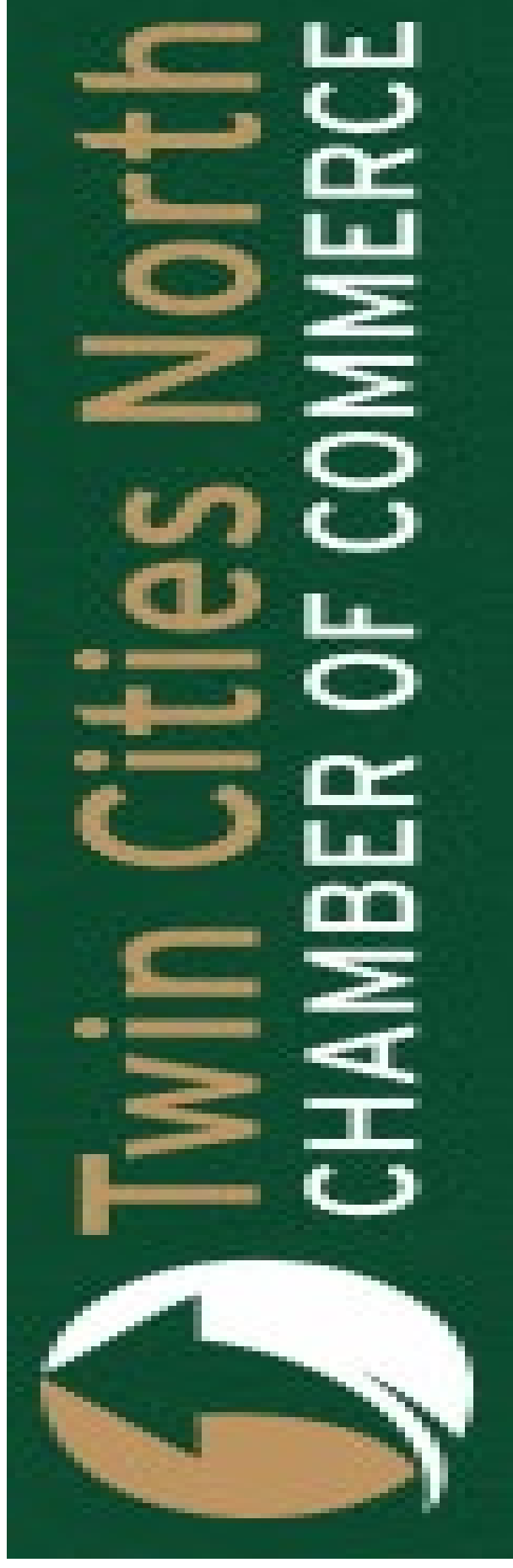
# Why we do what we do?

- Certificates of Origin= exports=jobs and profits
- Advocacy= sharing the story of how businesses thrive and concerns about public policies that prevent prosperity
- Invite businesses to grow within Roseville and also start a business in Roseville= jobs and diverse opportunities for workforce
- Welcome a new business= because you are only new once and need that lift early in the life of a business
- Participate in Community= goodwill, quality of life, and help with resources

# Example of Promoting Our Members

- <https://ninenorth.org/videos/back-to-lexington-celebration/>

Thank you for your partnership!





# Manufacture Commitment

## Who

- **Regional Manufacturing**
  - Joining local manufacture businesses thru collaboration- benefit the industry and the individual business
- **TCN North membership at large**
  - Programing supports an extended connection and value for member business
- **Members of the workforce in our region**
  - Job creation, career pathway, upskilling programs
- **Education Community**
  - Connecting/working collaboratively with K12, Tech Colleges and next generation students

## What

- **Proposed Mission:** Become a catalyst for strengthening community manufacturing- accelerating a transformation into a more efficient and powerful engine of innovation, job creation and economic growth.
- Workforce Acquisition, Incumbent Training, Continuous Improvement

## When

- Ongoing effort beginning in December of 2022. CoHort interactions expected to be six to eight times a year. For manufacturing, by manufacturing – the CoHort members set the agenda and frequency of meetings.

## Where

- Regional in proximity, but not necessarily limited by, of the service area of the Twin City North Chamber of Commerce

## Why

- Position our regional manufactures for tomorrow
- Connecting/working collaboratively with K12, Tech Colleges and next generation students
- Joining local manufacture businesses thru collaboration- benefit the industry and the individual business

SPONSORED BY



<https://www.twincitiesnorth.org/>

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Item No: 8A  
Meeting Date: February 13, 2023  
Type of Business: CB  
Administrator Review: \_\_\_\_\_

## *City of Mounds View Staff Report*

---

**To:** Honorable Mayor and City Council  
**From:** Don Peterson, Director of Public Works/Parks and Recreation  
**Item Title/Subject:** Resolution 9703, Approving and Authorization for a Memorandum of Agreement with Rice Creek Watershed District Regarding Inspection and Maintenance of Public Drainage Systems within the City of Mounds View

### **Background/Discussion:**

The City is in the process of a comprehensive Storm Water Pond analysis. Within the storm water system are public drainage systems. Rice Creek Water District (RCWD) is responsible for maintaining these drainage systems.

Over the past several years, Staff met with RCWD regarding the maintenance to these public systems. In the most recent conversation with RCWD Staff proposed that the City take over the coordination of the necessary maintenance for these systems.

RCWD has submitted a Memorandum of Agreement (MOA) for the inspection and minor maintenance of public drainage systems with the City of Mounds View.

Staff along with the City Attorney have reviewed the MOA and recommend the approval of the agreement.

**Strategic Plan Strategy/Goal:** Maintain and Plan for Infrastructure Improvements.

**Financial Impact:** No Financial Impact to 2023 Budget.

### **Recommendation:**

Staff is recommending the City Council approve the attached Resolution approving and authorizing the Memorandum of Agreement with Rice Creek Watershed District for inspection and minor maintenance of the public drainage systems within the City of Mounds View.

Respectfully submitted,

---

Don Peterson  
Director of Public Works/Parks and Recreation

**RESOLUTION NO. 9703**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**APPROVING AND AUTHORIZATION FOR A MEMORANDUM OF  
AGREEMENT WITH RICE CREEK WATERSHED DISTRICT REGARDING INSPECTION  
AND MAINTENANCE OF PUBLIC DRAINAGE SYSTEMS WITH THE CITY**

**WHEREAS**, the City is in the process of a comprehensive Storm Water Pond analysis; and

**WHEREAS**, within the storm water system are public drainage systems that Rice Creek Water District (RCWD) is responsible for maintaining; and

**WHEREAS**, Staff met with RCWD regarding the maintenance to these public systems and in the most recent conversation Staff proposed that the City take over the coordination of the necessary maintenance for these systems; and

**WHEREAS**, RCWD has submitted a Memorandum of Agreement (MOA) for the inspection and minor maintenance of public drainage systems with the City of Mounds View; and

**WHEREAS**, Staff along with the City Attorney have reviewed the MOA and recommend the approval of the agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mounds View, Ramsey County, Minnesota as follows:

1. The City hereby approves the Memorandum of Agreement (MOA) for the inspection and minor maintenance of public drainage systems with the between the City of Mounds and Rice Creek Watershed District.
2. The Mayor and City Administrator are hereby authorized and directed to execute all appropriate documents to effectuate the actions contemplated by this resolution.

3. The Mayor and City Administrator, Staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

Adopted this 13th day of February, 2023

---

Al Hull, Mayor

ATTEST:

---

Nyle Zikmund, City Administrator

(seal)

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## *City of Mounds View Staff Report*

---

**To:** Honorable Mayor and City Council  
**From:** Nyle Zikmund, City Administrator  
**Item Title/Subject:** Resolution 9696, Revisions to the City of Mounds View  
Minnesota Government Data Practices Act Guidelines and  
Procedures (aka Data Practices Policy)

### **Introduction:**

State Statutes 13.025, Subd. 2, requires that the City prepare a written data access policy and update that policy each year, or more often as necessary.

### **Discussion:**

The last update of the Data Practices Policy was in 2016. Although, the Statutes requires an annual update, there have been minimal changes over the last five years. The 2016 policy has been reviewed by Kennedy & Graven and the draft 2023 version is attached with mark ups shown in red (deletions) and blue (additions).

### **Recommendation:**

Staff recommends approval of Resolution 9696, a resolution approving the 2023 City of Mounds View Minnesota Government Data Practices Act Guidelines and Procedures (aka Data Practices Policy).

Respectfully submitted,

---

Nyle Zikmund  
City Administrator

**RESOLUTION NO. 9696**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**A RESOLUTION ADOPTING A MINNESOTA GOVERNMENT DATA  
PRACTICES ACT POLICY AND DESIGNATING THE RESPONSIBLE  
AUTHORITY AND COMPLIANCE OFFICIAL**

WHEREAS, the City of Mounds View (“City”) desires to update its policy concerning its procedures and obligations pursuant to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) (“MGDPA”); and

WHEREAS, the MGDPA, Minnesota Statutes Section 13.02, subdivision 16 and the MGDPA policy to be adopted by the City requires it to designate the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data for the City (the “Responsible Authority”); and

WHEREAS, the MGDPA, Minnesota Statutes Section 13.05, subdivision 13 and the MGDPA policy to be adopted by the City also requires it to designate the individual responsible for persons to direct questions or concerns regarding problems in obtaining access to data or other data practices problems for the City (the “Compliance Official”); and

WHEREAS, as part of adopting its updated MGDPA policy, the City would also like to officially redesignate its Responsible Authority and Compliance Official.

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

1. The updated document entitled “Minnesota Government Data Practices Act Guidelines and Procedures,” as presented to the City Council on the date of this Resolution, is hereby adopted as the City’s official MGDPA policy.
2. The City Administrator is hereby designated as the Responsible Authority for the purposes of the MGDPA and the City’s MGDPA policy.

3. The City Administrator is also hereby designated as the Compliance Official for the purposes of the MGDPA and the City's MGDPA policy.

Adopted by the City Council of the City of Mounds View the 13<sup>th</sup> day of February, 2023.

Attest:

---

Al Hull, Mayor

---

Nyle Zikmund, City Administrator

(SEAL)

**City of Mounds View**

**Minnesota Government Data Practices Act**

**Guidelines and Procedures**

~~November 2016~~  
January 2023

# City of Mounds View Data Practices Procedures Table of Contents

1.0	Introduction	1
2.0	Responsible Authority: <a href="#">Compliance Official</a>	1
3.0	Access to Public Data	1
3.1	People Entitled to Access	3
3.2	Form of Request	3
3.3	Identification of Requesting Party	3
3.4	Form of Copies	4
3.5	Time Limits	4
3.6	Fees	4
4.0	Access to Private and Confidential Data on Individuals	4
4.1	Persons Entitled to Access	4
4.2	Form of Request	5
4.3	Identification of Requesting Party	5
4.4	Time Limits	5
4.5	Fees	<del>5</del> 6
4.6	Summary Data	6
4.7	Records of Minors and Incapacitated Persons	6
5.0	Access to Private and Confidential Data on Decedents	7
6.0	Access to Data not on Individuals	8
6.1	People Entitled to Access	8
6.2	Form of Request	9
6.3	Identification of Requesting Party	9
6.4	Time Limits	9
6.5	Fees	9
6.6	Accessibility of Records	9
7.0	Temporary Classification	<del>9</del> 10
8.0	Denial of Access	10
9.0	Collection of Data on Individuals	10
9.1	Tennessee Warning	10
9.2	Data Quality Procedures	11
10.0	<del>Challenge to</del> Data Accuracy or Completeness	<del>12</del>
<del>11.0</del>	<del>Data Protection</del>	12
<del>11.1</del> 10.1	<del>Challenge to</del> Accuracy <del>and Curreney</del> or Completeness of Data	12
10.2	City Employee Data	12
10.3	Review	12
11.0	Data Protection	13
11.1	Legal Requirement	13
11.2	Data Inventory	13
11.3	Data Safeguards	<del>12</del> 13
11.4	Data Sharing with Authorized Entities or Individuals	13
11.5	Penalties for Unlawfully Accessing Not Public Data	13

**City of Mounds View  
Data Practices Procedures  
List of Exhibits**

- Exhibit 1 LIST OF DESIGNEES
- Exhibit 2 PHOTOCOPYING CHARGES
- Exhibit 3 INFORMATION DISCLOSURE REQUEST
- Exhibit 4 GOVERNMENT DATA ACCESS & NONDISCLOSURE AGREEMENT
- Exhibit 5 NOTICE TO PERSONS UNDER THE AGE OF 18
- Exhibit 6 CONSENT TO RELEASE PRIVATE DATA
- Exhibit 7 CONSENT TO RELEASE COPYRIGHTED DATA
- Exhibit 8 DATA PRACTICES ADVISORY
- Exhibit 9 TENNESSEN WARNING FORM
- Exhibit 10 SAMPLE CONTRACT PROVISION
- Exhibit 11 BUILDING PERMIT/PLANS DATA PRACTICES ADVISORY

Appendix A          Private and Confidential Data Maintained by the City of Mounds View

## DATA PRACTICES PROCEDURES

**1.0 Introduction.** These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the “Act”), specifically Minnesota Statutes Sections 13.03, ~~subdivision~~subd. 2 and 13.05, ~~subdivision~~subd. 5. It is the intent of the City of Mounds View (“City”) to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act, as needed, and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling and the City will deviate from these procedures, to the extent required.

**2.0 Responsible Authority; Compliance Official.** The City Administrator is the Responsible Authority and Compliance Official responsible for the collection, use and distribution of government data and is accountable for City compliance with the ~~Minnesota Government Data Practices~~ Act. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act (“Designees”). These Designees are listed on attached Exhibit 1. The Responsible Authority shall provide training to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations under the Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of these procedures and the City’s compliance with the Act. For the purposes of carrying out these procedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

**3.0 Access to Public Data.** All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

<b>Classification:</b>	<b>Data on Individuals*</b> (Minn. Stat. § 13.02, subd. 5)	<b>Data on Decedents</b> (Minn. Stat. § 13.10, subd. 1)	<b>Data not on Individuals*</b> (Minn. Stat. § 13.02, subd. 4)
<b>Public</b>	Certain data on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data on decedents are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data not on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 14.
<b>Private</b>	Certain data on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 12.	Certain data on decedents are accessible to the representative of the decedent, but not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (b).	
<b>Nonpublic</b>			Certain data not on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 9.
<b>Confidential</b>	Certain data on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 3.	Certain data on decedents are not accessible to the representative of the decedent and not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (a).	
<b>Protected Nonpublic</b>			Certain data not on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 13.

\* “Individual” is defined by Minnesota Statutes Section 13.02, ~~subdivision~~subd. 8. “Individual” means a natural person (a living human being). It does not mean any type of entity created by law, such as a corporation.

**\*\* Private and confidential data on decedents become public data 10 years after the death of the data subject and 30 years after the creation of the data.**

**3.1 People Entitled to Access.** Any person has the right to inspect or view public data or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. The Responsible Authority may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check. Additionally, any person has the right to obtain a copy of public data except in the case of copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce. ~~(Exhibit 9)~~

**3.1A Copyrighted Documents.** Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder. [\(Exhibit 7 and, for copyrighted building plans, Exhibit 11\)](#)

**3.1A1** The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

**3.1A2** Public documents created by the City of Mounds View or its officials or employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

**3.2 Form of Request.** The request for public data may be verbal or written. The Responsible Authority or designee may require a verbal request to be made in writing whenever a written request will assist the Responsible Authority or designee in performing his or her duties. (Exhibit 3).

**3.3 Identification of Requesting Party.** The Responsible Authority **may not** require the requesting party to provide identification to view public documents unless contact information is required in order to clarify the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when reproductions of copyrighted public data are requested. Identity can be established

through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

**3.4 Form of Copies.** Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data. The Responsible Authority may charge a fee for the actual cost of providing the copy.

**3.5 Time Limits.** Requests will be received and processed only at Mounds View City Hall during normal business hours. If copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the requesting person to inspect the public data. When providing an immediate response to the requester, it should not interfere with the City's efficient operations. The Responsible Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data. When ~~public data on individuals~~ is requested by the individual ~~data~~that is the subject of the data and an immediate response is not possible, the authorized City employee will provide the data within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays.

**3.6 Fees.** Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's current fee schedule or based on actual cost and may not include time necessary to separate public from nonpublic data. A summary of fees generally associated with data requests is contained in Exhibit 2.

**4.0 Access to Private and Confidential Data on Individuals.** Information about individual persons is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A, although such list is subject to the Act, as it may be amended, and therefore is not necessarily exhaustive.

#### **4.1 Persons Entitled to Access.**

**4.1A** Public information about an individual may be shown or given to anyone for any reason.

**4.1B** Private information about an individual may be shown or given to:

**4.1B1** The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

**4.1B2** A person who has been given access by the express written consent of the data subject. [\(Exhibit 6\)](#)

**4.1B3** Persons, or another responsible authority, which are authorized access by the federal, state, or local law or court order.

**4.1B4** Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

**4.1C** Confidential information may not be given to the subject of the data, but may be given or shown to:

**4.1C1** Persons who are authorized access by federal, state, or local law or court order.

**4.1C2** Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

**4.2 Form of Request.** Any individual may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation of the requesting party's identity and a detailed description of the information requested.

**4.3 Identification of Requesting Party.** The Responsible Authority must verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

**4.4 Time Limits.** Requests will be received and processed at Mounds View City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual ~~data~~[that is the subject of the data](#) will be provided within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

**4.5 Fees.** Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

**4.6 Summary Data.** The term “summary data” refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority must notify the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if: (1) the specific purpose is given in writing; (2) the agency or person agrees not to disclose the private or confidential data; and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. (Exhibit 4)

**4.7 Records of Minors and Incapacitated Persons.** The following applies to private (not confidential) data about minors (persons under the age of 18) and about those persons who are incapacitated as defined by Minnesota Statutes Section 524.5-102, ~~subdivision~~subd. 6.

**4.7A Parent/Guardian Access.** In addition to minors and incapacitated persons as defined above who may have access to private data, a parent may have access to private information about a minor or an incapacitated person. For the purposes of these procedures, “parent” shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A parent is presumed to have this right unless the minor has requested that the Responsible Authority withhold the data and withholding the data would be in the best interest of the minor, or it has been given evidence that there is a state law, court order, or other legally binding document, which prohibits this right.

**4.7B Notice to Minors and Incapacitated Persons.** Before requesting private data from minors and incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent(s) or guardian(s). (Exhibit 5)

**4.7C Denial of Parent or Guardian Access.** The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

**4.7C1** Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences;

**4.7C2** Whether denying access may protect the individual from physical or emotional harm;

**4.7C3** Whether there are reasonable grounds to support the individual's reasons; and

**4.7C4** Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental/guardian access without a request from the juvenile or incapacitated person under any state or federal statute that allows or requires denial of parental or guardian access and that provides standards for denying parental or guardian access

**5.0 Access to Private and Confidential Data on Decedents.** Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. A list of the private and confidential information maintained by the City is contained in Appendix A, although such list is subject to the Act, as it may be amended, and therefore is not necessarily exhaustive. Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

**5.0A** Private and confidential data on decedents will become public data 10 years after the death of the data subject and 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, ~~subdivisions~~**subd.** 2. An individual is presumed dead if either 90 years have elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to him or her indicating the individual is still living.

**5.0B** A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A “representative of the decedent” means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

**6.0 Access to Data Not On Individuals.** Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and protected nonpublic information, except for security information, becomes public either 10 years after it was created by the City or 10 years after the data was received or collected by the City unless the Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

#### **6.1 People Entitled to Access.**

**6.1A** Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder. [\(Exhibit 7 and, for copyrighted building plans, Exhibit 11\)](#)

**6.1B** Nonpublic information not about an individual may be shown or given to:

**6.1B1** An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

**6.1B2** A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data. [\(Exhibit 6\)](#)

**6.1B3** Persons who are authorized access by the federal, state, or local law or court order.

**6.1B4** Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

**6.1C** Protected nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

**6.1C1** Persons who are authorized access by federal, state, or local law or court order.

**6.1C2** Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

**6.2 Form of Request.** Any person may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17 of the United States Code). The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested.

**6.3 Identification of Requesting Party.** The Responsible Authority must verify the identity of the requesting party as a person entitled to access when nonpublic or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, nonpublic, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

**6.4 Time Limits.** Requests will be received and processed at Mounds View City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

**6.5 Fees.** Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

**6.6 Accessibility of Records.** Upon request by an individual, records must be made available within a reasonable time period to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. Reasonable modifications must be made in any policies, practices and procedures that might otherwise deny equal access to records to individuals with disabilities. This requirement does not apply to (1) technology procured or developed prior to January 1, 2013, unless substantially modified or substantially enhanced after

January 1, 2013 or (2) records that cannot be reasonably modified to be accessible without an undue burden as defined in Minnesota Statutes Section 16E.015, ~~subdivision~~subd. 4 to the public entity or (3) except as otherwise provided in Minnesota Statutes Chapter 16E.

**7.0 Temporary Classification.** If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to the Department of Administration Commissioner for permission to classify information as private, confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

**8.0 Denial of Access.** If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

**9.0 Collection of Data on Individuals.** The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

**9.1 Tennesen Warning.** When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning. ([Exhibits 8 and 9](#))

**9.1A** This warning must contain the following:

**9.1A1** The purpose and intended use of the requested data;

**9.1A2** Whether the individual may refuse or is legally required to supply the requested data;

**9.1A3** Any known consequences from supplying or refusing to supply the information, and

**9.1A4** The identity of other persons or entities authorized by state or federal law to receive the data.

**9.1B** A Tennesen warning is not required when:

**9.1B1** An individual is requested to supply investigative data to a law enforcement officer;

**9.1B2** The data subject is not an individual (e.g., the data subject is a corporation or partnership);

**9.1B3** The data subject offers information that has not been requested by the City;

**9.1B4** The information requested from the individual is about someone else;

**9.1B5** The City receives information about the subject from someone else; or

**9.1B6** The information requested from the subject is classified as public data.

**9.1C** A Tennessee warning may be on a separate form (Exhibit 9) or may be incorporated into the form which requests the private or confidential data [\(using language in Exhibit 8\)](#).

**9.1D Collection of Data on Individuals through the Use of the City's Computer System.** When an individual gains access to government information or services through the City's computer system, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer system of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individuals' refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer system.

**9.2 Data Quality Procedures.** The City is required to establish procedures that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

**9.2A** At the time that data is collected from the individual data subject, the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

**9.2B** An individual data subject should be encouraged to review his/her file for accuracy, completeness and currency.

**9.2C** Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g., birth date, address, etc.) (This directive does not prohibit employees from collecting data from third parties).

**9.2D** Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other subjective entry. Forms for the collection of data on individuals should request only necessary data.

**9.2E** Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

**9.2F** Department heads should periodically conduct quality/validity checks on sample case files that contain data on individuals.

## **10.0** ~~Challenge to~~ Data Accuracy ~~or~~ and Completeness.

**10.1 Challenge to Data Accuracy or Completeness.** An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. ~~The of which they are the subject.~~ “Accurate” means the data are reasonably correct and free from error. “Complete” means the data describe all of the subject’s transactions with the City in a reasonable way.

To challenge the accuracy or completeness of data, the individual must notify the City’s Responsible Authority in writing describing the nature of the disagreement. The statement should describe why or how the data are inaccurate or incomplete and should also state what the individual wants the City to do to make the data accurate or complete. Within 30 days, the Responsible Authority or designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that ~~he or she~~ the Responsible Authority believes the data to be correct. Data in dispute shall be disclosed only if the individual’s statement of disagreement is included with the disclosed data. The Responsible Authority should provide the data subject with a written statement that informs the data subject of the right to appeal and should also provide a copy of Minnesota Rules, Part 1205.1600.

An individual who is dissatisfied with the Responsible Authority’s action may appeal to the Commissioner of ~~the Minnesota Department of~~ Administration, using the contested case procedures under Minnesota Statutes, Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

## ~~11.0~~ 10.2 City Employee Data Protection.

### ~~11.1 Accuracy and Currency of Data.~~

~~11.1A~~ All City employees will be requested, and given appropriate forms, to annually provide updated personal information to the ~~appropriate supervisor, which is~~ Responsible Authority, as necessary for tax, insurance, emergency notification, and other personnel purposes. Other ~~people~~ individuals who provide private or confidential information will also be encouraged to provide updated information when appropriate.

~~11.1B Department heads~~ 10.3 Review. City department managers should, ~~on a yearly basis, periodically~~ review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous. All records must be disposed of according to the City's records retention schedule.

~~11.1C All records must be disposed of according to the State of Minnesota General Records Retention Schedule.~~

## 11.0 Data Protection.

11.1 Legal Requirement. The adoption of this Section by the City satisfies the requirement in Minnesota Statutes, Section 13.05, subd. 5 to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City's Data Inventory in the individual employee's position description, or both, the City's policy limits access to not public data to employees whose work assignment require reasonable access. Please direct all questions regarding this Section to the Responsible Authority.

11.2 Data Inventory. Under the requirement in Minnesota Statutes, Section 13.025, subd. 1, the City has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement set forth in Minnesota Statutes, Section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data.

### 11.3 Data Safeguards.

~~11.2~~ 11.3A Private and confidential information Not public data will be stored by the City in files or databases which are not readily accessible to individuals who do not have authorized access and ~~which~~ will be secured during hours when the offices are closed.

~~11.2B~~ ~~Private and confidential~~ 11.3B Not public data must be kept only in City offices, except when necessary for City business.

11.3C The City will assign appropriate security roles to its employees, limit employee access to appropriate shared network drives and implement password protections for not public electronic data.

~~11.2C~~ 11.3D Only those City employees whose job responsibilities require them to have access will be allowed access to City files and records that contain ~~private or confidential information. These~~ not public data. Employee position descriptions will contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access. If a City employee does not have a work assignment allowing access to the not public data, the City will ensure that the not public data are secure. The City's employees will be instructed to:

~~11.2C1 Not discuss,~~ 11.3D1 Release or disclose, ~~or otherwise release private or confidential~~ not public data only to ~~anyone~~ those persons, within and outside of the City, who ~~is not~~ are authorized by law to ~~access the data including City employees or officials whose job responsibilities do not require~~ have access to the data;

~~11.2C~~ 11.3D2 Not leave ~~private or confidential~~ not public data where ~~non-authorized~~ unauthorized individuals might see it; ~~and~~

~~11.2C3~~

11.3D3 Password protect their computers and lock their computers before leaving work stations;

11.3D4 Secure not public data within locked work spaces and in locked file cabinets; and

11.3D5 Shred ~~private or confidential~~ not public data before ~~discarding~~ disposing of them.

~~11.2D~~ When

In the event of a temporary duty assigned to a City employee, the employee may access certain not public data for as long as the work is assigned to the employee.

#### 11.4 Data Sharing with Authorized Entities or Individuals.

11.4A When a contract with an outside party requires access to ~~private or confidential information~~ not public data, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in Exhibit 10 or substantially similar language.

11.4B In addition to the employees listed in the City's data inventory (see Appendix A), the Responsible Authority, the City's criminal prosecutor, the City Attorney, the City Engineer, and the City Building Inspector may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

11.4C State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows it or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings, or the City will obtain the individual's informed consent. The City will also obtain informed consent from an entity submitting not public data for the purposes of a building permit application (Exhibit 11). Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

**11.5 Penalties for Unlawfully Accessing Not Public Data.** The City will utilize penalties for unlawful access by its employees to not public data as provided for in Minnesota Statutes, Section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

## **EXHIBIT 1 LIST OF DESIGNEES**

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Mounds View ("City") is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with federal law, state statute or a temporary classification.

The City of Mounds View has appointed the following position to administer this system.

Responsible Authority and Compliance Official:

City Administrator  
City of Mounds View  
2401 Highway 10  
Mounds View, MN 55112-1429  
Phone: (763) 717-4000  
Fax: (763) 717-4019

Positions appointed as designees in system administration are as follows:

Assistant City Administrator

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

## **EXHIBIT 2 PHOTOCOPYING CHARGES**

### **Regular Photocopy Charge**

(if 100 or fewer pages of black and white  
letter or legal size paper copies are requested)

**\$.25 per page**

\$.05 per page for additional copies of  
the same document

### **Special Copy Charge**

(charged in all other circumstances,  
including requests to provide data  
electronically or by facsimile)

**Actual Cost\***

\* the "actual cost" means the cost of any materials (paper, copier ink, staples, CDs/DVDs, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, "actual cost" also includes City staff time spent making, certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the "actual cost" also includes City staff time spent retrieving the data to be copied, sorting and labeling the documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making, certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

### **Document Charge**

(charged for certain frequently requested  
documents, such as zoning codes, maps,  
etc.)

**Fee as established in the City fee schedule**

### EXHIBIT 3

## INFORMATION DISCLOSURE REQUEST Minnesota Government Data Practices Act

#### A. To be Completed by Requestor

REQUESTOR NAME (Last, First, MI):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED:	

#### B. To be Completed by the City

DEPARTMENT NAME:	HANDLED BY:
INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NONPUBLIC <input type="checkbox"/> PRIVATE NONPUBLIC <input type="checkbox"/> PROTECTED <input type="checkbox"/> CONFIDENTIAL	ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
PHOTOCOPYING CHARGES: <input type="checkbox"/> NONE <input type="checkbox"/> _____ Pages x _____ = _____ <input type="checkbox"/> Special Rate: _____ (attach explanation)	IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____
AUTHORIZED SIGNATURE:	DATE:

## EXHIBIT 4

### GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. **AUTHORIZATION.** The City of Mounds View (the "City") hereby authorizes \_\_\_\_\_, (the "Authorized Party") access to the following government data: \_\_\_\_\_

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purpose: \_\_\_\_\_

3. **COST.** (Check all that apply):

\_\_\_\_\_ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: \$ \_\_\_\_\_.  
\_\_\_\_\_ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above shall ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

\_\_\_\_\_  
Complete name (printed)

\_\_\_\_\_  
Title (printed)

**5. LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to defend, indemnify, and hold the City, its officials, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

**6. INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance must cover \$1,500,000 per claimant for personal injuries or damages and \$1,500,000 per occurrence. The policy must cover the indemnification obligation specified above.

**7. ACCESS PERIOD.** The Authorized Party may have access to the information described above from \_\_\_\_\_ to \_\_\_\_\_.

**8. ACCESS RESULTS.** A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

**AUTHORIZED PARTY:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

**REQUESTOR OF SUMMARY DATA:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

**CITY OF MOUNDS VIEW:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT 5**  
**NOTICE TO PERSONS UNDER AGE 18**

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- \* Whether you are of sufficient age and maturity to explain the reasons and understand the consequences;
- \* Whether denying access may protect you from physical or emotional harm;
- \* Whether there are reasonable grounds to support your reasons; and
- \* Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
(Name) (Title)

**REQUEST TO WITHHOLD INFORMATION**

I request that the following information \_\_\_\_\_  
\_\_\_\_\_

Be withheld from: \_\_\_\_\_

For these reasons: \_\_\_\_\_

Date: \_\_\_\_\_ Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

**EXHIBIT 6**  
**CONSENT TO RELEASE PRIVATE DATA**

I, \_\_\_\_\_, authorize the City of Mounds View ("City") to release the  
(print name)  
following private data about me:

\_\_\_\_\_  
\_\_\_\_\_

to the following person(s) or entity(ies):

\_\_\_\_\_  
\_\_\_\_\_

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

\_\_\_\_\_  
\_\_\_\_\_

This authorization is dated \_\_\_\_\_ and expires on \_\_\_\_\_

**I understand that my records are protected under state privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically 90 days after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of parent or guardian  
(if data subject is under 18 years of age)

**IDENTITY VERIFIED BY:**

- ☐ **Witness:** x \_\_\_\_\_
- ☐ **Identification:** Driver's License, State ID, Passport,  
other: \_\_\_\_\_
- ☐ **Comparison with signature on file**
- ☐ **Other:** \_\_\_\_\_

**Responsible Authority/Designee:** \_\_\_\_\_



Exhibit 6



**EXHIBIT 7**

**CONSENT TO RELEASE COPYRIGHTED DATA**

I, \_\_\_\_\_, certify that I have the authority to authorize the City of Mounds View to release the following copyrighted data of which I am the copyright holder:

\_\_\_\_\_  
\_\_\_\_\_

To the following person or people: \_\_\_\_\_  
\_\_\_\_\_

The person or people receiving the copyrighted data may use it only for the following purpose or purposes: \_\_\_\_\_

This authorization is dated \_\_\_\_\_ and expires\* on \_\_\_\_\_

*\*The expiration cannot exceed one year from the date of the authorization.*

I, the undersigned, agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Complete Address Phone Number

\_\_\_\_\_  
Notarized Signature Date

STATE OF MINNESOTA )

) ss.

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public within and for said County, personally appeared \_\_\_\_\_, known to me to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her own free act and deed.

\_\_\_\_\_  
Notary Public

**EXHIBIT 8**  
**DATA PRACTICES ADVISORY**  
**(Tennessee Warning)**

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

The City's purpose and intended use of this information is: \_\_\_\_\_  
\_\_\_\_\_

You \_\_\_\_ are/ \_\_\_\_ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other persons or entities authorized by law to receive this information are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT 9**  
**CITY OF MOUNDS VIEW**  
**TENNESSEN WARNING FORM**

It is the City of Mounds View's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennesen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Mounds View is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; much of the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Mounds View. All data collected is considered private except for the following:

1. Your veteran's status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Mounds View. Furnishing social security numbers is voluntary for applicants to the City of Mounds View, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

The information you give about yourself is needed to identify you and to assist the City of Mounds View in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**EXHIBIT 10**  
**SAMPLE CONTRACT PROVISION**

Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligation under this contract. Contractor agrees to maintain all data contained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City as requested by the City.

**EXHIBIT 11**  
**~~BUILDING PERMIT/PLANS~~**

**Building Permit/Plans**  
**DATA PRACTICES ADVISORY**

You may be required to submit building plans with your building permit application so that the City of Mounds View can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes, Section ~~13.02~~13.01 defines “government data” as being all data collected, created, received, maintained, or disseminated by the City ~~regardless of its physical form, storage media or conditions of use.~~

The Government Data Practices Act allows building plans to be classified as nonpublic ONLY if they contain the following information:

Security information defined by Minnesota Statutes, Section 13.37, ~~subdivision 1(a)~~ as being “government data the disclosure of which the responsible authority determines would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

AND / OR

Trade ~~secret~~Secret information defined by Minnesota Statutes, Section 13.37, ~~subdivision 1(b)~~ as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information ~~and~~. If the plans are copyrighted, they will be presumed to be made available for copying and viewing by the public but will not be allowed to be copied unless a release is obtained by the public. If you hold a City from the copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if holder. If you believe that your building plans qualify for the classification of nonpublic data as described above, you must provide documentation verifying your claim. The Responsible Authority for the City of Mounds View will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request. If you do not agree with the determination of the Responsible Authority, you may file an application for a temporary classification of nonpublic data with the Commissioner of Administration.

Building plans and related documents submitted to the City are presumed to be public and by submitting them [to the City](#) and [by](#) signing this document you are expressly giving permission to the City to make copies for the City's use and to make available to the public upon request unless you indicate otherwise as follows:

~~\_\_\_\_\_ The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected nonpublic data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.~~

~~\_\_\_\_\_ The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(b) and are to be treated as protected nonpublic data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.~~

~~\_\_\_\_\_~~

\_\_\_\_\_ The building plans I have submitted are **COPYRIGHTED** under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public. However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

\_\_\_\_\_ The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minn. Stat. § 13.37, subd. 1 (a) and are to be treated as protected nonpublic data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

\_\_\_\_\_ The building plans I have submitted contain SECURITY INFORMATION as defined by Minn. Stat. § 13.37, subd. 1 (a) and are to be treated as protected nonpublic data. I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Applicant (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Property ~~Address~~ address

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
Contact ~~Phone Number~~ phone



~~E-mail~~ Email address

**APPENDIX A**  
**NONPUBLIC, PRIVATE, AND CONFIDENTIAL DATA**  
**MAINTAINED BY THE CITY OF MOUNDS VIEW**

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The list of data types is divided into the following categories: General; Administration; Planning; Personnel; and Police. The categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type (e.g., data listed under Personnel may be physically located in more than one City department).

**GENERAL**

**Applications for Election or Appointment**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3

DESCRIPTION OF DATA: ~~The following data~~Data on ~~all~~ applicants ~~for election or appointment are~~collected by the City from the applicant's application is private, except the following is public: name, city of residence ~~(except when the appointment has a residency that requires the entire address to be public)~~, education and training, employment history, volunteer work, awards and honors, and prior government service, ~~veteran status, and any data required to be provided~~, or experience. Once appointed, the following is public: residential address and either telephone number or email where the appointee may be reached, or both at the request of the appointee.

**Audit Data (provided by State Auditor)**

CLASSIFICATION(S): Protected Nonpublic/Confidential

GOVERNING STATUTE: Minn. Stat. § 6.715, subd. 5

DESCRIPTION OF DATA: Data relating to an audit, examination or investigation performed by the State Auditor. Data provided by the State Auditor for purpose of review and verification must be protected from unlawful disclosure.

**Business Data**

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.591

DESCRIPTION OF DATA: Data submitted to the City by a business requesting financial assistance or ~~a benefit~~benefits financed by public funds are private or nonpublic data. The data becomes public when public financial assistance is provided or the business receives a benefit from the City, except that business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market and feasibility studies not paid for with public funds remain private or nonpublic.

**City Attorney Records**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the City Attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the “work product” privilege is confidential.

### **Civil Investigative Data**

CLASSIFICATION(S): Confidential/Protected Nonpublic/~~Not Public~~/Public

GOVERNING STATUTE: Minn. Stat. § 13.39

DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation are classified as protected nonpublic data pursuant to ~~Minnesota Statutes Section~~ Minn. Stat. § 13.02, subdivisions ~~subd.~~ subd. 13, in the case of data not on individuals and confidential pursuant to ~~Minnesota Statutes Section~~ Minn. Stat. § 13.02, subdivision ~~subd.~~ subd. 3, in the case of data on individuals. The City may make any data classified as confidential or protected nonpublic accessible to any person, agency or the public if the City determines that the access will aid the law enforcement process, promote public health or safety or dispel widespread rumor or unrest.

### **Community Dispute Resolution Center Data**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.88

DESCRIPTION OF DATA: Data relating to a case in a community dispute resolution program are classified as private data on individuals, with the exceptions set forth in ~~Minnesota Statutes Section~~ Minn. Stat. § 13.88.

### **Council Meetings Having Data Classified as Nonpublic**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13D.05

DESCRIPTION OF DATA: Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed: data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults; active investigative data as defined in section 13.82, subd. 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision; or educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subd. 1, 13.384, or 13.46, subds. 2 or 7.

### **Elected Officials Correspondence**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 2

DESCRIPTION OF DATA: Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient.

### **Financial Disclosure Statements**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.

DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City, are public data on individuals.

### **Grants**

CLASSIFICATION(S): Nonpublic/Private

GOVERNING STATUTE: Minn. Stat. § 13.599

DESCRIPTION OF DATA: Data created by state agency providing grants and persons/agencies that apply for or receive grants.

### **Identity of Employees Making Complaints**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)

DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule is private data on individuals if it meets the requirements of ~~Minnesota Statutes Section~~ Minn. Stat. § 181.932, subdivision subd. 2.

### **Internal Competitive Response**

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.

DESCRIPTION OF DATA: A bid or proposal to provide the City with goods or services that is prepared by City staff in competition with bids or proposals solicited by the City from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret information as defined and classified in ~~Minnesota Statutes Section~~ Minn. Stat. § 13.37.

### **Internal Auditing Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.392

DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the City or by person performing audits for the City and relating to an audit or investigation are confidential data on individuals or protected nonpublic data until the final report has been published or the audit or investigation is no longer being pursued actively. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individuals' identity are private data on individuals if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or person performing audits without an assurance to the individual that the individual's identity would remain private.

### **Judicial Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 4(e)

DESCRIPTION OF DATA: Judicial branch data disseminated to the City has the same classification in the hands of the City as it had in the hands of judicial branch entity providing it.

### **Personal Contact and Online Account Information**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.356, 13.04, subd. 2.

DESCRIPTION OF DATA: Data on an individual collected, maintained, or received by the City for notification purposes or as part of a subscription list for the City's electronic periodic publications as requested by the individual are classified as private data on individuals. This data includes telephone numbers, e-mail addresses, internet user names and passwords, Internet protocol addresses, and any other similar data related to the individual's online account or access procedures. This data may only be used for the specific purpose for which the individual provided the data. This data also does not include data submitted for purposes of making a public comment.

### **Pleadings**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12

DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the City are public data to the same extent that the data would be public if filed with the court.

### **Requests for Proposals**

CLASSIFICATION(S): Private/Nonpublic/~~Not Public~~/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b), 13.37

DESCRIPTION OF DATA: Data submitted by a business to the City in response to a request for proposals, as defined in ~~Minnesota Statutes section~~ Minn. Stat. § 16C.02, ~~subdivision~~ subd. 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposals are private or nonpublic data until completion of the evaluation process. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in ~~Minnesota Statutes Section~~ Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.

### **Sealed Bids**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.



### Security Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data which, if ~~disclosed~~the Responsible Authority determines its disclosure would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals. This includes checking account numbers, crime prevention block maps and lists of volunteers who participate in community crime prevention programs and ~~their~~the volunteers' home and mailing addresses ~~and~~, telephone numbers, ~~but these may be disseminated to other volunteers participating in crime prevention programs~~se-mail or other digital addresses, Internet communication services account information or similar account information, and global positioning system locations. If the City denies a data request based on a determination that the data are security information, upon request, the City must provide a short description explaining the necessity for the classification.

### Service Cooperative Claims Data

CLASSIFICATION(S): Nonpublic

GOVERNING ~~STATUTE~~STATUTE: Minn. Stat. § 13.203

DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs ~~are classified as nonpublic data on individuals. However, an, except when the~~ executive director of a Minnesota service cooperative ~~may make the determination~~determines that release of the data will not be detrimental to the plan or program, ~~are classified as nonpublic data not on individuals.~~

### Social Security Numbers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

DESCRIPTION OF DATA: Social Security numbers of individuals are private data on individuals, except to the extent that access to the Social Security number is specifically authorized by law.

### Social Security Numbers on Mailings

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355, subd. 3

DESCRIPTION OF DATA: The City may not mail, deliver, or cause to be mailed or delivered an item that displays a Social Security number on the outside of the item or if it is visible without opening the item.

### **Trade Secret Information**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use are nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

### **Utility Disconnection Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.681, subd. 6

DESCRIPTION OF DATA: Data on customers provided to the City by a utility regarding disconnection of gas or electric service are private data on individuals or nonpublic data.

### **ADMINISTRATION**

#### **Absentee Ballots**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37, and 13.607, subd. 2(a)7 and 203B.12, subd. 7

DESCRIPTION OF DATA: Sealed absentee ballots before opening by an election judge are private and nonpublic ~~data with regard to data not on individuals and private data with regard to data on individuals.~~ Names of voters submitting absentee ballots may not be made available for public inspection until the close of voting on Election Day.

#### **Assessor's Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.51

DESCRIPTION OF DATA: Data contained on sales sheets received from private multiple listing service organizations is private where the contract with the organizations requires the City to refrain from making the data available to the public. The following data collected by the City from individuals or business entities concerning income properties are private or nonpublic: (a) detailed income and expense figures; average vacancy factors; verified net rentable areas or net usable area, whichever is appropriate; anticipated income and expenses; projected vacancy factors; and lease information. Income information on individuals collected and maintained by the City to determine eligibility of property for class 4d under Minn. Stat. § 273.128 and 273.13, is private data on individuals.

#### **Candidates for Election to City Council**

CLASSIFICATION(S): Public/Private

GOVERNING STATUTE: Op. Atty. Gen. No. 852, October 6, 2006; Advisory Opinion No. 05-036; Minn. Stat. § 13.607, subd. 8 and 204B.06, subd. 1b

DESCRIPTION OF DATA: Data created, collected, or maintained about an individual candidate for election to the City Council is public. An affidavit of candidacy must state an address of residence and telephone number. The candidate may request that the address be classified as private data by certifying that a police report has been submitted or an order for protection has been issued in regard to the safety of the candidate or candidate's family, or that the candidate's address is otherwise private pursuant to Minnesota law.

### **Computer Access Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the City's computer system for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services are private data on individuals or nonpublic data. This data does not include a cookie temporarily installed by the City on a person's computer during a single session or visit to the City's web site if the cookie is installed only in a computer's memory and is deleted from the memory when the web site browser or web site application is closed.

### **Deferred Assessment Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.52

DESCRIPTION OF DATA: Data collected pursuant to ~~Minnesota Statutes Section~~ Minn. Stat. § 435.193, which indicates the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment are private data.

### **Federal Contracts Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

DESCRIPTION OF DATA: All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City are classified as either private or nonpublic depending on whether the data are data on individuals or data not on individuals.

### **Homestead Applications**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.4965, subd. 3, 273.124, subd. 13

DESCRIPTION OF DATA: Social Security numbers, affidavits, or other proofs of entitlement to homestead status that are submitted by property owners or their spouses are private data on individuals. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the County Treasurer.

### **Lodging Tax Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.495

DESCRIPTION OF DATA: Data, other than basic taxpayer identification data, collected from taxpayers under a lodging tax ordinance are nonpublic data.

### **Municipal Bonds Register Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 12, 475.55, subd. 6

DESCRIPTION OF DATA: Data with respect to the ownership of municipal obligations are nonpublic data or private data on individuals.

### **Municipal Self-Insurer Claims**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 9(a), 471.617, subd. 5

DESCRIPTION OF DATA: Data about individual claims or total claims made by an individual under a self-insured health benefit plan of a municipality are private.

### **Registered Voter Lists**

CLASSIFICATION(S): Confidential/[Public](#)

GOVERNING STATUTE: Minn. Stat. §§ 13.607, subd. 6; 201.091

DESCRIPTION OF DATA: The information contained in the master list of registered voters may only be made available to public officials for purposes related to election administration, jury selection, and in response to a law enforcement inquiry concerning a violation of or a failure to comply with any criminal statute or state or local tax statute.

### **Security Service Data**

CLASSIFICATION(S): Nonpublic//Public

GOVERNING STATUTE: Minn. Stat. §§ 13.861, 13.37 and 13.82, subd. 2, 3 and 6.

DESCRIPTION OF DATA: Data collected, created, or maintained by a security service for the purpose of providing security services to the City that are similar to the data described as request for service data and response or incident data in ~~Minnesota Statutes Section~~ [Minn. Stat. § 13.82, subdivision subd. 3](#) and 6 are public. If personnel of a security service make a citizen's arrest, then any security service data that are similar to the data described as arrest data in ~~Minnesota Statutes Section~~ [Minn. Stat. § 13.82, subdivision subd. 2](#) are public. If a security service participates in but does not make an arrest, it shall, upon request, provide data that identify the arresting law enforcement agency. All other security service data are nonpublic.

### **Social Recreational Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.548

DESCRIPTION OF DATA: For individuals enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual are classified as private.

**Solid Waste Collector Customer Lists**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.7411, subd. 4 (d), 115A.93, subd. 5

DESCRIPTION OF DATA: Customer lists provided to the City by solid waste collectors are private data on individuals or nonpublic data with regard to data not on individuals.



## **PLANNING**

### **Appraisal Data**

CLASSIFICATION(S): Confidential/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3

DESCRIPTION OF DATA: Estimated or appraised values of property that are made by the City or by an independent appraiser acting for the City for the purpose of selling or acquiring land through purchase or condemnation are classified as confidential data on individuals or protected nonpublic data. However, this data becomes public at the discretion of the City Council, determined by majority vote of the City's governing body. Appraised values of property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity are classified as private data on individuals or nonpublic data. Appraisal data made confidential or nonpublic become public when the data are submitted to a court appointed condemnation commissioner, the data are presented in court in condemnation proceedings or the parties enter into an agreement for the purchase and sale of the property.

### **Award Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.48

DESCRIPTION OF DATA: Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance are private data on individuals or nonpublic data.

### **Benefit Data**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.462

DESCRIPTION OF DATA: Data on individuals collected or created when an individual seeks information about becoming, is or was an applicant for or a recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City are private data on individuals with the exception of the names and addresses of applicants for and recipients of the benefits, which are classified as public data on individuals.

### **Community Center Data**

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.55

DESCRIPTION OF DATA: Letters or documentation from any person who makes inquiry to or who is contacted by the community center facility regarding availability of the facility for staging events; identity of firms and corporations that contact the facility; the type of event that the contacting person wants to stage in the facility; suggested terms of rentals and responses of staff to such inquiries are nonpublic or private data on individuals. However, that data becomes public upon any of the following: (a) five years elapse from the date on which the lease or contract is

entered into between the facility and the inquiring party or parties or the event which was the subject of inquiry occurs at the facility, whichever occurs earlier; (b) the event which was the subject of inquiry does not occur; or (c) the event which was the subject of inquiry occurs elsewhere. The names, addresses and contact persons for individual exhibitors at an exhibition may be withheld at the discretion of the City to protect the competitive position of the facility or its customers.

### **Housing Agency Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.585

DESCRIPTION OF DATA: Correspondence between the housing agency and agency's attorney containing data on individuals collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation; initiation of lease terminations and eviction actions; admission denial hearings concerning prospective tenants; commencement of actions against independent contractors of the agency; and tenant grievance hearings are classified as confidential data. Correspondence between the housing agency and the agency's attorney containing data not on individuals collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation are classified as protected nonpublic data. Income information on individuals collected and maintained to determine property tax classification eligibility is private data on individuals. Data pertaining to negotiations with property owners regarding the purchase of property are classified as nonpublic data.

### **Planning Questionnaires**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.59

DESCRIPTION OF DATA: Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in surveys of individuals conducted by the City for the purposes of planning, development, and redevelopment.

### **Property Complaint Data**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 1

DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property are classified as confidential data.

### **Redevelopment Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.59

DESCRIPTION OF DATA: Names and addresses of individuals and the legal descriptions of property owned by individuals, when collected in surveys of individuals conducted by the City or Housing and Redevelopment Authority for the purposes of planning, development, and redevelopment are classified as private data. Names and addresses of businesses and the legal

descriptions of business properties and the commercial use of the property to the extent the disclosure of the use would identify a particular business are nonpublic data.

## **PERSONNEL**

### **Applicant Information**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Generally, all data about people who are or were an employee, an applicant for employment, a volunteer, or an independent contractor is private with the following exceptions which are public:

- Veteran status
- Relevant test scores
- Rank on eligibility list
- Job history
- Education and training
- Work availability
- Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)
- Names of applicants for appointment to and members of an advisory board or commission.

### **Applicants to a Public Body**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601

DESCRIPTION OF DATA: Generally, all data about people who are or were an applicant to or an appointed member of a public body is private with the following exceptions which are public:

- Name
- City of Residence
- Education and Training
- Employment History
- Volunteer Work
- Awards and Honors
- Prior Government Service

### **Appointed (Not Elected) Members to a Public Body**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601

DESCRIPTION OF DATA: Generally, all data about people who are or were an appointed, not elected, to a public body is private, with the following exceptions which are public:

- Name
- City of Residence
- Education and Training

- Employment History
- Volunteer Work
- Awards and Honors
- Prior Government Service
- Residential Address
- Either a telephone number or electronic mail address where the appointee can be reached, or both, at the request of the appointee

### **Employee Assistance Information**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.43, subd. 7

DESCRIPTION OF DATA: Employee assistance program data, such as training, assessment, counseling, and referral services for employees and their dependents, are private data on individuals.

### **Employee Data Generally**

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Generally, all data about current and former City employees, volunteers, and independent contractors are private with the following exceptions which are public:

- Name
- Actual gross salary
- Salary Range
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and the amount of added remuneration, including expense reimbursement, in addition to salary
- Job title
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action
- Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body
- Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement
- Work location
- Work telephone number
- Badge number

- Honors and awards received
- Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data.

### **Employee Drug and Alcohol Tests**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.43, 13.7905, subd. 5(c), 181.954, subd. 2 and 3

DESCRIPTION OF DATA: Test results and other information acquired in an employee drug and alcohol testing process are private data on individuals.

### **Employment and Training Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources are private data on individuals.

### **Examination Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Data consisting solely of testing or examination materials or scoring keys used solely to determine individual qualifications for appointment or promotion, the disclosure of which would compromise the objectivity or fairness of the testing or examination process are classified as nonpublic, except pursuant to court order.

### **Harassment**

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. § 13.43 subd. 8

DESCRIPTION OF DATA: When there is a harassment complaint against an employee, the employee may not have access to data that would identify the complainant or other witnesses if the data would threaten the personal safety of the complainant or witness or subject the complainant or witness to harassment. However, summary information will be provided to the employee in order for him/her to prepare for a disciplinary proceeding that has been initiated.

### **Human Rights Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the ~~City.~~ Human rights city, including: investigative data ~~contained~~ in an open case file ~~are confidential data on individuals or protected nonpublic data.~~ The, the name and address of the charging party ~~and/or~~ respondent, factual basis of the allegations, and ~~the~~ statute or ordinance under which the

~~action charge~~ is brought ~~are private data on individuals or nonpublic data but are accessible to the charging party and the respondent. Human rights~~; investigative data ~~contained~~ in a closed case file ~~are private data on individuals or nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, the statute under which the action is brought, the party of the summary of the investigation that does not contain identifying data on a person other than the complainant or respondent and the commissioner's memorandum determining whether probable cause has been shown are public data.~~

### **Labor Relations Information**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

### **Personnel and Employment Data**

CLASSIFICATION(S): Private ~~Data on Individuals~~/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Certain government data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with the City are public as set forth in ~~Minnesota Statutes Section~~ Minn. Stat. § 13.43, ~~subdivision~~ subd. 2. All other personnel data is private data on individuals but may be released pursuant to a court order. Data pertaining to an employee's dependents are private data on individuals.

### **Protection of Employee or Others**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43 subd 11

DESCRIPTION OF DATA: If it is reasonably necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a prepetition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

### **Salary Benefit Survey Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public are classified as nonpublic data.

### **Undercover Law Enforcement Officer**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43 subd. 5

DESCRIPTION OF DATA: All personnel data about an undercover law enforcement officer is private until no longer assigned to those duties. Then, the officer is subject to the same rules applicable to other employees unless the law enforcement agency determines that revealing the data would threaten the officer's safety or jeopardize an active investigation.

### **Public Safety Peer Counseling and Critical Incident Stress Management Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.43, subd. 9, 181.9731, 181.9732

DESCRIPTION OF DATA: Data acquired by a peer support counselor in public safety peer counseling or data acquired by a critical incident stress management team member providing critical incident stress management services. "Public safety peer counseling" means a session or sessions led by a peer support counselor held for an emergency service provider (peace officers, correctional officers, probation officers, supervision agents, firefighters, rescue squad members, dispatchers, hospital or emergency medical clinic personnel, a person who provides emergency medical services for a Minnesota licensed ambulance service, forensic science professional, or other person involved with public safety emergency services, either paid or volunteer) who experienced an occupation-related trauma, illness, or stress develop skills and strategies to better understand, cope with, and process emotions and memories tied to the trauma, illness, or stress. This includes group sessions led by a peer support counselor, one-to-one contact with a peer support counselor, and meetings with a peer support counselor to obtain referrals to appropriate mental health or community support services. "Critical incident stress management services" means consultation, risk assessment, education, intervention, and other crisis intervention services provided by a critical incident stress management team or critical incident stress management team member to an emergency service provider affected by a critical incident. The data shall not be disclosed to third parties as it is classified as private data. Exceptions include when disclosure: (1) is necessary to prevent harm to self by the recipient of the services or to prevent the person from harming someone else; (2) is required by mandatory reporting laws; (3) is authorized by the person who received services and the person provides written consent; (4) is authorized by the living spouse or estate administrator of a deceased person who received services; or (5) is required under limited circumstances related to testimony.

## **PUBLIC SAFETY**

### **Arson Investigation**

CLASSIFICATION(S): Confidential/**Public**

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 26, 299F.055 and 299F.056

DESCRIPTION OF DATA: Data received pursuant to the Arson Reporting Immunity Law, ~~Minnesota Statutes Sections~~ Minn. Stat. § 299F.052 to 299F.057 by an authorized person or insurance company shall be confidential data until its release is required pursuant to a criminal or civil proceeding.

### **Child Abuse Report Records**

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (b), 13.82, subd. 8 and 9 and 626.556, [Minn. Stat., Chapter 260E](#)

DESCRIPTION OF DATA: Active or inactive investigative data that identify a victim of child abuse or neglect reported under ~~Minnesota Statutes Section~~ [Minn. Stat. § 626.556](#) are private data on individuals. Active or inactive investigative data that identify a reporter of child abuse or neglect under ~~Minnesota Statutes Section~~ [Minn. Stat. § 626.556](#) are confidential data on individuals, unless the subject of the report compels disclosure under ~~Minnesota Statutes Section~~ [Minn. Stat. § 626.556, subdivision](#) [subd. 11](#). Investigative data that ~~becomes~~ [become](#) inactive [under Minnesota Statutes, Section 626.556, subd. 7\(a\) or \(b\)](#) and that relate to the alleged abuse or neglect of a child by a person responsible for the child's care, as defined in ~~Minnesota Statutes Section~~ [Minn. Stat. § 626.556, subdivision](#) [subd. 2](#) are private data. [Various child maltreatment classifications and requirements re-organized under Minnesota Statutes Chapter 260E.](#)

### **Civil Commitment Data**

CLASSIFICATION(S):

GOVERNING STATUTE: [Minn. Stat. § 253B.185, subd. 1\(b\)](#)

DESCRIPTION OF DATA: Notwithstanding any provision of Minnesota Statutes, Chapter 13, a county attorney considering the civil commitment of a person may obtain records and data from the City upon request and without a court order.

### **Corrections and Detention Data**

CLASSIFICATION(S): [Confidential/Private/Public](#)

GOVERNING STATUTE: Minn. Stat. § 13.85

DESCRIPTION OF DATA: Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, work houses, work farms and all other correctional and detention facilities are classified as private to the extent that the release of the data would either: (a) disclose medical, psychological or financial information or personal information not related to their lawful confinement or detainment or (b) endanger an individual's life. Corrections and detention data are confidential to the extent that the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

### **Crime Victim Notice of Release**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5 (a), 611A.06

DESCRIPTION OF DATA: All identifying information regarding a crime victim, including a victim's request for notice of release and a notice of release made pursuant to ~~Minnesota Statutes Section~~ [Minn. Stat. § 611A.06](#) is classified as private data on individuals.



### **Criminal Gang Investigative Data System**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 14, 299C.091

DESCRIPTION OF DATA: Data in the criminal gang investigative data system are confidential data on individuals as defined in ~~Minnesota Statutes Section~~ Minn. Stat. § 13.02, subdivision subd. 3, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.

### **Criminal History Data**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.87

DESCRIPTION OF DATA: ~~Data maintained in criminal~~ Criminal history records ~~compiled by the Bureau of Criminal Apprehension, including, but not limited to, fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, custody and supervision data that is~~ data maintained by the City is agencies, political subdivisions and statewide systems are classified as private, pursuant to Minnesota Statutes, Section 13.02, ~~subdivisions~~ subd. 12. ~~However, except that the~~ data created, collected, or maintained by the Bureau of Criminal Apprehension that identify an individual who was convicted of a crime, the offense of which the individual was convicted, associated court disposition and sentence information, controlling agency and confinement information are public data for 15 years following the discharge of the sentence imposed for that offense. Data maintained in the integrated search service is private. An individual who is the subject of the data may only be provided with (1) a list of government entities that provided public or private data about the individual and (2) data that describes what is maintained about the individual at each government entity on the list.

### **Criminal History Data – Discharge / Dismissal of Crime**

CLASSIFICATION(S): Not Public

GOVERNING STATUTE: Minn. Stat. § 13.871

DESCRIPTION OF DATA: Data in criminal discharge and dismissal records is classified under Minn. Stat. § 609.3751, subd. 5.

### **Data on Videotape Consumers**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 325L.02, subd. 2, 13.487, subd. 3

DESCRIPTION OF DATA: Personally identifiable information concerning a videotape consumer that a law enforcement agency obtains in connection with an action commenced by the videotape seller or provider to collect fines for overdue or unreturned videotapes or collection for unpaid videotapes shall be maintained by the City as investigative data under ~~Minnesota Statutes Section~~ Minn. Stat. § 13.82, except that when the investigation becomes inactive, the information is private data on individuals.

### **Diversion Program Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 18, 299C.46, subd. 5

DESCRIPTION OF DATA: Names and identifying data concerning diversion program participants that are maintained in the criminal justice information system are private data.

### **Domestic Abuse Data**

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. § 13.80

DESCRIPTION OF DATA: Data on individuals collected, created, received or maintained by the Police Department pursuant to the Domestic Abuse Act, ~~Minnesota Statutes Section~~[Minn. Stat. § 518B.01](#) are classified as confidential data, pursuant to ~~Minnesota Statutes Section~~[Minn. Stat. § 13.02, subdivision](#)[subd. 3](#), until a temporary court order made pursuant to subdivisions 5 or 7 of ~~Minnesota Statutes Section~~[Minn. Stat. § 518B.01](#) is executed or served upon the data subject who is the respondent to the action.

### **E-Charging Data**

CLASSIFICATION(S): Private/Nonpublic, Confidential /Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.871, subd. 11 and 299C.41.

DESCRIPTION OF DATA: Credentialing data is private or nonpublic data. Auditing data and workflow and routing data are classified as provided by other law.

### **EMT or First Responder Misconduct Data**

CLASSIFICATION(S): Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.383, subd. 2, 144E.305, subd. 3.

DESCRIPTION OF DATA: Reports of emergency medical technicians, emergency medical technicians-intermediate, emergency medical technicians-paramedic or first responders misconduct are considered to be confidential or protected nonpublic while an investigation is active. Except for the Emergency Medical Services Regulatory Board's final determination, all communications or information received by or disclosed to the Board relating to disciplinary matters of any person or entity subject to the Board's regulatory jurisdiction are confidential and privileged and any disciplinary hearing shall be closed to the public.

### **Emergency Telephone Service**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 6, 403.07, subd. 3 and 4

DESCRIPTION OF DATA: Names, addresses and telephone numbers provided to a 911 system are private data subject only to public safety exceptions.

### **Explosives or Blasting Agents**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.6905, subd. 28a; Minn. Stat. § 299F.28 and 299F.75, subd. 4

DESCRIPTION OF DATA: Data related to use and storage of explosives by individuals holding a permit, including locations of storage, place, and time of intended use of explosives or blasting agents, and place and means of storage of explosives or blasting agents are nonpublic. Data may

be shared with a government entity or utility whose job duties require access to a facility containing explosives but may not be disclosed to anyone not directly involved in work to be completed at the site where the explosives or blasting agents are stored or used.

### **Firearms Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.87, subd. 2

DESCRIPTION OF DATA: Data about the purchase or transfer of firearms and applications for permits to carry firearms are classified as private data on individuals.

### **Hazardous Substance Emergency**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 27, 299F.095 and 299F.096, subd. 1

DESCRIPTION OF DATA: Data contained in hazardous materials notification reports made pursuant to ~~Minnesota Statutes Sections~~ Minn. Stat. § 299F.091 to 299F.099 are classified as nonpublic data.

### **Health Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.3805, subd. 1 ~~(a)(2) and (b)~~

DESCRIPTION OF DATA: Data on individuals created, collected, received or maintained by the City relating to the identification, description, prevention, and control of disease or as part of an epidemiologic investigation designated by the Commissioner of Health as necessary to analyze, describe or protect the public health are private data on individuals.

### **Integrated Search Service Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.873

DESCRIPTION OF DATA: Data on individuals stored on one or more databases maintained by criminal justice agencies and accessible through the integrated search service operated by the Bureau of Criminal Apprehension are private.

### **Investigative Detention Data**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.86

DESCRIPTION OF DATA: Data created, collected, used or maintained by ~~the City jail~~ municipal correctional or detention facility that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others are confidential data on individuals.

### **Law Enforcement Data**

CLASSIFICATION(S): Private/Confidential/Protected Nonpublic/Public/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§13.82, 259.10, subd. 2, 243.166, 299C.54, 626.19

DESCRIPTION OF DATA: Certain arrest data, request for service data, and response or incident data are public data.

An audio recording of a call placed to a 911 system for the purpose of requesting service for law enforcement, fire or medical emergency is private data on individuals, except that a written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected under Minnesota Statutes, Section 13.82, ~~subdivision~~[subd.](#) 17.

Criminal investigative data collected or created by a law enforcement agency in order to prepare a case against a person for the commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while the investigation is still active. Inactive investigation data is public unless the release of the data would jeopardize another ongoing investigation or would reveal the identity of individuals protected under Minnesota Statutes, Section 13.82, ~~subdivision~~[subd.](#) 17.

[A law enforcement agency may make any data classified as confidential or protected nonpublic pursuant to Minn. Stat. 13.82, subd. 7 or as private or nonpublic under Minn. Stat. 13.825 or Minn. Stat. 626.19 accessible to any person, agency, or the public if the agency determines that the access will aid the law enforcement process, promote public safety, or dispel widespread rumor or unrest.](#)

Images and recordings, including photographs, video, and audio records, which are part of inactive investigative files and which are clearly offensive to common sensibilities are classified as private or nonpublic data, provided that the existence of the images and recordings shall be disclosed to any person requesting access to the inactive investigative file.

Data on court records relating to name changes under ~~Minnesota Statutes Section~~[Minn. Stat. § 259.10, ~~subdivision~~\[subd.\]\(#\) 2](#) which is held by a law enforcement agency is confidential data on an individual while an investigation is still active and is private data on an individual when the investigation becomes inactive.

Data in arrest warrant indices are classified as confidential data until the defendant has been taken into custody, served with a warrant or appears before the court, except when the law enforcement agency determines that the public purpose is served by making that information public.

Data that uniquely describe stolen, lost, confiscated or recovered property are classified as either private data on individuals or nonpublic data depending on the content.

Financial records of a program that pays rewards to informants are protected nonpublic data in the case of data not on individuals or confidential data in the case of data on individuals.

Data on registered criminal offenders as described in ~~Minnesota Statutes Section~~[Minn. Stat. § 243.166](#) are private data on individuals.

Data included in a missing children bulletin distributed pursuant to ~~Minnesota Statutes~~ Minn. Stat. § 299C.54 are public data.

Data that reflect deliberative processes or investigative techniques of law enforcement agencies are confidential data on individuals or protected nonpublic data, provided that information, reports, or memoranda that have been adopted as the final opinion or justification for a decision of a law enforcement agency are public data.

Booking photographs are public data.

Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are private data on individuals. Data describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are public.

Investigative data that become inactive that consist of a person's financial account number or transaction numbers are private or nonpublic data.

The existence of all technology maintained by a law enforcement agency that may be used to electronically capture an audio, video, photographic, or other record of the activities of the general public, or of an individual or group of individuals, for purposes of conducting an investigation, responding to an incident or request for service, monitoring or maintaining public order and safety, or engaging in any other law enforcement function authorized by law is public data.

Data collected by a law enforcement agency using an unmanned aerial vehicle ("UAV") are private data on individuals or nonpublic data, subject to certain conditions and exceptions. Data collected by a UAV must be deleted as soon as possible or no later than seven days after collection unless the data is part of an active criminal investigation.

### **Orders for Protection, Harassment Restraining Orders, and No Contact Orders**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 13, 299C.46, subd. 6, and 626.8457, subd. 3

DESCRIPTION OF DATA: Data from orders for protection, harassment restraining orders, and no contact orders and data entered by law enforcement to assist in enforcement of those orders are private data on individuals. Data about the offender can be shared with the victim for purposes of enforcement of the order.

### **Peace Officer Discipline Procedures**

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6(o), 626.89, subd. 6 ~~and~~, 13.43, and 626.8457, subd. 3

~~DESCRIPTION OF DATA: The complainant is entitled to copies of any witness statements in the possession of the other party and an officer is entitled to a copy of the investigating agency's investigative report, provided that any references in a witness statement or investigative report that would reveal the identity of confidential informants need not be disclosed except upon order of the person presiding over the administrative hearing for good cause shown.~~

DESCRIPTION OF DATA: Investigative report made by a law enforcement agency in connection with a peace officer disciplinary matter; identities of confidential informants in such matters; identities of witnesses expected to testify in disciplinary hearings. Certain data must be reported to the Minnesota Board of Police Officer Standards and Training ("POST Board").

### **Peace Officer Records on Juveniles**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.875, subd. 2, 260B.171, subd. 5.

DESCRIPTION OF DATA: Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts are private data but shall be disseminated pursuant to ~~Minnesota Statutes Section 260B.171, subdivision 5.~~ Minn. Stat. § 260B.171, subd. 5.

### **Peace Officer Reports on Accidents**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 169.09, subd. 13

DESCRIPTION OF DATA: Data collected by law enforcement agencies as required for a report of an accident under Minnesota Statutes, Section 169.09, subd. 8. Data must be disclosed to, upon written request by, individuals involved in an accident or representing the individual's estate, surviving spouse, next of kin, or an appointed trustee, or other person injured in person, property, or means of support, or who incurs other pecuniary loss by virtue of the accident.

### **Reports of Gunshot Wounds**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (a), 626.53

DESCRIPTION OF DATA: A report made by a health professional concerning a wound or injury arising from or caused by discharge of a firearm or inflicted by the perpetrator of a crime using a dangerous weapon other than a firearm is confidential data on individuals.

### **Safe at Home Program Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.805 and 5B.07, subd. 1(b).

DESCRIPTION OF DATA: Identity and location data on a Safe at Home program participant not otherwise classified by law are private data. "Program participant" means an individual certified as a program participant under Minn. Stat. § 5B.03. "Identity and location data" means any data used to identify or physically locate a program participant, including but not limited to the program participant's name, residential address, work address, and school address, and that is collected received or maintained prior to the date a program participant's certification expires, or notice of withdrawal from the participant. Private or confidential identity and location data on a program participant who submits a notice in writing that the participant is certified in the Safe at

Home address confidentiality program may not be shared with any other government entity or disseminated to any person unless 1) the program participant has expressly consented in writing to sharing the dissemination of the data for the purpose in which the sharing will occur; 2) the data are subject to dissemination pursuant to a court order; 3) the data are subject to sharing pursuant to Minn. Stat. § 5B.07, subd. 2; 4) the location data related to county of residence are needed to provide public assistance or other government services, or to allocate financial responsibility for the assistance or services; 5) the data are necessary to perform a government entity's health, safety, or welfare functions, including the provision of emergency 911 services, the assessment and investigation of child or vulnerable adult abuse or neglect, or the assessment or inspection of services or locations for compliance with health, safety, or professional standards; or 6) the data are necessary to aid an active law enforcement investigation of the program participant. Regardless of whether certification has been submitted, the City must accept the address designated by the Secretary of State as a program participant's address and is subject to the requirements contained in Minn. Stat. § 5B.05.

### **Sex Offender HIV Tests**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5(b), 611A.19, subd. 2

DESCRIPTION OF DATA: Results of HIV tests of sex offenders are private data on individuals must be handled in accordance with ~~Minnesota Statutes Section~~ Minn. Stat. § 611A.19.

### **Sexual Assault Crime Victims**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3(e), 609.3471

DESCRIPTION OF DATA: Data that specifically identifies a victim who is a minor, in records or reports relating to petitions, complaints or indictments made are private data on individuals, if related to any of the following offenses: solicitation/inducement/promotion of prostitution, sex trafficking, criminal sexual predatory conduct, and criminal sexual conduct in the first, second, third or fourth degrees.

### **Undercover Buy Fund**

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 13, 299C.065, subd. 4

DESCRIPTION OF DATA: An application to the Commissioner of Public Safety for a grant pursuant to ~~Minnesota Statutes Section~~ Minn. Stat. § 299C.065 is a confidential record. Information within investigative files that identifies or could reasonably be used to ascertain the identity of assisted witnesses, sources or undercover investigators is a confidential record. A report at the conclusion of an investigation is a public record, except that information in a report pertaining to the identity or location of an assisted witness is private data.

### **Use of Motor Vehicle to Patronize Prostitutes**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3 (c) and 609.324, subd. 5

DESCRIPTION OF DATA: A notation in a driving record that the driver has used a motor vehicle to patronize prostitutes is classified as private data on individuals, but is accessible for law enforcement purposes. If the person has previously been convicted of a violation of ~~Minnesota Statutes Section~~ [Minn. Stat. § 609.322](#), the notation is public data.

### **Videotapes of Child Abuse Victims**

CLASSIFICATION(S): Private/Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.821, 611A.90

DESCRIPTION OF DATA: An individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse without a court order under ~~Minnesota Statutes Sections~~ [Minn. Stat. § 13.03](#), ~~subdivision~~ [subd.](#) 6 or 611A.90.

### **Visa Eligibility Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 611A.95

DESCRIPTION OF DATA: Data provided to a local law enforcement agency for the purposes of certification for "U nonimmigrant status" (or "U visa"). U nonimmigrant status is for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity. Local law enforcement agencies must not disclose the immigration status of victims of certain criminal activity as described by the federal Immigration and Nationality Act, except to comply with a federal law or legal process or when given authority by the victim or the victim's legal representative requesting certification.

### **Vulnerable Adult Report Records**

CLASSIFICATION(S): [Private](#)/Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (l), 626.557, subd. 12b(b).

DESCRIPTION OF DATA: Data contained in reports made pursuant to ~~Minnesota Statutes Section~~ [Minn. Stat. § 626.557](#) of possible incidents of maltreatment of vulnerable adults and identities of individuals making such reports are confidential data on individuals or protected nonpublic data.

Adopted by the City of Mounds View on \_\_\_\_\_, ~~2016~~[2023](#).

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

Document comparison by Workshare 10.0 on Thursday, January 19, 2023  
9:59:18 AM

Input:	
Document 1 ID	PowerDocs://DOCSOPEN/489828/3
Description	DOCSOPEN-#489828-v3-Mounds_View_Data_Practices_Policy_2016
Document 2 ID	PowerDocs://DOCSOPEN/850810/2
Description	DOCSOPEN-#850810-v2-Mounds_View_Data_Practices_Policy_(Jan_2023)
Rendering set	Standard

Legend:	
<u>Insertion</u>	
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Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	495
Deletions	199
Moved from	9
Moved to	9
Style change	0
Format changed	0
Total changes	712

## *City of Mounds View Staff Report*

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**To:** Honorable Mayor and City Council  
**From:** Nyle Zikmund, City Administrator  
**Item Title/Subject:** Resolution 9699 and Introduction and First Reading of Ordinance 1000, Amendment to 2023 City of Mounds View Fee Schedule Regarding Building Permit Fees and Surcharges

### **Introduction:**

Staff reviews the Mounds View fee schedule on an annual basis to keep pricing and fees current. However, often times there is a need to amend the fee schedule more than just once a year.

### **Discussion:**

Due to Staff's oversight, the City's 2023 Fee Schedule references the 2020 MN Building Permit Fees, not the 2022 fees. The MN 2022 fee went into effect in October 2022. This error was recently discovered when converting from our old permit software into the new software.

Staff has before you both a resolution and an ordinance. The resolution, if approved, would be effective immediately. However, since the 2023 Fee Schedule was adopted by ordinance, technically, the City must amend that ordinance as well (Ordinance 993 adopted on November 22, 2022).

### **Recommendation:**

Staff recommends approval of Resolution 9699; and introduction and first reading of Ordinance 1000, approving an amendment to the 2023 Fee Schedule regarding building permit fees and surcharges.

*Appendix A – ~~2020~~ 2022 MN State Statutes: 326B.153 Building Permit Fees*  
*Appendix B – ~~2020~~ 2022 MN State Statutes: 326B.148 Surcharge*

Staff has attached both the 2020 and 2022 State Statutes for your review.

Respectfully submitted,

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Nyle Zikmund  
City Administrator

**RESOLUTION NO. 9699**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION APPROVING AN AMENDMENT TO THE CITY OF MOUNDS VIEW  
2023 FEE SCHEDULE REGARDING BUILDING PERMIT FEES AND SURCHARGES**

**WHEREAS**, annual revisions and updates to the City of Mounds View Fee Schedule are necessary; and

**WHEREAS**, often times the need arises to amend the fee schedule more than just once a year; and

**WHEREAS**, the City of Mounds View follows Minnesota State Statutes regarding building permit fees and surcharges;

**WHEREAS**, the 2023 Fee Schedule references the 2020 State Statutes; and

**WHEREAS**, there has been a amendment in the 2022 State Statutes that would change the amount of revenue generated by the City of Mounds View for building permit fees and surcharges that are based on valuation, and

**WHEREAS**, the City could be subject to a considerable loss in revenue for the year 2023 if we wait until the annual fee schedule amendment for 2024.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mounds View does hereby approve the following amendment to the 2023 Fee schedule:

*Appendix A – ~~2020~~ 2022 MN State Statutes: 326B.153 Building Permit Fees*

*Appendix B – ~~2020~~ 2022 MN State Statutes: 326B.148 Surcharge*

**BE IT FURTHER RESOLVED** that this fee schedule amendment will take effect immediately.

Adopted this 13<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Al Hull, Mayor

ATTEST:

\_\_\_\_\_  
Nyle Zikmund, City Administrator

(SEAL)

**ORDINANCE NO. 1000**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING THE 2023 CITY OF MOUNDS VIEW FEE SCHEDULE**

**THE CITY OF MOUNDS VIEW ORDAINS:**

**SECTION 1.** The City Council of the City of Mounds View approved the 2023 City of Mounds View Fee Schedule by adopting Ordinance 993 on November 22, 2022.

**SECTION 2.** The City Council of the City of Mounds View hereby amends the 2023 City of Mounds View Fee Schedule by adding the underlined material and deleting the ~~stricken~~ material as follows:

*Appendix A – ~~2020~~ 2022 MN State Statutes: 326B.153 Building Permit Fees*  
*Appendix B – ~~2020~~ 2022 MN State Statutes: 326B.148 Surcharge*

**SECTION 3.** Pursuant to Minnesota Law, the Mounds View City Charter, and Mounds View City Code, the amended 2023 fee schedule for City services and licensing is hereby adopted after making the specified revisions as shown above.

**SECTION 4.** This ordinance shall take effect and be in force 30 days from and after its passage and publication, in accordance with Section 3.09 of the City Charter.

Introduction and First Reading by the Mounds View City Council on February 13, 2023.

Second Reading and Adoption by the Mounds View City Council on February 27, 2023.

Publication Date: February 28, 2023.

Attest:

\_\_\_\_\_  
Al Hull, Mayor

(SEAL)

\_\_\_\_\_  
Nyle Zikmund, City Administrator

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Item No. 8.D.

Meeting Date: February 13, 2023

Type of Business: Council Business

Administrator Review: \_\_\_\_\_

## City of Mounds View Staff Report

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**To:** Honorable Mayor and City Council  
**From:** Mark Beer, Finance Director  
**Item Title/Subject:** Resolution 9700 Approving Transfers between Funds for 2022

### Background:

The City Council included a number of transfers between funds as part of the 2022 budget. They are listed in the attached resolution in the Budget column. Resolution 9700 formally authorizes the listed transfers between funds in the Actual column for 2022. Some of the budgeted transfers can be adjusted. The Council can direct staff to make additional changes if it desires.

### Discussion:

The Water Enterprise Fund did not purchase a vehicle do to supply chain constraints thus the transfers from the Vehicle and Equipment fund for \$35,000 can be deferred to a future year.

### Recommendation:

Staff is recommending approval of resolution 9700 approving transfers between funds.

Respectfully Submitted,

Mark Beer

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Mark Beer, Finance Director

**RESOLUTION NO. 9700**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**APPROVING TRANSFERS BETWEEN FUNDS FOR 2022**

**WHEREAS**, the City has adopted budgets for various funds for 2022, the budgets include inter-fund transfers for various purposes; and

**WHEREAS**, it is possible to adjust some of the transfers from the originally budgeted amounts; and

**WHEREAS**, the Water Enterprise Fund did not make an equipment purchase as planned due to supply chain constraints the transfer from the Vehicle and Equipment Fund can be deferred to a latter year.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Mounds View that the following transfers for the calendar year 2022 are hereby approved up to the amounts listed in the Actual column:

<b>From</b>	<b>To</b>	<b>Budget</b>	<b>Actual</b>
Water Fund	General Fund	\$87,905	\$87,905
Sewer Fund	General Fund	87,905	87,905
Street Light Fund	General Fund	3,119	3,119
Storm Water	General Fund	9,079	9,079
Vehicle & Equipment	General Fund	26,000	26,000
General Fund	Community Center	350,000	350,000
General Fund	Special Projects	75,000	75,000
General Fund	EDA	50,000	50,000
General Fund	Vehicle & Equipment	300,000	300,000
Water Fund	Vehicle & Equipment	70,000	70,000
Sewer Fund	Vehicle & Equipment	55,000	55,000
Storm Water Fund	Vehicle & Equipment	35,000	35,000
Vehicle & Equipment	Water Fund	35,000	-
TIF District #5	EDA	91,484	91,484
TIF District #6	EDA	8,149	8,149
Total		<u>\$1,283,641</u>	<u>\$1,248,641</u>

Passed and adopted this 13<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Al Hull, Mayor

ATTEST:

\_\_\_\_\_  
Nyle Zikmund, City Administrator

(seal)



Item No: 8E  
Meeting Date: February 13, 2023  
Type of Business: CB  
Administrator Review: \_\_\_\_\_

*City of Mounds View Staff Report*

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**To:** Honorable Mayor and City Council  
**From:** Nyle Zikmund, City Administrator  
**Item Title/Subject:** Resolution 9701 Human Dignity Task Force and Declaration

**Background:**

The Mounds View Council has been focusing on human dignity/diversity and inclusion since 2020 when five additional workshops were added to bring in guest speakers to help understand the complexities and challenges facing our society. Additionally, staff and Council have attended seminars, training, and focus groups over the same time-period.

Furthermore, census data shows that our current BIPOC population is just over 30%, as compared to a few percentage points just one generation (30 years) ago.

In 2020, after extensive work and additional meetings, Council adopted their 2020-2022 Strategic Plan, which included a goal of being a “Welcoming and Livable Community.”

The Mounds View Police Department has excelled in outreach efforts ranging from the New American’s Academy to Shop with a Cop, Coffee with a Cop, Daddy Daughter Dance, and more.

Our Community Center staff and Park and Recreation Staff endeavor to offer programs and services addressing all residents and observers readily see the diversity of the community.

**Discussion:**

Whilst past efforts have addressed and will continue to address the goal, the question remains is that enough.

Former Council Member Bill Bergeron has been an advocate for further exploration and prior to his retirement from the Council suggested more work was needed, and has been working and endeavoring to formulate a pathway for this exploration.

At their February 3, 2023 Workshop Mr. Bergeron presented a Proposal for a Declaration to act for equality for all and to work towards equity and justice in Mounds View. Council Consensus was to move forward with adopting the Declaration and creation of a Task Force.

Attachment A is the Declaration and Attachment B provides the responsibilities and goals of the Human Rights Task Force

**Strategic Plan Strategy/Goal:**

Diverse livable community

The Mounds View Vision  
A Thriving Desirable Community

**Financial Impact:**

None

**Recommendation:**

Adopt resolution 9701 which includes the Declaration and creation of a Human Rights Task Force

Respectfully submitted,

---

Nyle Zikmund, City Administrator

**RESOLUTION 9701**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**DECLARATION OF COMMITMENT TO ACT FOR EQUALITY FOR ALL AND TO WORK  
TOWARDS EQUITY AND JUSTICE IN MOUNDS VIEW  
AND  
CREATION OF A HUMAN RIGHTS TASK FORCE**

**WHEREAS**, Council has been and continues to recognize the diversity of our residents and that it continues to grow; and

**WHEREAS**, Council recognizes the challenges and complexities accompanying this growth; and

**WHEREAS**, Council has been very intentional and purposeful in education and exploration of the issues and has been thoughtful in ensuring substantive education and exploration, including a series of additional workshops in previous years to better understand the issues and challenges, and

**WHEREAS**, Council has been discussing some type of public position and avenue to continue addressing the complexity and challenges related to equity and equality.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mounds View, Ramsey County, that we make a Declaration of commitment to act for Equality for all and to work towards Equity and Justice in Mounds View as detailed in Attachment A.

Furthermore, Council resolves to direct staff to take the necessary steps to form a Human Rights Task Force whose responsibilities and goals will be include but be limited to those detailed in Attachment B.

Lastly, that the Task Force make a determination and recommendation on permanency to the City Council no later than December 1, 2024.

Adopted this 13<sup>th</sup> Day of February, 2023

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Al Hull, Mayor

ATTEST:

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Nyle Zikmund, City Administrator

(SEAL)

## **Declaration of commitment to act for equality for all and to work towards equity and justice in Mounds View.**

Newly released census data shows that the demographics in Mounds View have changed and indicates that they will continue to do so into the future. As a city council this requires us to review our practices, policies, and procedures to ensure we are serving all of our residents, businesses, and visitors in the most effective manner possible.

With the uncomfortable recognition that there exists, in our nation, a history of injustice and discrimination that has become the framework of a system of unjust or prejudicial treatment of people on the grounds of ethnicity, age, gender, gender identity, disability, or other considerations.

And since persistent discrimination and unequal outcomes in many areas of life, including housing, education, employment, justice, and health, while often affect minority members of our community, the pervasiveness of these biases hurt all of us.

And since the City Council began a guest speaker program in 2020 to speak to us about their knowledge and involvement in identifying and dismantling oppressive systems in order to enhance equity and diversity.

As we previously have committed to being ever thoughtful in our work – as public officials – to ensure that all members of our community feel part of Mounds View and feel protected, listened to, and served by their public servants.

We commit to work together with all members of our community, especially those who belong to demographic groups that have been traditionally underrepresented, to co-create a vision for Mounds View's future, and work towards outcomes and activities that will bring us closer to that vision.

That for our community to work to create this vision, we know we must build trusting, working relationships with community members, and provide opportunities they find meaningful to engage with us in this journey, recognizing that Councilmembers, Commissioners, Committee Members, and Staff remain committed to learning, listening, and supporting our community in using all our strengths to achieve our vision.

Finally, the City Council affirms its commitment to make Mounds View an inviting, equitable, and safe community for everyone; committed to standing together with the people of Mounds View in opposing racism, hate, violence, and acts of intolerance; and committed to continuing our work to reach out to and connect with all members of our community to ensure that our services are accessible and available to all residents.

## **Proposal for a Mounds View Human Rights Task Force**

Newly released census data shows that the demographics in Mounds View have changed and indicates that they will continue to do so into the future. As a city council this requires us to review our practices, policies, and procedures to ensure we are serving all of our residents, businesses, and visitors in the most effective manner possible

This proposed task force would aim to advise and aid the City of Mounds View by promoting a community vision of equal opportunity and freedom from discrimination. We envision a community where all people are welcomed, valued, and respected, where each person feels at home.

Human rights can be defined as those basic rights without which people cannot live in dignity as human beings. Human rights are not bought, earned, or inherited; they belong to all people simply because all people are human. Human rights are inherent to each individual.

### The HRTF's responsibilities include:

Developing educational opportunities and increasing awareness

Coordinating efforts with neighboring human rights commissions

Calling attention to items related to human rights

Identify and support opportunities to bridge cultural and other differences

### HRTF's Goals are to:

Build awareness and foster respect for social, equity, civil, and human rights in our community.

Engage in outreach, education, listening and collaboration in the community.

Strengthen and maintain effective relationships with key community groups and organizations.

Determine the practicality and necessity of making the task force a permanent commission.

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Item No: 8F  
Meeting Date: February 13, 2023  
Type of Business: CB  
Administrator Review: \_\_\_\_\_

## *City of Mounds View Staff Report*

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**To:** Honorable Mayor and City Council  
**From:** Don Peterson, Director of Public Works/Parks and Recreation  
**Item Title/Subject:** Resolution 9702, Approving and Authorization of a Joint Powers Agreement with the City of Fridley for the 2023 Street Rehabilitation Project – Pleasant View Drive/Stinson Boulevard and continued maintenance of the Street

**Background/Discussion:**

The City is in the process of rehabilitating streets that were not included in the 2007 Street Rehabilitation Plan.

The proposed 2023 Street Project includes Pleasant View Drive from County Road H2 to County Road I. The West side of Pleasant View Drive, Stinson Boulevard, lies within the City of Fridley resulting in a joint street project.

With the proposed reconstruction of Pleasant View Drive, Staff thought it would be appropriate to update and renew the JPA.

The City of Fridley has submitted a Joint Powers Agreement (JPA) for the design, oversight of construction along with continued future street maintenance needs such as crack filling, patching and sealing.

Staff along with the City Attorney reviewed the JPA and recommend the approval of the agreement.

**Strategic Plan Strategy/Goal:** Maintain and Plan for Infrastructure Improvements.

**Financial Impact:** No Financial Impact to 2023 Budget.

**Recommendation:**

Staff is recommending the City Council approve the attached Resolution approving and authorizing the Joint Powers Agreement with the City of Fridley for the proposed 2023 Street Project of Pleasant View Drive, for the design construction oversight and cost share on continued maintenance of crack sealing, patching and sealing.

Respectfully submitted,

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Don Peterson  
Director of Public Works/Parks and Recreation

**RESOLUTION NO. 9702**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**Approving and Authorization of a Joint Powers Agreement with the City of  
Fridley for the 2023 Street Rehabilitation Project – Pleasant  
View Drive/Stinson Boulevard and continued maintenance of the Street**

**WHEREAS**, the City of Mounds View is considering a joint 2023 Street Project- Pleasant View Drive/Stinson Boulevard with the City of Fridley; and

**WHEREAS**, Pleasant View Drive was last reconstructed in 1994 and is approximately 2,383 feet in length, and maintenance has included seal coating, pothole patching and skim coating as needed; and

**WHEREAS**, the Cities of Mounds View and Fridley have in place a JPA for pavement maintenance and reconstruction of the shared road; and

**WHEREAS**, Staff thought it would be appropriate to update and renew the JPA; and

**WHEREAS**, The City of Fridley has submitted a Joint Powers Agreement (JPA) for the design, oversight of construction along with continued future street maintenance needs such as crack filling, patching and sealing; and

**WHEREAS**, City Staff along with the City Attorney reviewed the JPA and recommend the approval of the agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mounds View, Ramsey County, Minnesota as follows:

1. The City hereby approves the Joint Powers Agreement with the City of Fridley for the proposed 2023 Street Rehabilitation Project of Pleasant View Drive/Stinson Boulevard for street design, construction oversight and future cost sharing for street maintenance including, crack filling, patching and sealing.
2. The Mayor and City Administrator are hereby authorized and directed to execute all appropriate documents to effectuate the actions contemplated by this resolution.

3. The Mayor and City Administrator, Staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

Adopted this 13th day of February, 2023

\_\_\_\_\_  
Al Hull, Mayor

ATTEST:

\_\_\_\_\_  
Nyle Zikmund, City Administrator

(seal)

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Item No: 8G  
Meeting Date: February 13, 2023  
Type of Business: CB  
Administrator Review: \_\_\_\_\_

## *City of Mounds View Staff Report*

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**To:** Honorable Mayor and City Council  
**From:** Don Peterson, Director of Public Works/Parks and Recreation  
**Item Title/Subject:** Resolution 9704, Approving and Authorization for a Joint Powers Agreement with the City of Spring Lake Park for the 2022- 2023 Street Rehabilitation Project – Trail Section along Mounds View Boulevard

### **Background/Discussion:**

The City is in the process of rehabilitating streets that were not included in the 2007 Street Rehabilitation Plan.

The 2022 - 2023 Street Project includes construction of a trail section along Mounds View Boulevard that lies within the City of Spring Lake Park.

With the proposed trail section, a JPA for the construction and continued maintenance of the trail is required.

Staff contacted the City attorney to create and submit the draft JPA to the City of Spring Lake Park. Spring Lake Park has reviewed and approved the JPA with minor changes. Revisions were made, approved by Staff and the Attorney; the JPA is recommended for approval.

**Strategic Plan Strategy/Goal:** Maintain and Plan for Infrastructure Improvements.

**Financial Impact:** No Financial Impact to 2023 Budget.

### **Recommendation:**

Staff is recommending the City Council approve the attached Resolution Approving and Authorizing the Joint Powers Agreement with the City of Spring Lake Park regarding the proposed 2022-2023 Street Project for construction of the trail section along Mounds View Boulevard for the design construction oversight and continued maintenance of the trail.

Respectfully submitted,

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Don Peterson  
Director of Public Works/Parks and Recreation

**RESOLUTION NO. 9704**

**CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**APPROVING AND AUTHORIZATION FOR A JOINT POWERS  
AGREEMENT WITH THE CITY OF SPRING LAKE PARK FOR THE 2022- 2023 STREET  
REHABILITATION PROJECT – TRAIL SECTION ALONG MOUND VIEW BOULEVARD.**

**WHEREAS**, the City is in the process of rehabilitating streets that were not included in the 2007 Street Rehabilitation Plan; and

**WHEREAS**, the proposed 2022 - 2023 Street Project includes building trail along Mounds View Boulevard into the City of Spring Lake Park; and

**WHEREAS**, with the proposed reconstruction of the trail section Staff knew a JPA for the building and continued maintenance of the trail would be needed; and

**WHEREAS**, Staff contacted the City attorney to create and submit the draft JPA to the City of Spring Lake Park. Spring Lake Park has reviewed and approved the JPA with minor changes; and

**WHEREAS**, City Staff along with the City Attorney reviewed the JPA and recommend the approval of the agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mounds View, Ramsey County, Minnesota as follows:

1. The City hereby approves the Joint Powers Agreement with the City of Fridley for the 2022-2023 Street Rehabilitation Project, including building a trail section along Mounds View Boulevard. The JPA covers the design, construction oversight and future maintenance including, crack filling, patching and sealing of the trail.
2. The Mayor and City Administrator are hereby authorized and directed to execute all appropriate documents to effectuate the actions contemplated by this resolution.

3. The Mayor and City Administrator, Staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

Adopted this 13th day of February, 2023

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Al Hull, Mayor

ATTEST:

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Nyle Zikmund, City Administrator

(seal)