

**CITY OF MOUNDS VIEW  
CITY COUNCIL MEETING AGENDA  
MOUNDS VIEW CITY HALL  
Monday, March 27, 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: March 13, 2023
- B. Just and Correct Claims
- C. Resolution 9725, Authorize Recruitment Process for Parks and Recreation Facility Coordinator Position and Approve Job Description
- D. Res 9726, Authorize Separation Pay Wes Vert
- E. Resolution 9721 Authorization join National Opioid Settlement
- F. Resolution 9727, Authorize Recruitment Process for Finance Director Position

**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.

**8. COUNCIL BUSINESS**

- A. Second Reading and Adoption of Ordinance 1002, Approving an Amendment to the 2023 Fee Schedule Regarding Storm Water Management Fees **ROLL CALL VOTE**
- B. Resolution 9714 Public Notice of Intent to Organize and Negotiate with Waste/Refuse Collectors
- C. Resolution 9722, Authorizing the Purchase of a Roller Compactor
- D. Resolution 9723, Accepting Bids and Approving the 2023 Fog and Crack Sealing Project

- E. Resolution 9724, Accepting Proposal and Approving the 2023 Seal Coating Project

**9. REPORTS**

- A. Reports of Mayor and Council
- B. Reports of Staff
- C. Reports of City Attorney

- 10. NEXT COUNCIL WORK SESSION: Monday, April 3, 2023 at 6:00 pm**  
**NEXT COUNCIL MEETING: Monday, April 10, 2023 at 6:00 pm**

**11. ADJOURNMENT**



**7. SPECIAL ORDER OF BUSINESS**

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

Mayor Hull read a Resolution of Appreciation in full for the record recognizing Dan Larson for his years of dedicated service on the Economic Development Commission.

Dan Larson thanked the Council for this recognition and explained he has enjoyed his time serving the City of Mounds View. A round of applause was offered by all in attendance.

MOTION/SECOND: Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 9698, Appreciation to Dan Larson for his Service on the Economic Development Commission.

Council Member Meehlhause thanked Dan Larson for his dedicated service to both the Commission and the community.

Ayes – 5                      Nays – 0                      Motion carried.

**8. COUNCIL BUSINESS**

**A. First Reading and Introduction of Ordinance 1002, Approving an Amendment to the 2023 Fee Schedule Regarding Storm Water Management Fees.**

City Administrator Zikmund requested the Council introduce Ordinance 1002 which would approve an amendment to the storm water management fees within the 2023 fee schedule. He discussed the process the City followed to become the LGU in order to oversee and approve the City's watershed requests.

MOTION/SECOND: Meehlhause/Cermak. To Waive the First Reading and Introduce Ordinance 1002, Approving an Amendment to the 2023 Fee Schedule Regarding Storm Water Management Fees.

Ayes – 5                      Nays – 0                      Motion carried.

**B. Second Reading, Adoption and Summary Publication of Ordinance 1001, Amending Chapter 90, Section 90.005 of the City Code increasing number of allowed chickens from 8 to 12. ROLL CALL VOTE**

City Administrator Zikmund requested the Council adopt an Ordinance that would amend Chapter 90 of City Code increasing the number of allowed chickens from eight to twelve. It was noted the Council heard the first reading of this Ordinance at the February 27 City Council meeting.

Council Member Lindstrom asked if the Council supported residents having to wait one year before moving from four chickens to eight chickens. City Administrator Zikmund stated he did not believe there was Council consensus on this matter.

1 Council Member Meehlhause explained he did not recall there being consensus on this point. City  
2 Administrator Zikmund reported the Council could discuss this matter further and direct staff how  
3 to proceed.  
4

5 Council Member Lindstrom questioned if the Council supported residents having twelve chickens  
6 from the start, or should this number be reduced for one year.  
7

8 Council Member Gunn indicated she did not support the City limiting the number.  
9

10 Council Member Lindstrom explained he supported the City limiting the number of birds to eight  
11 with the understanding residents could increase the number to twelve after one year.  
12

13 Council Member Meehlhause reported eight was an arbitrary number the previous Council settled  
14 on based on a request from a resident in Mounds View. He stated he was not real thrilled to move  
15 this number to 12, but indicated he would not vote against the Ordinance amendment. City  
16 Administrator Zikmund did not anticipate the City would have anymore complaints if the Council  
17 were to increase the number of chickens allowed from eight to twelve.  
18

19 Council Member Lindstrom commented he could support the Resolution as is.  
20

21 MOTION/SECOND: Gunn/Hull. To Waive the Second Reading and Adopt Ordinance 1001,  
22 Amending Chapter 90, Section 90.005 of the City Code increasing number of allowed chickens  
23 from 8 to 12 and Approving the Summary Publication for Ordinance 1001.  
24

25 ROLL CALL: Cermak/Gunn/Lindstrom/Meehlhause/Hull.  
26

27 Ayes – 5 Nays – 0 Motion carried.  
28

29 **C. Resolution 9718, Authorizing the Purchase of an F150 Service Pickup Truck.**  
30

31 Public Works/Parks and Recreation Director Peterson requested the Council approve the purchase  
32 of an F150 service pickup truck. He explained this truck would be used by water department staff  
33 members and an older Ford Ranger would be sold at auction. He discussed how difficult it was to  
34 purchase vehicles at this time, due to supply change issues. Staff commented further on the cost  
35 for the truck and recommended approval.  
36

37 MOTION/SECOND: Meehlhause/Lindstrom. To Waive the Reading and Adopt Resolution 9718,  
38 Authorizing the Purchase of an F150 Service Pickup Truck.  
39

40 Council Member Lindstrom thanked staff on his work to receive quotes for this truck. He stated  
41 he was pleased the truck was being purchased from a local, family-owned dealership.  
42

43 Ayes – 5 Nays – 0 Motion carried.  
44

45 **D. Resolution 9719, Approving the Hiring of Jacob Girabay as a Consultant for**  
46 **GIS Services.**

Public Works/Parks and Recreation Director Peterson requested the Council approve the hire of Jacob Girabay as a consultant for GIS services.

MOTION/SECOND: Lindstrom/Meehlhause. To Waive the Reading and Adopt Resolution 9719, Approving the Hiring of Jacob Girabay as a Consultant for GIS Services.

Council Member Meehlhause stated he was happy to see Jacob Girabay was able to assist the City with GIS Services on a consultant basis.

Ayes – 5                      Nays – 0                      Motion carried.

**9. REPORTS**

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

Council Member Gunn provided the Council with an update from the tribute park group noting the group met on Tuesday, March 7. She explained the tribute park group has decided the tribute park would be at City Hall.

Council Member Gunn reported she attended the City on the Hill event at the State Capitol last week.

Council Member Meehlhause reviewed his upcoming meeting schedule noting he would be attending an NYFS finance meeting on Wednesday, March 15 and an NYFS board meeting on March 23.

Council Member Meehlhause provided the Council with an update from the Twin Cities Gateway board. He noted the visitor's bureau had a very solid year in 2022.

Council Member Lindstrom indicated he was able to attend the City on the Hill event at the State Capitol last week as well.

Council Member Lindstrom stated he attended a seminar with the Ramsey County League of Local Government on Friday, March 10 noting the group received a presentation on the growing needs of individuals in the trades.

Council Member Lindstrom reported the Festival in the Park Committee would meet next on Tuesday, March 21 at the public works building.

Council Member Cermak stated the Mounds View Police Foundation would be meeting next on Tuesday, March 14 at 5:30 p.m. at Hodges Park.

**B. Reports of Staff.**

City Administrator Zikmund stated he would have a Resolution before the Council regarding organized garbage collection at their next meeting.

1  
2 City Administrator Zikmund reported staff continues to struggle with finding maintenance staff  
3 for the Community Center. He indicated staff may have to contract this work. He noted current  
4 staff members were chipping in to ensure the space was clean and ready for public use.

5  
6 City Administrator Zikmund requested the Council speak with staff if they were interested in  
7 attending the LMC conference in June.

8  
9 City Administrator Zikmund explained Tony's Sandwich King was delinquent on paying their  
10 licensing fee. He reported letters were sent to the business owner. He asked if the Council wanted  
11 to initiate another letter, another fee or should the business be shut down in order to hold a hearing  
12 with the business owner in two weeks.

13  
14 Council Member Lindstrom asked how much the business owner owed the City. City  
15 Administrator Zikmund stated the business owner owed the City just over \$300 in fees and fines.

16  
17 Council Member Gunn supported staff sending a third letter to this business owner.

18  
19 Council Member Meehlhause stated he could support one more letter being sent to the business  
20 owner.

21  
22 Council consensus was to direct staff to send one more letter to the business owner.

23  
24 City Administrator Zikmund explained staff has received a formal resignation letter from Police  
25 Chief Harder with his last day being Monday, April 3. He reported the HR Committee was  
26 recommending an internal posting be held for this position. He stated interested parties would have  
27 until Thursday, March 16 to submit a letter of interest for the Police Chief position. He asked when  
28 the Council would be available to sit in on interviews. The Council agreed to hold interviews on  
29 Wednesday, March 22 at 11:00 a.m.

30  
31 Further discussion ensued regarding the staffing levels within the Mounds View Police  
32 Department.

33  
34 **C. Reports of City Attorney.**

35  
36 There was nothing additional to report.

37  
38 **10. Next Council Work Session: Monday, April 3, 2023, at 6:00 p.m.**  
39 **Next Council Meeting: Monday, March 27, 2023, at 6:00 p.m.**

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**11. ADJOURNMENT**

The meeting was adjourned at 6:48 p.m.

Transcribed by:

Heidi Guenther

*Minute Maker Secretarial*



PACKET: 03362 Ck Date 3-23-2023 - 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-52020230323	AccCare, Hosp, Critical Ill	R	3/23/2023		206.50	020205	206.50
E9000		Fidelity Security Life Insuranc						
	I-62020230323	5000832-Eyemed	R	3/23/2023		103.36	020206	103.36
L0549		Law Enforcement Labor Services,						
	I-70020230323	Police Union Dues	R	3/23/2023		573.75	020207	573.75
L7160		The Lincoln Nat'l Life Insuranc						
	I-61020230323	LTD #1588135	R	3/23/2023		341.97	020208	341.97
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020230323	STD # 10249130	R	3/23/2023		279.30	020209	279.30
L7165		The Lincoln National Life Insur						
	I-30120230323	Life Ins #400238774	R	3/23/2023		754.53	020210	754.53
*VOID*	020211	VOID CHECK	V	3/23/2023			020211	**VOID**
*VOID*	020212	VOID CHECK	V	3/23/2023			020212	**VOID**
M7152		MN Child Support Payment Center						
	I-99520230323	Case #0015244278	R	3/23/2023		838.94	020213	838.94
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020230323	NCPERS Life Ins	R	3/23/2023		56.00	020214	56.00
S4107		Secure Benefits Systems Corp.						
	I-50020230323	Flex Medical	R	3/23/2023		92.47	020215	
	I-50320230323	Flex Daycare	R	3/23/2023		583.32	020215	675.79

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	3,830.14	3,830.14
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	3,830.14	3,830.14

PACKET: 03363 Ck Date 3-23-2023 - 9

VENDOR SET: 01 City of Mounds View

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

BANK: PYBNK Western Bank

Page 1-B

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20230323	Income Tax W/H	D	3/23/2023		15,916.35	000492	
	I-T3 20230323	FICA W/H	D	3/23/2023		13,639.84	000492	
	I-T4 20230323	Medicare W/H	D	3/23/2023		5,269.76	000492	34,825.95
H1016		HSA Bank						
	I-12520230323	C1211 HSA CONTRIBUTIONS	D	3/23/2023		10,037.89	000493	10,037.89
I0025		ICMA Retirement Trust - 457						
	I-40020230323	Payroll W/H	D	3/23/2023		1,771.15	000494	
	I-40220230323	Roth Payroll W/H	D	3/23/2023		505.00	000494	
	I-40320230323	Payroll W/H	D	3/23/2023		295.12	000494	
	I-41520230323	Payroll W/H	D	3/23/2023		3,275.09	000494	5,846.36
M0658		MN State Retirement System						
	I-40120230323	#98995-01 MN	D	3/23/2023		3,935.70	000495	
	I-40420230323	#98995-01 MN ROTH	D	3/23/2023		150.00	000495	
	I-40520230323	#98995-01 MN	D	3/23/2023		689.17	000495	4,774.87
M7342		MN Dept of Revenue						
	I-T2 20230323	State Income Tax	D	3/23/2023		7,520.07	000496	7,520.07
P9250		Public Employees Retirement Ass						
	I-00120230323	PERA 643400	D	3/23/2023		14,483.71	000497	
	I-00220230323	PERP 643400	D	3/23/2023		22,395.25	000497	
	I-01020230323	DCP 643400	D	3/23/2023		112.52	000497	36,991.48

* * 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	99,996.62	99,996.62
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	99,996.62	99,996.62

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	3/28/2023			152523		
C-CHECK	VOID CHECK	V	3/28/2023			152534		
C-CHECK	VOID CHECK	V	3/28/2023			152535		
C-CHECK	VOID CHECK	V	3/28/2023			152536		
C-CHECK	VOID CHECK	V	3/28/2023			152537		
C-CHECK	VOID CHECK	V	3/28/2023			152552		
C-CHECK	VOID CHECK	V	3/28/2023			152553		
C-CHECK	VOID CHECK	V	3/28/2023			152561		
C-CHECK	VOID CHECK	V	3/28/2023			152566		
C-CHECK	VOID CHECK	V	3/28/2023			152590		

## \* \* 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:	10 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	10	0.00	0.00	0.00
BANK: * TOTALS:	10	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	Adam Kolstad							
I-202303169080	Ref Overpmt UB	R	3/16/2023			152515		
100 3680	MISCELLANEOUS REVENUE	Adam Kolstad: Ref Ov		42.40				42.40
1	CH UPON THE ROCK							
I-000202303169081	US REFUND	R	3/28/2023			152516		
700 1152	UTILITY DELQ. RECIEVABLE	11-0910-00		18.21				18.21
1	WOLFF/BIGELOW, JENNI							
I-000202303169082	US REFUND	R	3/28/2023			152517		
700 1152	UTILITY DELQ. RECIEVABLE	02-1540-01		154.95				154.95
80236	Jonathan Sevald							
I-202303219089	SLUC Meeting: March 2023	R	3/28/2023			152518		
100 4180-3630	TRAINING & CONFERENCES	SLUC Meeting: March		58.00				58.00
80528	Kromer Company							
I-581206	PW# 322 Dust Cap, Bearings	R	3/28/2023			152519		
100 4360-1220	SUPPLIES, VEHICLES	PW# 322 Dust Cap, Be		137.29				
I-581217	PW# 322 Actuator	R	3/28/2023			152519		
100 4360-1220	SUPPLIES, VEHICLES	PW# 322 Actuator		515.71				653.00
A2220	Action Fleet, Inc.							
I-I5843	Squad 201: WatchGuard Cable	R	3/28/2023			152520		
100 4200-5130	REPAIRS, EQUIPMENT	Squad 201: WatchGuar		115.00				115.00
A2300	AE2S							
I-86193	01/28 to 02/24/2023 Gen I&C	R	3/28/2023			152521		
700 4823-7050	CONSTRUCTION	01/28 to 02/24/2023		1,109.98				1,109.98
A5080	Amazon Capital Services							
C-1CRQ-6MKG-93WW	PW Hearing Protection	R	3/28/2023			152522		
700 4823-1230	SUPPLIES, EQUIPMENT	PW Hearing Protectio		0.01CR				
C-1TQ1-C1LT-9CMJ	PW Noise Protection	R	3/28/2023			152522		
700 4823-1230	SUPPLIES, EQUIPMENT	PW Noise Protection		1.70CR				
730 4823-1230	SUPPLIES, EQUIPMENT	PW Noise Protection		1.71CR				
C-1VQL-DHKG-9FVH	PW Hearing Protection	R	3/28/2023			152522		
700 4823-1230	SUPPLIES, EQUIPMENT	PW Hearing Protectio		2.67CR				
730 4823-1230	SUPPLIES, EQUIPMENT	PW Hearing Protectio		2.67CR				
C-1WC3-NKJK-9CPF	PW Hearing Protection	R	3/28/2023			152522		
700 4823-1230	SUPPLIES, EQUIPMENT	PW Hearing Protectio		1.33CR				
730 4823-1230	SUPPLIES, EQUIPMENT	PW Hearing Protectio		1.33CR				
I-11XW-3XRT-6QTF	MVCC: Coffee, Floor Tape	R	3/28/2023			152522		
252 4732-1600	OPERATING SUPPLIES	Coffee		40.90				
252 4732-1600	OPERATING SUPPLIES	Floor Tape		38.48				67.96

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
A5520	Ancom Technical Center							
I-113370	Hard Hat Adapters	R	3/28/2023			152524		
700 4823-1230	SUPPLIES, EQUIPMENT	Hard Hat Adapters		147.50				
730 4823-1230	SUPPLIES, EQUIPMENT	Hard Hat Adapters		147.50				295.00
A6043	American Legal Publishing Corp							
I-23956	2023 Internet Renewal	R	3/28/2023			152525		
100 4160-3030	OTHER PROFESSIONAL SERVICES	2023 Internet Renewa		450.00				450.00
A7585	Aspen Mills							
I-310468	Uniform: L.J.	R	3/28/2023			152526		
100 4200-2400	UNIFORM & CLOTHING	Uniform: L.J.		298.75				298.75
B2500	BG Automotive, Inc.							
I-PI0040043	DFC Plus (r) HP-2 5 Gal	R	3/28/2023			152527		
100 4465-1700	MOTOR FUELS & LUBRICANTS - UNLDFC Plus (r) HP-2 5			500.00				500.00
B4000	Beisswenger's Do It Best							
I-695691	EMT Connector / 4X2 1/8 Sq Box	R	3/28/2023			152528		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS EMT Connector / 4X2			6.91				6.91
B4904	Blaine Custom Apparel & Awards							
I-30369	Crystal Award: D.L.	R	3/28/2023			152529		
100 4100-1600	OPERATING SUPPLIES	Crystal Award: D.L.		130.00				
I-30453	Retirement Plaque: Chief	R	3/28/2023			152529		
100 4200-3070	COPS EVENTS	Retirement Plaque: C		158.00				288.00
B4910	Bjorklund Compensation Consult							
I-00004487	Eval:Facilities Coordinator	R	3/28/2023			152530		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Eval:Facilities Coor		145.00				145.00
B7832	Brett Brisbois							
I-202303209083	Parking at City of St. Cloud	R	3/28/2023			152531		
700 4823-3630	TRAINING & CONFERENCES	Parking at City of S		16.00				16.00
C4500	City Wide Maintenance of Minne							
I-42009006909	Feb Kitchen Prep	R	3/28/2023			152532		
252 4350-3030	OTHER PROFESSIONAL SERVICES	Feb Kitchen Prep		60.00				60.00
C4510	Cintas							
I-4148320440	CH/PD Floor Mats	R	3/28/2023			152533		
100 4160-1600	OPERATING SUPPLIES	CH/PD Floor Mats		46.60				
I-4148320471	Mats & Towels	R	3/28/2023			152533		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.39				
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			2.08				

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-4148320471	Mats & Towels	R	3/28/2023			152533		
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.86				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.53				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.95				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.20				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.15				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.08				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			11.37				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.41				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.81				
I-4148320657	Uniforms & Clothing	R	3/28/2023			152533		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		27.94				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.43				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.10				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.70				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.00				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.59				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.39				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.10				
252 4350-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.94				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		11.09				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		19.52				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		17.88				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.70				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		5.39				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		8.89				
I-4148689551	MVCC Linens, Mats, Towels...	R	3/28/2023			152533		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		6.67				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC Linens, Mats, T			50.18				
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		74.67				
I-4148924281	Uniforms & Clothing	R	3/28/2023			152533		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		27.94				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.43				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.10				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.70				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.00				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.59				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.39				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.10				
252 4350-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.94				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		11.09				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		19.52				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		17.88				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.70				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		5.39				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		8.89				
I-4148988097	Mats & Towels	R	3/28/2023			152533		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas	CONT						
I-4148988097	Mats & Towels	R	3/28/2023			152533		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.39				
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			2.08				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.86				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.53				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.95				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.20				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.15				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.08				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			11.37				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.41				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.81				
I-9213850568	MVCC Linens	R	3/28/2023			152533		
252 4730-3030	OTHER PROFESSIONAL SERVICES MVCC Linens			26.75				537.19
C8505	Crysteel Truck Equipment, Inc.							
I-FP190994	DA Control with Harness	R	3/28/2023			152538		
100 4465-1220	SUPPLIES, VEHICLES DA Control with Harn			185.00				185.00
C9840	Cutter Sales							
I-162884	PW# IMP 411 Hose, Swivels...	R	3/28/2023			152539		
100 4472-1230	SUPPLIES, EQUIPMENT PW# IMP 411 Hose, S			83.49				83.49
D8000	Dog Waste Depot							
I-536180	Dog Waste Bags	R	3/28/2023			152540		
745 4415-1600	OPERATING SUPPLIES Dog Waste Bags			228.47				228.47
E9803	Express Services, Inc							
I-28702842	3/05/23 RCO16- L.H.	R	3/28/2023			152541		
252 4730-3030	OTHER PROFESSIONAL SERVICES 3/05/23 RCO16- L.H.			216.00				
I-28738832	03/12/23 RCO16 - L.H.	R	3/28/2023			152541		
252 4730-3030	OTHER PROFESSIONAL SERVICES 03/12/23 RCO16 - L.H			256.50				472.50
F1095	Ferguson WaterWorks#2516/#2518							
I-0508269	Replacement Meters - Water	R	3/28/2023			152542		
700 4823-1250	SUPPLIES, UTILITIES Replacement Meters -			1,487.40				1,487.40
F6010	PreCise MRM, LLC							
I-200-1041570	Jan. Flat Data Plan 2023	R	3/28/2023			152543		
100 4472-3100	Telephone Jan. Flat Data Plan			216.00				216.00

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G5600	Gopher State One-Call, Inc.							
I-3020618	Feb. Locates	R	3/28/2023			152544		
700 4823-3030	OTHER PROFESSIONAL SERVICES	Feb. Locates		22.00				
730 4823-3030	OTHER PROFESSIONAL SERVICES	Feb. Locates		22.55				44.55
G8020	Grainger							
I-9609145348	Fire Alarm Sign, Trash Bag 54g	R	3/28/2023			152545		
252 4350-1210	SUPPLIES, BUILDING & GROUNDS	Fire Alarm Sign, Tra		94.97				
I-9620649377	Air Filters	R	3/28/2023			152545		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Air Filters		122.79				
I-9620649393	Air Filters	R	3/28/2023			152545		
252 4350-5130	REPAIRS, EQUIPMENT	Air Filters		638.56				856.32
H7302	Home Depot Pro - Dallas							
I-732708326	Gas STRT TRIMR	R	3/28/2023			152546		
100 4360-1230	SUPPLIES, EQUIPMENT	Gas STRT TRIMR		249.00				
I-733122725	Gas STRT TRIMR	R	3/28/2023			152546		
100 4360-1230	SUPPLIES, EQUIPMENT	Gas STRT TRIMR		249.00				
I-733990691	RENOWN LNR 30 X 37 8 MIC	R	3/28/2023			152546		
252 4350-1600	OPERATING SUPPLIES	RENOWN LNR 30 X 37		21.79				519.79
I6560	Innovative Office Solutions, L							
I-IN4108867	CH: Paper, Envelopes, Frames..	R	3/28/2023			152547		
100 4160-1120	COPY SUPPLIES	CH: Paper, Envelopes		219.75				
100 4160-1600	OPERATING SUPPLIES	CH: Paper, Envelopes		185.28				
I-IN4110208	CH: Gel Pens	R	3/28/2023			152547		
100 4160-1600	OPERATING SUPPLIES	CH: Gel Pens		22.17				
I-IN4121426	CH: Fasteners, PST-It, Pads...	R	3/28/2023			152547		
100 4160-1600	OPERATING SUPPLIES	CH: Fasteners, PST-I		49.60				476.80
I6680	Instrumental Research, Inc.							
I-4701	Feb Water Testing	R	3/28/2023			152548		
700 4825-3030	OTHER PROFESSIONAL SERVICES	Feb Water Testing		165.00				165.00
I7325	Intoximeters, Inc.							
I-728878	Drygas	R	3/28/2023			152549		
100 4200-1600	OPERATING SUPPLIES	Drygas		125.00				125.00
K3000	Kennedy & Graven, Chartered							
I-173204	Retainer	R	3/28/2023			152550		
100 4160-3010	GENERAL LEGAL SERVICES	Administration		1,850.99				
100 4160-3010	GENERAL LEGAL SERVICES	Finance Department		106.44				
100 4160-3010	GENERAL LEGAL SERVICES	General Zoning Matte		42.57				
I-173205	Non Retainer	R	3/28/2023			152550		
100 4110-3030	OTHER PROFESSIONAL SERVICES	Charter Commission		1,139.40				
100 4160-3010	GENERAL LEGAL SERVICES	Code Update/Revision		569.70				
230 2320	DEPOSIT PAYABLE	Greenwood Dr. Infill		25.00				
100 4160-3010	GENERAL LEGAL SERVICES	Enforcmt: 5691 Quinc		1,582.50				

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K3000	Kennedy & Graven, CharCONT							
I-173205	Non Retainer	R	3/28/2023			152550		
100 2320	DEPOSIT PAYABLE	Stellmaker Addition		50.00				
100 4160-3010	GENERAL LEGAL SERVICES	Enforcmt: 5661 Quinc		63.30				
100 4160-3010	GENERAL LEGAL SERVICES	Enforcmt: 5671 Quinc		63.30				
100 4160-3010	GENERAL LEGAL SERVICES	Licensing Violat:838		1,181.60				
100 4160-3010	GENERAL LEGAL SERVICES	Licensing Violat:San		759.60				7,434.40
L5015	League of Minnesota Cities Ins							
I-202303159077	2nd QTR 2023 Work Comp	R	3/28/2023			152551		
100 4100-0500	WORKERS COMPENSATION	Work Comp Ins.		41.09				
100 4130-0500	WORKERS COMPENSATION	Work Comp Ins.		514.78				
100 4140-0500	WORKERS COMPENSATION	Work Comp Ins.						
100 4150-0500	WORKERS COMPENSATION	Work Comp Ins.		372.84				
100 4180-0500	WORKERS COMPENSATION	Work Comp Ins.		756.42				
100 4200-0500	WORKERS COMPENSATION	Work Comp Ins.		49,667.88				
100 4360-0500	WORKERS COMPENSATION	Work Comp Ins.		4,930.72				
100 4380-0500	WORKERS COMPENSATION	Work Comp Ins.		134.71				
100 4410-0500	WORKERS COMPENSATION	Work Comp Ins.		203.11				
100 4460-0500	WORKERS COMPENSATION	Work Comp Ins.		341.56				
100 4465-0500	WORKERS COMPENSATION	Work Comp Ins.		487.24				
100 4470-0500	WORKERS COMPENSATION	Work Comp Ins.		2,261.78				
100 4472-0500	WORKERS COMPENSATION	Work Comp Ins.		1,615.09				
100 4475-0500	WORKERS COMPENSATION	Work Comp Ins.		436.81				
210 4350-0500	WORKERS COMPENSATION	Work Comp Ins.		66.54				
230 4650-0500	WORKERS COMPENSATION	Work Comp Ins.		262.41				
252 4350-0500	WORKERS COMPENSATION	Work Comp Ins.		1,260.46				
252 4730-0500	WORKERS COMPENSATION	Work Comp Ins.		565.21				
252 4732-0500	WORKERS COMPENSATION	Work Comp Ins.		1,379.29				
255 4350-0500	WORKERS COMPENSATION	Work Comp Ins.						
290 4420-0500	WORKERS COMPENSATION	Work Comp Ins.		26.61				
700 4820-0500	WORKERS COMPENSATION	Work Comp Ins.		99.92				
700 4823-0500	WORKERS COMPENSATION	Work Comp Ins.		1,652.68				
700 4825-0500	WORKERS COMPENSATION	Work Comp Ins.		294.40				
730 4820-0500	WORKERS COMPENSATION	Work Comp Ins.		99.92				
730 4823-0500	WORKERS COMPENSATION	Work Comp Ins.		3,506.83				
740 4416-0500	WORKERS COMPENSATION	Work Comp Ins.		92.45				
745 4415-0500	WORKERS COMPENSATION	Work Comp Ins.		777.20				
745 4417-0500	WORKERS COMPENSATION	Work Comp Ins.		144.05				
I-202303159078	1st & 2nd QTR 2023 Prem Paymt	R	3/28/2023			152551		
100 4100-4800	INSURANCE & BONDS	City Council		302.10				
100 4160-4800	INSURANCE & BONDS	Central Services		8,365.96				
100 4200-4800	INSURANCE & BONDS	Police		27,654.13				
100 4360-4800	INSURANCE & BONDS	Parks		6,971.63				
100 4460-4800	INSURANCE & BONDS	Buildings		3,253.43				
100 4470-4800	INSURANCE & BONDS	Streets		2,881.60				
230 4650-4800	INSURANCE & BONDS	E.D.A		301.64				
252 4350-4800	INSURANCE & BONDS	Community Center		3,811.16				

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L5015	League of Minnesota CiCONT							
I-202303159078	1st & 2nd QTR 2023 Prem Paymt	R	3/28/2023			152551		
252 4730-4800	INSURANCE & BONDS	Banquet Center		976.03				
252 4732-4800	INSURANCE & BONDS	Recreation		1,870.72				
252 4736-4800	INSURANCE & BONDS	Creative Kids		650.69				
700 4823-4800	INSURANCE & BONDS	Water Fund		4,754.65				
730 4823-4800	INSURANCE & BONDS	Sewer Fund		3,392.86				
740 4416-4800	INSURANCE & BONDS	Street Light		418.30				
745 4415-4800	INSURANCE & BONDS	Storm Water		1,859.10				139,456.00
L5020	League of Minnesota Cities							
I-378503	2023:MN Cities Stormwater Coal	R	3/28/2023			152554		
745 4415-3030	OTHER PROFESSIONAL SERVICES	2023:MN Cities Storm		820.00				
I-378730	2023 Annual Confernc: GM	R	3/28/2023			152554		
100 4100-3630	TRAINING & CONFERENCES	2023 Annual Confernc		425.00				1,245.00
L5081	Libby Law Office, P.A.							
I-85	2023: Mar Expand Athletic F	R	3/28/2023			152555		
480 4160-3030	OTHER PROFESSIONAL SERVICES	2023: Mar Expand Ath		5,000.00				5,000.00
M0300	MMNTB							
I-202303159079	Jan. 2023 Hotel Tax: MV Lodgin	R	3/28/2023			152556		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	Jan. 2023 Hotel Tax:		2,535.57				
I-202303219088	Feb. 2023 Hotel Tax: Days Inn	R	3/28/2023			152556		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	Feb. 2023 Hotel Tax:		1,057.47				3,593.04
M1260	MMKR & Co., P.A.							
I-53779	2022 Audit thru 02/28/23	R	3/28/2023			152557		
100 4150-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		4,326.40				
230 4650-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		832.00				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		416.00				
252 4732-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		1,248.00				
441 4650-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		249.60				
450 4650-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		832.00				
700 4820-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		4,076.80				
730 4820-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		4,076.80				
745 4415-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		582.40				16,640.00
M1345	Mansfield Oil Company							
I-24085250	87 Oct - Unleaded Gas	R	3/28/2023			152558		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	87 Oct - Unleaded Ga		4,291.86				4,291.86
M1505	Martin-McAllister Consulting P							
I-15192	Mod Eval: HH, Pub Safety BK	R	3/28/2023			152559		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Modified Eval: HH		725.00				
100 4160-3030	OTHER PROFESSIONAL SERVICES	Public Safety: BK		625.00				1,350.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M3505	Menards - Blaine							
I-47632	Splash Pad:Clamps, Straps...	R	3/28/2023			152560		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Splash Pad:Clamps, S		113.01				
I-47736	Muriatic Acid, Flex Tape	R	3/28/2023			152560		
730 4823-1230	SUPPLIES, EQUIPMENT	Muriatic Acid, Flex		31.85				
I-47737	USB A/Type, Dual Type C	R	3/28/2023			152560		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	USB A/Type, Dual Typ		17.00				
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	USB A/Type, Dual Typ		21.94				
100 4470-1230	SUPPLIES, EQUIPMENT	USB A/Type, Dual Typ		17.00				
745 4415-1600	OPERATING SUPPLIES	USB A/Type, Dual Typ		17.00				
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	USB A/Type, Dual Typ		17.00				
I-47738	Tape, Flex Seal, AIRWCK	R	3/28/2023			152560		
100 4460-1230	SUPPLIES, EQUIPMENT	Tape, Flex Seal, AIR		40.70				
I-47773	EMT Condit, S.SCRW Coupler	R	3/28/2023			152560		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	EMT Condit, S.SCRW C		22.96				
I-47777	Air Compressor	R	3/28/2023			152560		
730 4823-1250	SUPPLIES, UTILITIES	Air Compressor		209.99				508.45
M4027	Metro-INET							
I-1136	March I.T. Support	R	3/28/2023			152562		
100 4160-5100	REPAIRS, COMPUTERS	March I.T. Support		10,682.00				
100 4200-5100	REPAIRS, COMPUTERS	March I.T. Support		5,718.00				
252 4350-3100	TELEPHONE	March I.T. Support		350.00				
252 4732-5130	REPAIRS, EQUIPMENT	March I.T. Support		325.00				17,075.00
M4600	Metro Council Environmental Se							
I-0001152914	April 2023 Waste Water Serv	R	3/28/2023			152563		
730 4823-3230	WASTE WATER DISPOSAL	April 2023 Waste Wat		95,561.11				95,561.11
M5203	MHSRC/DDP							
I-51035	8 Hr, First Time 2/28 & 3/01/23	R	3/28/2023			152564		
252 4732-3030	OTHER PROFESSIONAL SERVICES	8 Hr, First Time 2/2		240.00				240.00
M5300	Midway Ford Company							
C-CM762059	Core Return	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	Core Return		16.00CR				
I-761115	PD# 191 BR Kit, Rotor Asy...	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	PD# 191 BR Kit, Ro		332.08				
I-761381	PW# 451 Element	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	PW# 451 Element		72.25				
I-761384	PW 323 Glass As	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	PW 323 Glass As		69.65				
I-761727	PD# 192 Tank Asy	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	PD# 192 Tank Asy		88.59				
I-762059	PD# 192 Battery	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	PD# 192 Battery		147.96				
I-762611	PW# 646 Mirrors	R	3/28/2023			152565		
745 4415-1230	SUPPLIES, EQUIPMENT	PW# 646 Mirrors		790.47				
I-762765	PD# 211 Shield	R	3/28/2023			152565		

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M5300	Midway Ford Company	CONT						
I-762765	PD# 211 Shield	R	3/28/2023			152565		
100 4465-1220	SUPPLIES, VEHICLES	PD# 211 Shield		81.97				1,566.97
M7969	Minute Maker Secretarial							
I-M1656	3/13/23 CC Meeting	R	3/28/2023			152567		
100 4100-3030	OTHER PROFESSIONAL SERVICES	3/13/23 CC Meeting		159.00				159.00
M9527	Music Together in the Valley,							
I-202303219090	Winter 2023 Session	R	3/28/2023			152568		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Winter 2023 Session		1,395.20				1,395.20
N2813	Governmentjobs.com, Inc							
I-Q-09715	Insight Training	R	3/28/2023			152569		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Insight Training		1,300.00				1,300.00
N4800	Norseman Awards							
I-2524	Name Tag/Badge: T.C.	R	3/28/2023			152570		
100 4160-1600	OPERATING SUPPLIES	Name Tag/Badge: T.C.		21.26				21.26
N6400	Northern Sanitary Supply							
I-206413	VAC Repair	R	3/28/2023			152571		
252 4350-5130	REPAIRS, EQUIPMENT	VAC Repair		151.12				151.12
N7007	Northland Temporaries							
I-855866	Janitor: 03/12/23	R	3/28/2023			152572		
252 4730-3030	OTHER PROFESSIONAL SERVICES	Janitor: 03/12/23		297.00				297.00
N8525	Nystrom Publishing Co.							
I-46425	2023 Spring/Summer Programs	R	3/28/2023			152573		
252 4732-3430	PRINTING	2023 Spring/Summer P		4,228.11				
I-46441	MV Matters /Spring 2023	R	3/28/2023			152573		
100 4160-3300	POSTAGE	MV Matters /Spring 2		1,097.49				
100 4160-3430	PRINTING	MV Matters /Spring 2		2,404.97				
290 4420-3300	POSTAGE	MV Matters /Spring 2		156.79				
290 4420-3430	PRINTING	MV Matters /Spring 2		343.57				8,230.93
P1565	Dave Perkins Contracting, Inc.							
I-28460	5061 Bona Rd	R	3/28/2023			152574		
700 4823-5155	REPAIR, WATER SERVICE	5061 Bona Rd		4,274.78				
I-28461	5237 Skiba St	R	3/28/2023			152574		
700 4823-5155	REPAIR, WATER SERVICE	5237 Skiba St		4,271.78				8,546.56

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P3765	Petsmart							
I-202303219087	K9 Dog Food: Ace	R	3/28/2023			152575		
100 4200-1600	OPERATING SUPPLIES	K9 Dog Food: Ace		75.15				75.15
R3002	Ramsey County							
I-EMCOM-010671	Feb. Fleet Support - PD	R	3/28/2023			152576		
100 4200-5100	REPAIRS, COMPUTERS	Feb. Fleet Support -		174.72				
I-EMCOM-010686	Feb. Fleet Support - PW	R	3/28/2023			152576		
700 4823-3100	TELEPHONE	Feb. Fleet Support -		7.28				
745 4415-3100	TELEPHONE	Feb. Fleet Support -		7.28				
730 4823-3100	TELEPHONE	Feb. Fleet Support -		7.28				
I-EMCOM-010701	Feb. CAD Services - PD	R	3/28/2023			152576		
100 4200-3050	DISPATCHING - CONTRACTUAL	Feb. CAD Services -		1,127.21				
I-EMCOM-010717	Feb. 911 Dispatch - PD	R	3/28/2023			152576		
100 4200-3050	DISPATCHING - CONTRACTUAL	Feb. 911 Dispatch -		6,774.39				8,098.16
R3024	Ramsey County							
I-607840	Pool License-Splash 2023	R	3/28/2023			152577		
100 4360-3030	OTHER PROFESSIONAL SERVICES	Pool License-Splash		674.00				674.00
R6007	Revolutionary Sports							
I-0352	Basketball: Feb-March 2023	R	3/28/2023			152578		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Basketball: Feb-Marc		409.50				409.50
S4224	Sensible Office Solutions							
I-0057851-001	Bus. Cards: RE	R	3/28/2023			152579		
100 4160-1600	OPERATING SUPPLIES	Bus. Cards: RE		34.50				
I-0057935-001	Nameplates: AM, AU	R	3/28/2023			152579		
100 4160-1600	OPERATING SUPPLIES	Nameplates: AM, AU		46.90				81.40
S4403	Shoreview Parks and Rec							
I-MV31023	Volleyball Instructors 2023	R	3/28/2023			152580		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Volleyball Instructo		216.00				216.00
S5750	Snap-On Industrial							
I-ARV/56454648	5 IN Needle (19 pcs)	R	3/28/2023			152581		
100 4465-1600	OPERATING SUPPLIES	5 IN Needle (19 pcs)		18.06				18.06
S7531	Spring Lake Park Recreation De							
I-1200	Mature Driver Course Nov 2022	R	3/28/2023			152582		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Mature Driver Course		96.00				
I-1201	Mature Driver Course Feb/Mar23	R	3/28/2023			152582		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Mature Driver Course		120.00				216.00

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
S9355	SymbolArts							
I-0456353	MVPD Challenge Coins	R	3/28/2023			152583		
100 4200-3070	COPS EVENTS	MVPD Challenge Coins		852.00				852.00
T5000	Toll Gas & Welding Supply							
I-40170411	Propane	R	3/28/2023			152584		
730 4823-1600	OPERATING SUPPLIES	Propane		20.95				20.95
T5019	Rise LLC							
I-1006	Feb PD Car Washes	R	3/28/2023			152585		
100 4200-1700	MOTOR FUELS & LUBRICANTS	Feb PD Car Washes		20.00				20.00
T6022	Trane							
I-313255344	CH-QTR Maint. 01/03/23	R	3/28/2023			152586		
100 4460-3030	OTHER PROFESSIONAL SERVICES	CH-QTR Maint. 01/03/		1,697.00				
I-313260136	MVCC-QTR Maint.: 01/01/23	R	3/28/2023			152586		
252 4350-5130	REPAIRS, EQUIPMENT	MVCC-QTR Maint.: 01/		3,276.00				4,973.00
T6100	Tri State Bobcat							
I-A17531	PW# IMP 408 Hinge Pin	R	3/28/2023			152587		
100 4472-1230	SUPPLIES, EQUIPMENT	PW# IMP 408 Hinge P		61.78				
I-A17532	PW# 430 Coupler, Hyd. Fluid	R	3/28/2023			152587		
100 4465-1230	SUPPLIES, EQUIPMENT	PW# 430 Coupler, Hyd		225.31				287.09
T8505	Track Inc.							
I-IN94490	PW# 307 Hydraulic Pump Asy	R	3/28/2023			152588		
100 4360-1220	SUPPLIES, VEHICLES	PW# 307 Hydraulic Pu		567.54				567.54
V4105	Verizon Wireless							
I-9928492173	Feb. Staff Phones	R	3/28/2023			152589		
100 4200-3100	TELEPHONE	PD		1,035.08				
100 4180-3100	TELEPHONE	Comm Dev		164.39				
100 4360-3100	TELEPHONE	Parks & Forestry		119.66				
100 4465-3100	TELEPHONE	Vehicle		41.14				
100 4410-3100	Telephone	PW Admin		57.26				
100 4460-3100	Telephone	Building & Grounds		24.05				
100 4470-3100	TELEPHONE	Streets		88.52				
100 4472-3100	Telephone	Snow & Ice Control						
100 4130-3100	TELEPHONE	CH Admin		41.20				
252 4350-3100	TELEPHONE	Community Center		137.47				
700 4823-3100	TELEPHONE	Water		267.90				
730 4823-3100	TELEPHONE	Sanitary Sewer		279.77				
745 4415-3100	TELEPHONE	Storm Water		156.74				
I-9928681369	Jan-Feb PD & Comm Dev	R	3/28/2023			152589		
100 4200-3100	TELEPHONE	Jan-Feb PD & Comm De		526.13				
100 4180-3100	TELEPHONE	Jan-Feb PD & Comm De		80.02				3,019.33

VENDOR SET: 01 City of Mounds View

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
V5000	Viking Automatic Sprinkler Co.							
I-1025-F255448	2023 Bldgs & Grounds Monitor	R	3/28/2023			152591		
100 4460-3030	OTHER PROFESSIONAL SERVICES	2023	Bldgs & Ground	500.00				
I-1025-F265689	2023 CH Annual Monitoring	R	3/28/2023			152591		
100 4460-3030	OTHER PROFESSIONAL SERVICES	2023	CH Annual Monit	625.00				
I-1025-F265806	CH Alarm Panel Replacement	R	3/28/2023			152591		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	CH	Alarm Panel Repla	2,336.51				3,461.51
W1602	Water Conservation Service, In							
I-12964	7730 LLR, Knoll & Hillview	R	3/28/2023			152592		
700 4823-3030	OTHER PROFESSIONAL SERVICES	7730	LLR, Knoll & Hi	1,006.39				1,006.39

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	68	347,735.65	0.00	347,735.65
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	50.00
100 3680	MISCELLANEOUS REVENUE	42.40
100 4100-0500	WORKERS COMPENSATION	41.09
100 4100-1600	OPERATING SUPPLIES	130.00
100 4100-3030	OTHER PROFESSIONAL SERVICES	159.00
100 4100-3630	TRAINING & CONFERENCES	425.00
100 4100-4800	INSURANCE & BONDS	302.10
100 4110-3030	OTHER PROFESSIONAL SERVICES	1,139.40
100 4130-0500	WORKERS COMPENSATION	514.78
100 4130-3100	TELEPHONE	41.20
100 4150-0500	WORKERS COMPENSATION	372.84
100 4150-3030	OTHER PROFESSIONAL SERVICES	4,326.40
100 4160-1120	COPY SUPPLIES	219.75
100 4160-1600	OPERATING SUPPLIES	406.31
100 4160-3010	GENERAL LEGAL SERVICES	6,220.00
100 4160-3030	OTHER PROFESSIONAL SERVICES	3,245.00
100 4160-3300	POSTAGE	1,097.49

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

G/L ACCOUNT	NAME	AMOUNT
100 4160-3430	PRINTING	2,404.97
100 4160-4800	INSURANCE & BONDS	8,365.96
100 4160-5100	REPAIRS, COMPUTERS	10,682.00
100 4180-0500	WORKERS COMPENSATION	756.42
100 4180-3100	TELEPHONE	244.41
100 4180-3630	TRAINING & CONFERENCES	58.00
100 4200-0500	WORKERS COMPENSATION	49,667.88
100 4200-1600	OPERATING SUPPLIES	200.15
100 4200-1700	MOTOR FUELS & LUBRICANTS	20.00
100 4200-2400	UNIFORM & CLOTHING	298.75
100 4200-3050	DISPATCHING - CONTRACTUAL	7,901.60
100 4200-3070	COPS EVENTS	1,010.00
100 4200-3100	TELEPHONE	1,561.21
100 4200-4800	INSURANCE & BONDS	27,654.13
100 4200-5100	REPAIRS, COMPUTERS	5,892.72
100 4200-5130	REPAIRS, EQUIPMENT	115.00
100 4360-0500	WORKERS COMPENSATION	4,930.72
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	159.88
100 4360-1220	SUPPLIES, VEHICLES	1,220.54
100 4360-1230	SUPPLIES, EQUIPMENT	498.00
100 4360-2400	UNIFORM & CLOTHING	58.74
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	12.78
100 4360-3030	OTHER PROFESSIONAL SERVICES	674.00
100 4360-3100	TELEPHONE	119.66
100 4360-4800	INSURANCE & BONDS	6,971.63
100 4380-0500	WORKERS COMPENSATION	134.71
100 4410-0500	WORKERS COMPENSATION	203.11
100 4410-2400	UNIFORM & CLOTHING	4.20
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	1.00
100 4410-3100	Telephone	57.26
100 4460-0500	WORKERS COMPENSATION	341.56
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	122.79
100 4460-1230	SUPPLIES, EQUIPMENT	40.70
100 4460-2400	UNIFORMS & CLOTHING	1.40
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.34
100 4460-3030	OTHER PROFESSIONAL SERVICES	2,822.00
100 4460-3100	Telephone	24.05
100 4460-4800	INSURANCE & BONDS	3,253.43
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	2,336.51
100 4465-0500	WORKERS COMPENSATION	487.24
100 4465-1220	SUPPLIES, VEHICLES	961.50
100 4465-1230	SUPPLIES, EQUIPMENT	225.31
100 4465-1600	OPERATING SUPPLIES	18.06
100 4465-1700	MOTOR FUELS & LUBRICANTS - UNL	500.00
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	4,291.86
100 4465-2400	UNIFORMS & CLOTHING	10.00

VENDOR SET: 01 City of Mounds View

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

G/L ACCOUNT	NAME	AMOUNT
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	4.16
100 4465-3100	TELEPHONE	41.14
100 4470-0500	WORKERS COMPENSATION	2,261.78
100 4470-1230	SUPPLIES, EQUIPMENT	17.00
100 4470-2400	UNIFORMS & CLOTHING	17.18
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	7.72
100 4470-3100	TELEPHONE	88.52
100 4470-4800	INSURANCE & BONDS	2,881.60
100 4472-0500	WORKERS COMPENSATION	1,615.09
100 4472-1230	SUPPLIES, EQUIPMENT	145.27
100 4472-2400	UNIFORMS & CLOTHING	18.78
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	7.06
100 4472-3100	Telephone	216.00
100 4475-0500	WORKERS COMPENSATION	436.81
100 4475-2400	UNIFORMS & CLOTHING	4.20
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	1.90
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	3,593.04
	*** FUND TOTAL ***	177,406.19
210 4350-0500	WORKERS COMPENSATION	66.54
	*** FUND TOTAL ***	66.54
230 2320	DEPOSIT PAYABLE	25.00
230 4650-0500	WORKERS COMPENSATION	262.41
230 4650-3030	OTHER PROFESSIONAL SERVICES	832.00
230 4650-4800	INSURANCE & BONDS	301.64
	*** FUND TOTAL ***	1,421.05
252 4350-0500	WORKERS COMPENSATION	1,260.46
252 4350-1210	SUPPLIES, BUILDING & GROUNDS	94.97
252 4350-1600	OPERATING SUPPLIES	96.46
252 4350-2400	UNIFORM & CLOTHING	7.88
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	56.58
252 4350-3030	OTHER PROFESSIONAL SERVICES	60.00
252 4350-3100	TELEPHONE	487.47
252 4350-4800	INSURANCE & BONDS	3,811.16
252 4350-5130	REPAIRS, EQUIPMENT	4,065.68
252 4730-0500	WORKERS COMPENSATION	565.21
252 4730-3030	OTHER PROFESSIONAL SERVICES	1,218.92
252 4730-4800	INSURANCE & BONDS	976.03
252 4732-0500	WORKERS COMPENSATION	1,379.29
252 4732-1600	OPERATING SUPPLIES	79.38
252 4732-3030	OTHER PROFESSIONAL SERVICES	3,724.70
252 4732-3430	PRINTING	4,228.11
252 4732-4800	INSURANCE & BONDS	1,870.72
252 4732-5130	REPAIRS, EQUIPMENT	325.00

VENDOR SET: 01 City of Mounds View

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

G/L ACCOUNT	NAME	AMOUNT
252 4736-4800	INSURANCE & BONDS	650.69
	*** FUND TOTAL ***	24,958.71
290 4420-0500	WORKERS COMPENSATION	26.61
290 4420-3300	POSTAGE	156.79
290 4420-3430	PRINTING	343.57
	*** FUND TOTAL ***	526.97
441 4650-3030	OTHER PROFESSIONAL SERVICES	249.60
	*** FUND TOTAL ***	249.60
450 4650-3030	OTHER PROFESSIONAL SERVICES	832.00
	*** FUND TOTAL ***	832.00
480 4160-3030	OTHER PROFESSIONAL SERVICES	5,000.00
	*** FUND TOTAL ***	5,000.00
700 1152	UTILITY DELQ. RECIEVABLE	173.16
700 4820-0500	WORKERS COMPENSATION	99.92
700 4820-3030	OTHER PROFESSIONAL SERVICES	4,076.80
700 4823-0500	WORKERS COMPENSATION	1,652.68
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	17.00
700 4823-1230	SUPPLIES, EQUIPMENT	141.79
700 4823-1250	SUPPLIES, UTILITIES	1,487.40
700 4823-2400	UNIFORM & CLOTHING	22.18
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	8.30
700 4823-3030	OTHER PROFESSIONAL SERVICES	1,028.39
700 4823-3100	TELEPHONE	275.18
700 4823-3630	TRAINING & CONFERENCES	16.00
700 4823-4800	INSURANCE & BONDS	4,754.65
700 4823-5155	REPAIR, WATER SERVICE	8,546.56
700 4823-7050	CONSTRUCTION	1,109.98
700 4825-0500	WORKERS COMPENSATION	294.40
700 4825-2400	UNIFORM & CLOTHING	39.04
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	4.16
700 4825-3030	OTHER PROFESSIONAL SERVICES	165.00
	*** FUND TOTAL ***	23,912.59
730 4820-0500	WORKERS COMPENSATION	99.92
730 4820-3030	OTHER PROFESSIONAL SERVICES	4,076.80
730 4823-0500	WORKERS COMPENSATION	3,506.83
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	21.94
730 4823-1230	SUPPLIES, EQUIPMENT	173.64
730 4823-1250	SUPPLIES, UTILITIES	209.99
730 4823-1600	OPERATING SUPPLIES	20.95
730 4823-2400	UNIFORM & CLOTHING	37.16

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

G/L ACCOUNT	NAME	AMOUNT
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	22.74
730 4823-3030	OTHER PROFESSIONAL SERVICES	22.55
730 4823-3100	TELEPHONE	287.05
730 4823-3230	WASTE WATER DISPOSAL	95,561.11
730 4823-4800	INSURANCE & BONDS	3,392.86
	*** FUND TOTAL ***	107,433.54
740 4416-0500	WORKERS COMPENSATION	92.45
740 4416-4800	INSURANCE & BONDS	418.30
	*** FUND TOTAL ***	510.75
745 4415-0500	WORKERS COMPENSATION	777.20
745 4415-1230	SUPPLIES, EQUIPMENT	790.47
745 4415-1600	OPERATING SUPPLIES	245.47
745 4415-2400	UNIFORM & CLOTHING	10.78
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	4.82
745 4415-3030	OTHER PROFESSIONAL SERVICES	1,402.40
745 4415-3100	TELEPHONE	164.02
745 4415-4800	INSURANCE & BONDS	1,859.10
745 4417-0500	WORKERS COMPENSATION	144.05
745 4417-2400	UNIFORM & CLOTHING	17.78
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	1.62
	*** FUND TOTAL ***	5,417.71

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APBNK TOTALS:	68	347,735.65	0.00	347,735.65
BANK: APBNK TOTALS:	68	347,735.65	0.00	347,735.65
REPORT TOTALS:	68	347,735.65	0.00	347,735.65



Item No: 5C  
Meeting Date: March 27, 2023  
Type of Business: Consent Agenda  
Administrator Review: \_\_\_\_\_

## *City of Mounds View Staff Report*

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**To:** Honorable Mayor and City Council  
**From:** Rayla Sue Ewald, Human Resource Director  
**Subject:** Resolution 9725, Authorize Recruitment Process for Parks and Recreation Facility Coordinator Position and Approve Job Description

**Background:**

In October 2020, Council recommended approval of the City operating a Parks and Recreation Department. Since that time, staff has been building a team of employees to manage the facility and provide guest services.

**Discussion:**

To assist the Event Center Manager and respond to event center inquiries during evening and weekend hours, staff created the Facility Coordinator position which will provide afternoon and evening coverage from Wednesday through Saturday evenings. They will assist with responsibilities associated with the facility during banquets, parties, weddings, etc. Provide information to guests, and allow the Event Center Manager an opportunity to take time away from work, and keep the Event Center operational. The Facility Coordinator will provide training to part-time staff, and clean during events, and ensure cleaning is underway at the conclusion of events.

The job description has been created and scored. This is a full-time non-exempt position and will report directly to the Parks and Recreation Superintendent. The HR Committee has reviewed and agrees posting of the position is appropriate. Wages are listed below:

2023 Pay Plan					
Start Step 1	6 Months Step 1.5	1 Year Step 2	2 Years Step 3	3 Years Step 4	4 Year Step 5
\$24.10	\$24.86	\$25.61	\$27.12	\$28.62	\$30.13

**Strategic Plan Strategy/Goal:**

Create a culture where employees desire to work.

**Financial Impact:**

None, this is a budgeted position.

**Recommendation:**

Staff is requesting Council approve Resolution 9725, Authorize Recruitment Process for Parks and Recreation Facility Coordinator Position and Approve Job Description.

Respectfully submitted,

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Rayla Sue Ewald  
Human Resource Director

**Attachments:**

1. Resolution 9725
2. Facility Coordinator Job Description

## RESOLUTION 9725

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

#### AUTHORIZING RECRUITMENT PROCESS FOR PARKS AND RECREATION FACILITY COORDINATOR POSITION AND APPROVE JOB DESCRIPTION

**WHEREAS**, effective October 2020, Council recommended approval of the City operating a Parks and Recreation Department, and building a team of staff to operate the facility; and

**WHEREAS**, the Facility Coordinator position will respond to event center inquiries during evening and weekend hours from Wednesday through Saturday evenings; and

**WHEREAS**, the Facility Coordinator position will assist with responsibilities associated with the facility during banquets, parties, weddings, etc., providing information to guests and allowing for continual operation of the Event Center; and

**WHEREAS**, the Facility Coordinator position will assist with training to part-time staff and cleaning during events, ensuring the night cleaning is underway at the conclusion of events; and

**WHEREAS**, the job description has been created, scored, and reviewed by the HR Committee. The position is rated as a full-time, non-exempt status and will report directly to the Parks and Recreation Superintendent, and falls within the following pay range:

2023 Pay Plan					
Start Step 1	6 Months Step 1.5	1 Year Step 2	2 Years Step 3	3 Years Step 4	4 Year Step 5
\$24.10	\$24.86	\$25.61	\$27.12	\$28.62	\$30.13

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Mounds View Authorizes the Recruitment Process for the Parks and Recreation Facility Coordinator Position and Approves the Job Description for a full-time, non-exempt position with the above listed pay plan scale.

Adopted this 27<sup>th</sup> day of March, 2023

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

ATTEST:

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

(seal)

## **CITY OF MOUNDS VIEW POSITION DESCRIPTION**

Position Title:	<b>Facility Coordinator</b>
Department:	Parks and Recreation
Accountable to:	Director of Public Works/Parks and Recreation
Status:	Non-Exempt Full-Time

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### **PRIMARY OBJECTIVE OF POSITION**

The Facility Coordinator is responsible for maintaining exceptional customer service to all facility users, provide work direction to part time staff, and assist with the oversight of all scheduled events, rentals, programs, and services at the Mounds View Community Center. This includes the event center, gym, fitness center, room rentals, and Park and Recreation programs.

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### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Parks and Recreation Superintendent.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide work direction to part-time building staff, ensuring they complete tasks and follow established policies and procedures.
- Assist Event Center Manager by responding to Event Center inquiries and provide tours in order to determine objectives and requirements for events with customers and staff in the use of the community center facility.
- Serve as the primary on-site contact person for customers, programs, and rentals. This includes handling any conflicts in a professional and courteous fashion.
- Open and/or close the building as scheduled.
- Perform daily building inspection walk-throughs and inventory checks.
- Write daily work reports, maintain work records, balance cash drawers, and other administrative functions, including answering phones in a courteous manner.
- Monitor the building and grounds to maintain a clean and safe environment for all users.
- Assist full-time supervisory staff in specific tasks including but not limited to rentals, events, programs, projects, or customer service.
- Oversee all events and rentals in the building ensuring they meet attendance requirements/deadlines, and are vacated at proper times.
- Assist with set up for many types of events, including but not limited to: banquets, birthday parties, weddings, conferences, retreats, meetings, seminars, trainings, etc.
- Interact with event attendees, making them feel welcome and answer questions when needed.
- Assist with cleaning during event, and ensure cleaning is underway at the conclusion of event.
- Return equipment and supplies to proper location.
- Train and coordinate part-time staff on proper event procedures.
- Other duties and special projects as assigned.

### **MINIMUM QUALIFICATIONS**

- High School diploma or equivalent
- Minimum two (2) years customer service experience
- Minimum one (1) year of supervisory experience
- Experience working with people from diverse backgrounds

- Ability to work independently
- Availability to work nights and weekends
- Must be able to lift/move 50 pounds
- First Aid certified or willing to become certified within 30 days of hire

#### DESIRED TRAINING AND EXPERIENCE

- Associate's degree in sports facilities management, business management, or closely related field
- Additional lead experience

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate a high level of attention to detail.
- Ability to multi-task and meet deadlines.
- Ability to work a flexible schedule which includes evenings and weekends.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to work independently and as a member of a team.
- Ability to work with recreation software.

#### TOOLS AND EQUIPMENT USED

Computer, 10 key, audio/visual system, Civic Rec software, equipment carts, ladder and custodial equipment.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This work regularly requires occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, and sitting, speaking or hearing, using arms to direct or motion, and hands to point, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information of spoken words; work requires observing general surroundings and activities; work may require exposure to outdoor weather conditions and occasionally requires exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment occasionally may become elevated due to high customer volumes or activities.

#### SELECTION GUIDELINES

Formal application, resume and cover letter; rating of education/training and experience; oral interview; job related tests may be required; reference checks, criminal background check, and hiring assessment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Nyle Zikmund, City Administrator Al Hull, Mayor

2023/03/27

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**Item No:** 5.D.  
**Meeting Date:** March 27, 2023  
**Type of Business:** Consent Agenda  
**Administrator review:** \_\_\_\_\_

## *City of Mounds View Staff Report*

---

**To:** Honorable Mayor and City Council  
**From:** Rayla Sue Ewald, Human Resource Director  
**Item Title/Subject:** Resolution 9726, Authorizing Separation Compensation for Police Officer Wes Vert

### **Background**

Police Officer Wes Vert has resigned from the City of Mounds View effective March 31, 2023. Officer Vert has been employed by the City since February 21, 2021. Attached is Resolution 9726, authorizing separation compensation to Officer Vert in accordance with the City's Personnel Manual and LELS Labor Agreement.

### **Discussion**

Section 5.03 of the City of Mounds View Personnel Manual and Article 23 of the LELS Labor Agreement state employees leaving in good standing will receive a lump-sum compensation for all accrued vacation and compensatory time. Article 23 also states employees with two (2) or more years of service will contribute their eligible sick leave hours to the Retirement Health Savings Plan. Officer Vert has current leave balances of: 9.24 hours vacation, 0.00 hours compensatory time, and 8.00 hours sick time (50% = 4.00 hours).

The following represents separation compensation eligible to Police Officer Vert:

	Hours	Hourly rate	Payout
Vacation Hours	9.24	\$43.30	\$400.09 Cash Payout
Compensatory Hours	0.00	\$43.30	\$ 0.00 Cash Payout
50% Sick Leave	4.00	\$43.30	\$173.20 Into RHSP
*Total Separation Compensation:			\$573.29

\*Total Separation Compensation may vary depending on final timecard.

### **Strategic Plan Strategy/Goal:**

Create a culture where employees desire to work.

### **Financial Impact:**

None, this is a budgeted item.

### **Recommendation**

Staff recommends approval of Resolution 9726 authorizing separation compensation for Police Officer Wes Vert.

Respectfully submitted,

---

Rayla Sue Ewald  
Human Resource Director

Attachment(s):  
Resolution 9726, Authorizing Separation Compensation for Police Officer Wes Vert

**The Mounds View Vision**  
*A Thriving Desirable Community*

**RESOLUTION NO. 9726  
CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**AUTHORIZING SEPARATION COMPENSATION FOR  
POLICE OFFICER WES VERT**

**WHEREAS**, Police Officer Wes Vert has resigned from the City of Mounds View with a last employment date of March 31, 2023; and

**WHEREAS**, in accordance with Article 23 of the Labor Agreement between the City of Mounds View and the Law Enforcement Labor Services, Inc. (LELS) Local No. 204, Police Officer Vert shall receive a cash payout of vacation hours and compensatory time. Officer Vert has a balance of accrued and unused vacation of 9.24 hours and compensatory time balance of 0.00 hours; and

**WHEREAS**, in accordance with the Mounds View Personnel Manual and Article 23 of the Labor Agreement between the City of Mounds View and the Law Enforcement Labor Services, Inc. (LELS) Local No. 204, 50% of accrued sick leave hours will be deposited into the Retirement Health Savings Plan. Officer Vert has a sick leave balance of 8.00 hours (50% = 4.00 hours); and

**WHEREAS**, the rate of pay for Officer Vert upon resignation was \$40.30 per hour.

**NOW, THEREFORE, BE IT RESOLVED** that the Mounds View City Council approves separation compensation to Police Officer Vert consistent with the Labor Agreement between the City of Mounds View and the Law Enforcement Labor Services, Inc. (LELS) Local No. 204, and Section 5.03 of the Mounds View Personnel Manual as follows:

	Hours	Hourly rate	Payout
Vacation Hours	9.24	\$43.30	\$400.09 Cash Payout
Compensatory Hours	0.00	\$43.30	\$ 0.00 Cash Payout
50% Sick Leave	4.00	\$43.30	\$173.20 Into RHSP
*Total Separation Compensation:			\$573.29

\*Total Separation Compensation may vary depending on final timecard.

Adopted this 27<sup>th</sup> day of March, 2023.

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

ATTEST:

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

(seal)



Item No: 05E  
Meeting Date: March 27, 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 9721, Authorization to join National Opioid Settlement

### **Background:**

Minnesota has elected to be participate in one or more of the five national opioid settlements with Teva, Allergan, CVS, Walgreens and Walmart.

### **Discussion:**

For Mounds View to participate (receive settlement funds) council must authorize, by resolution, execution of forms prepared – transmitted via Docusign.

### **Strategic Plan Strategy/Goal:**

Livable Community

### **Financial Impact:**

None.

### **Recommendation:**

Authorize staff to execute any and all documents related to National Opioid Settlement.

Respectfully submitted,

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Nyle Zikmund, City Administrator

**RESOLUTION NO. 9721**

**RESOLUTION AUTHORIZING STAFF TO EXECUTE NECESSARY DOCUMENTS  
RELATED TO NATIONAL OPIOID SETTLEMENT**

**WHEREAS**, the State of Minnesota has elected to participate in one or more of the five national opioid settlements with Teva, Allergan, CVS, Walgreens, and Walmart; and

**WHEREAS**, Cities must declare their intent via signed execution of agreements; and

**WHEREAS**, City staff has received documents to execute via DocuSign.

**NOW, THEREFORE, BE IT RESOLVED**, City staff is directed and authorized to execute necessary documents specific to the National Opioid Settlements with Teva, Allergan, CVS, Walgreens, and Walmart.

Adopted by the City Council of the City of Mounds View, Minnesota this 27th Day of March, 2023.

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Al Hull, Mayor

ATTEST:

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Nyle Zikmund, City Administrator



**Item No:** 5.F.  
**Meeting Date:** March 27, 2023  
**Type of Business:** Consent Agenda  
**Administrator review:** \_\_\_\_\_

## *City of Mounds View Staff Report*

---

**To:** Honorable Mayor and City Council  
**From:** Rayla Sue Ewald, Human Resource Director  
**Item Title/Subject:** Resolution 9727, Authorize a Recruitment Process for the Finance Director Position

**Introduction:**

Finance Director Mark Beer has submitted his retirement notification effective September 14, 2023.

**Discussion:**

Staff is requesting to immediately begin an open recruitment process for the Finance Director. By providing advanced notice of his retirement, Mr. Beer has allowed the City an opportunity to acquire a replacement, which will allow an opportunity for current Finance Director Beer to train his replacement.

2023 Finance Director Pay Plan					
Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$58.62	\$60.46	\$62.29	\$65.95	\$69.62	\$73.28

**Strategic Plan Strategy/Goal:**

Create a culture where employees desire to work.

**Financial Impact:**

None, this is a budgeted position.

**Recommendation:**

Staff recommends approval of Resolution 9727, Authorize a Recruitment Process for the Finance Director Position.

Respectfully submitted,

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Rayla Sue Ewald  
Human Resource Director

Attachment: 1. Res. No. 9727  
2. Finance Director Job Description

**RESOLUTION NO 9727  
CITY OF MOUNDS VIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**AUTHORIZE A RECRUITMENT PROCESS FOR THE FINANCE DIRECTOR  
POSITION**

**WHEREAS**, Finance Director Mark Beer has submitted his retirement notification effective September 14, 2023; and

**WHEREAS**, staff is requesting to immediately begin a recruitment process for the Finance Director and begin advertising for a full-time Exempt Finance Director position using the City's 2023 Hourly Pay Plan:

2023 Finance Director Pay Plan					
Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$58.62	\$60.46	\$62.29	\$65.95	\$69.62	\$73.28

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Mounds View Authorizes the Recruitment Process for the Finance Director with the above listed pay plan scale.

Adopted this 27<sup>th</sup> day of March, 2023.

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

ATTEST:

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

## CITY OF MOUNDS VIEW POSITION DESCRIPTION

Position Title: Finance Director  
Department: Finance  
Accountable To: City Administrator  
Status: Exempt

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### PRIMARY OBJECTIVE OF POSITION

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal and administrative records and systems of the City.

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### SUPERVISION RECEIVED

Works under the general guidance and direction of the City Administrator.

### SUPERVISION EXERCISED

Exercises supervision over all Finance staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and directs the operations of the Finance Department including payroll, investments, payables, receivables, debt, utility billing, cash management and customer service inquiries.
- Make recommendations and reports to the City Administrator regarding fiscal matters affecting the City.
- Coordinates and prepares the development of the City's financial plan and budgeting process, including operational and capital financial plans.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Assists City Administrator in the departmental review of the proposed budget and assists in the presentation of the proposed budget to City Council.
- Selects legal and financially secure investments which coincide with the City's cash flow needs and resources maximizing interest returns.
- Carries out direction from the City Administrator and City Council regarding the development of short and long range financial plans; gathers, interprets, and prepares financial data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Communicate financial information to elected officials and staff in a direct and understandable and timely manner.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Prepare and submit the required reports to various governmental bodies and private organizations.
- Administer the City's risk and work comp insurance policies.
- Represent the City at designated local, state and national meetings relative to the City's financial matters.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Develops financial studies and plans per direction from the City Administrator and City Council. Forecasts, estimates, and monitors the financial condition of the City to assure fiscal well-being.
- Oversees accounting entries to reflect City Council actions and management decisions.

- Oversees the posting and reconciliation of ledgers and accounts.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, develops, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of financial operations.
- Determines cash planning and availability.
- Prepares and coordinates the fiscal data and production of annual reports and fiscal projections for Tax Increment Districts and Securities and Exchange Commission Bond Disclosure requirements.
- Oversees the Information Technology function, including interactions with Metro I-Net as a liaison, equipment/technology planning and budgeting, and acts as the alternate on the Metro I-Net Board.
- Performs a variety of miscellaneous financial functions as needed and required by the position.

#### PERIPHERAL DUTIES

- Develops finance related ordinances, resolutions and procedures.
- Represents the City at various conferences and meetings.
- Performs cost-of-service studies for utility rate considerations.

#### MINIMUM QUALIFICATIONS

##### Education and Experience:

- (A) Graduation from an accredited four (4) year college or university with a degree in accounting, finance, business or public administration, or a closely related field;
- (B) Minimum of five (5) years' experience in a senior municipal finance position, and;
- (C) Four (4) years of supervisory experience.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and financial packages;
- (B) Considerable knowledge of office automation and computerized financial applications;
- (C) Considerable knowledge of public finance and fiscal planning;
- (D) Considerable knowledge of payroll and accounts payable functions;
- (E) Working knowledge of budgetary, accounting, reporting systems, GAAFR, GAAP, GASB.
- (F) Ability to prepare and analyze complex financial reports;
- (G) Ability to maintain efficient and effective financial systems and procedures;
- (H) Ability to effectively supervise staff;
- (I) Ability to establish and maintain effective working relationships with employees and city officials; ability to communicate effectively orally and in writing.

#### SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three (3) months. Must be bondable.

#### TOOLS AND EQUIPMENT USED

Skill in operating a personal computer (including word processing and spreadsheet software); network computer system including associated financial packages; 10-key calculator; phone; copy machine; fax machine.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Formal application, resume and cover letter; rating of education/training and experience; oral interview; job related tests may be required; reference checks, criminal background check, and hiring assessment.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Administrator

Approval: \_\_\_\_\_  
Mayor

Effective Date: 4/19/96

Revision History: 12092013 MRS Springsted  
12092013 (732 HAY PTS)  
042006 (Reviewed)  
7/01 (677 HAY PTS)  
6/97

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Item No: 08A  
Meeting Date: Mar 27, 2023  
Type of Business: Council Business  
City 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:** Second Reading and Adoption of Ordinance 1002, Approving an Amendment to the 2023 Fee Schedule Regarding Storm Water Management Fees **ROLL CALL VOTE**

### **Introduction:**

In November 2021, the City became the Local Government Unit (LGU) for watershed permitting, adopting by reference the Rice Creek Watershed District (RCWD) Rules<sup>1</sup> and fees. In December 2021, RCWD adopted their 2022 Fee Schedule, which included amendments which Staff was not aware of. Thus, the City's Fee Schedule remained at 2021 amounts. The error was recently discovered by Stantec when pricing out fees for upcoming development projects.

Staff is requesting to amend the City's 2023 Fee Schedule to align with 2023 RCWD fees, specific to Storm Water Management fees.

### **Strategic Plan Strategy/Goal:**

Keep the same level of service while being fiscally responsible.

### **Financial Impact:**

None.

### **Recommendation:**

Staff recommends approval.

Respectfully,

Don Peterson  
Director of Public Works/Parks and Recreation

Attached  
Ordinance 1002

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<sup>1</sup> Ordinance 1002

## ORDINANCE NO. 1002

### 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:

<b>Storm Water Management</b> (The permit fee schedule adopted <del>08/24/2016</del> <u>12/08/2021</u> by the Rice Creek Watershed District Board. The fee for a permit is the cumulative total of all individual aspects of a project. Government entities are exempt from the permit fees).	
<b>Rule C (Storm water Management):</b>	
<del>Single lot, single family residential projects</del>	
<del>&lt;1 acre of new or reconstruction impervious surface</del>	<del>\$1,000</del>
<del>1-2.5 acres of new or reconstructed impervious surface</del>	<del>\$2,000</del>
<del>2.5-5 acres of new or reconstructed impervious surface</del>	<del>\$3,500</del>
<del>&gt;5 acres of new or reconstructed impervious surface</del>	<del>\$5,000 plus \$1,000 per acre (capped at \$10,000)</del>
<u>Residential, Commercial, Industrial, Institutional development that proposes less than 5 acres of new and/or reconstructed impervious surface</u>	<u>\$3,000 non-refundable fee due at time of application. Once application review costs (District Engineer and Legal Counsel) exceed \$9,000*, any additional cost must be reimbursed by the applicant before the permit can be issued.</u>
<u>Residential, Commercial, Industrial, Institutional development that proposes 5 or more acres of new and/or reconstructed impervious surface</u>	<u>\$5,400 non-refundable fee due at time of application. Once application review costs (District Engineer and Legal Counsel) exceed \$9,000*, any additional cost must be reimbursed by the applicant before the permit can be issued.</u>
<b>Notes:</b> <u>An application subject to a Rule C fee is exempt from the Non-Rule C fee of \$300.</u>	
<u>The following is exempt from the Rule C fee and subject to only the Non-Rule C fee of \$300: Single-family residential subdivision that creates seven or fewer lots and establishes no new public roadway or a private roadway/driveway serving three or more lots</u>	
<b>Non-Rule C Fee:</b> <u>A \$300 non-refundable fee is due at the time of application for a project subject to one or more of the following Rules:</u>	
<u>Rule D (Erosion and Sediment Control Plans)</u>	
<u>Rule E (Floodplain Alteration)</u>	
<u>Rule F (Wetland Alteration)</u>	
<u>Rule G (Regional Conveyance Systems)</u>	
<u>Rule I (Public Drainage Systems)</u>	
<u>Rule J (Appropriation of Public Waters)</u>	

<b>Rule D (Erosion Control Plans):</b>	
<2.5 acres of land disturbance	\$100
2.5-10 acres of land disturbance	\$250
>10 acres of land disturbance	\$500
<b>Rule E (Floodplain Alteration)</b>	
No mitigation required	No Fee
Mitigation required	\$100
<b>Rule F (Wetland Alteration)</b>	
Exemption	\$250
< 1 acre of mitigation required	\$875
1-5 acres of mitigation required	\$1,750
5-10 acres of mitigation required	\$3,500
>10 acres	\$5,250
Banking Plan	\$1,750
<b>Rule G (Regional Conveyance Systems):</b>	\$500
<b>Rule I (Public Drainage Systems):</b>	\$500
<b>Note:</b> An action that requires a permit under both Rule G and Rule I will be subject under those rules to a single permit fee of \$500. Additionally, if the action is one for which a bond for costs has been provided under MN Statute 103E, a Rule G/Rule I fee will not be required.	
<b>Rule J (Appropriate of Public Water):</b>	No Fee
<b>Rule L (Variances):</b>	Variable. See District Permit Variance Guidance Policy
* Review cost is calculated according to the consultant hourly rate, which the District will publish annually. The review cost incurred between the non-refundable fee amount and \$9,000 will be absorbed by the District and will not be the responsibility of the applicant. District staff will notify the applicant of the incurred cost to date once the total review cost exceeds \$7,500, and at subsequent \$3,000 intervals. A delay in notice, however, will not affect the applicant's reimbursement responsibility.	

**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: March 13, 2023  
Second Reading and Adoption: March 27, 2023  
Publication Date: March 30, 2023

Attest:

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

(SEAL)

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

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Item No: 08B  
Meeting Date: March 27, 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 9714, Public Notice and Intent to Commence with Organizing Solid Waste Collection Between Licensed Contractors and the City of Mounds View

### **Background:**

At their March 6, 2023 workshop, Council consensus was to move forward with the commencement of Organized Solid Waste Collection.

Minnesota Statutes, Section 115A.94 provides clear guidance and a process to governmental units wishing to adopt organized collection:

Step 1. The City must first give notice to public and licensed haulers. State law does not specify how this notice is accomplished. LMC guidance recommends providing both published notice and individual mailed notice to each licensed contractor.

Step 2 or 3. Prior to entering into exclusive meetings and negotiations with the haulers, the Council must “meet and confer” with the current haulers regarding “waste collection issues, including but not limited to road deterioration, public safety, pricing mechanisms, and contractual considerations unique to organized collection.”

Step 2 or 3. Recommended – not required. Hold one or more “listening sessions” with residents to obtain input and feedback regarding the issue. We recommend that this is done prior to the “meet and confer” meeting between the City Council and haulers.

Step 4. The Council holds a public hearing to consider recommendations from City Staff regarding the City’s priorities, including adopting a resolution setting priorities and initiating the 60 day exclusive negotiation period. Licensed contractors develop a proposal to collect solid waste. NOTE – the Council may provide more than 60 days. State statute details what the proposal must contain, including zone creation, traffic, safety, performance, etc., and requires each hauler to maintain their respective market share based on an average customer count during the previous six months. If a hauler opts out, that hauler’s market share is evenly divided amongst the remaining haulers.

Step 5. If an agreement is reached and the Council approves that agreement, the initial contract period is set by statute at 7 years.

Step 6. If the City does not accept the proposal (or if negotiations are not productive), a Collections Options Committee is formed. Council appoints this committee which is tasked by statute to explore 3 options (existing, single collector, multiple collector) as well as statute specifying specific input they must obtain; from the Council, from City officials responsible for solid waste issues, licensed providers, and City residents. They must issue a report on their research and findings.

Step 7. Council considers the report and recommendation and must provide public notice and hold at least one public hearing before deciding to implement organized collection.

**Discussion:**

**Strategic Plan Strategy/Goal:**

Create a culture where employees desire to work.

**Financial Impact:**

None.

**Recommendation:**

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Respectfully submitted,

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Nyle Zikmund, City Administrator

## RESOLUTION NO. 9714

### RESOLUTION APPROVING THE COMMENCEMENT OF ORGANIZING SOLID WASTE COLLECTION BETWEEN THE CITY OF MOUNDS VIEW AND LICENSED RESIDENTIAL COLLECTORS AS PER MINNESOTA STATUTE 115A.94

**WHEREAS**, the City of Mounds View (the “City”) understands the environmental significance and economic value in improving responsible waste disposal across the City and desires to help provide a more equitable service for Mounds View residents; and

**WHEREAS**, on March 6, 2023 the Mounds View City Council (the “Council”) directed City staff to proceed with the research and planning process for establishing an organized solid waste collection system as per Minnesota Statute 115A.94; and

**WHEREAS**, City staff has further investigated the process to initiate organized collection and has determined that the City should provide notice to all existing licensed haulers that the City is considering organized collection and invite them to meet and confer with the Council as required by Minn. Stat. § 115A.94, subd. 4e; and

**WHEREAS**, following the “meet and confer” City staff recommends conducting public engagement regarding Organized collection; and

**NOW, THEREFORE, BE IT RESOLVED**, City staff is directed to do the following:

1. Provide notice to all existing licensed haulers and all residents of the City that the City intends to consider organized collection; and
2. Schedule a public meeting including the licensed haulers and the Council as required by Minn. Stat. § 115A.94, subd. 4e; and
3. Schedule public engagement sessions to provide information and receive feedback and input on organized collection in order to establish City priorities regarding issues such as zone creation, traffic, safety, environmental performance, service provided, and price prior to initiation of negotiations with currently licensed haulers; and
4. Return to the Council for a public hearing on whether to begin formal negotiations in order to implement organized collection.

Adopted by the City Council of the City of Mounds View, Minnesota this 27th Day of March, 2023.

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Al Hull, Mayor

ATTEST:

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Nyle Zikmund, City Administrator

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Item No: 8C  
Meeting Date: March 27, 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:** Don Peterson, Director of Public Works/Parks and Recreation  
**Item Title/Subject:** Resolution 9722, Authorizing the Purchase of a Roller Compactor

### **Background/Discussion:**

One of the many responsibilities Public Works facilitates is to repair a street after a water main break. Upon repair of the break, the soil must be properly compacted after backfilling the hole to ensure the road does not sink causing further repairs to the surrounding infrastructure or private property.

Staff has researched what type of compactor would best fit the needs and operations of the department, and has received a quote for a new Wacker-Neuson RD12L-90 Tandem Roller Compactor, from Tri-State Bobcat of Little Canada MN for a total of \$19,547.50 including sales tax. The plate compactor is in the 2023 Equipment Fund, Pavement Management Fund budget, account 460-4470-7030 for \$25,000.00.

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

**Financial Impact:** The 2023 Budget includes \$25,000.00 in the Pavement Management Fund account 460-4470-7030 for a compactor.

### **Recommendation:**

Staff recommends the purchase of a Wacker-Neuson RD12L-90 Tandem Roller Compactor from Tri-State Bobcat of Little Canada MN, a Cooperative Purchasing Ventures (CPV) State Contract vendor, for a total of \$19,547.50 including sales tax from 460-4470-7030 in which includes \$25,000.00 for a compactor.

Respectfully submitted,

---

Don Peterson, Director of Public Works / Parks and Recreation

**RESOLUTION 9722**

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

**AUTHORIZING THE PURCHASE OF A ROLLER COMPACTOR**

**WHEREAS**, one of the many responsibilities Public Works facilitates is to repair a street after a water main break; and

**WHEREAS**, upon repair of the break, the soil must be properly compacted after backfilling the hole to ensure the road does not sink causing further repairs to the surrounding infrastructure or private property; and

**WHEREAS**, \$25,000.00 is in the 2023 Equipment Fund, Pavement Management Fund Budget, 460-4470-7030, for a compactor; and

**WHEREAS**, Staff has obtained a quote for new a Wacker-Neuson RD12L-90 Compactor from CPV approved contractor, Tri-State Bobcat of Little Canada MN, for \$19,547.50 including sales tax.; and

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

1. Public Works Staff is authorized to purchase one Wacker-Neuson RDL12L-90 Compactor at a cost of \$19,547.50 sales tax from Tri-State Bobcat of Little Canada MN. Funding for this purchase will be taken from account 460-4470-7030 in which includes \$25,000.00 for a compactor.
2. The Mayor and City Administrator are hereby authorized and directed to execute all appropriate documents to effectuate the actions contemplated by this Resolution.

Adopted this 27th day of March, 2023

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Al Hull, Mayor

ATTEST:

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Nyle Zikmund, City Administrator

(seal)



Item No: 8D  
Meeting Date: March 27, 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:** Don Peterson, Director of Public Works/Parks and Recreation  
**Item Title/Subject:** Resolution 9723, Accepting Bids and Approving the 2023 Fog and Crack Sealing Project

**Background:**

The City reconstructed 26 miles of streets as part of the Streets and Utilities Improvement Program (Program) and established a pavement maintenance plan.

Attached to this Staff Report is the 2023 Street Maintenance Project Overview Map indicating the streets to be crack filled. (Prior to the project commencing, the map will be uploaded to the City's website for reference.)

**Discussion:**

The City entered into a Joint Powers Agreement (JPA) with the City of Coon Rapids on February 13, 2017 (Resolution 8704) to provide routine contracted street maintenance such as traffic marking, street sweeping, crack sealing, and seal coating.

The City of Coon Rapids prepared plans, specifications, and bid documents using the combined quantities of the all the members of the JPA for the 2023 Fog Sealing, Crack Filling and Pavement Marking Project and a public bid was executed to obtain pricing. The Mounds View cost for 2023 is estimated to be \$54,495.82.

On March 17, 2023, Coon Rapids opened bids from three qualified seal coating contractors with the lowest bids submitted by Warning Lites, and Allied Blacktop:

**Pavement Markings**

Rank	Contractor	Total Bid (Mounds View only)
1 (Low)	Warning Lites	\$ 2,023.15
2	Sir Lines-A-Lot	\$ 2,857.58

**Crack Sealing**

Rank	Contractor	Total Bid (Mounds View only)
1 (Low)	Allied Blacktop Company	\$ 16,231.00
*2	Northwest Asphalt & Maintenance	\$ 15,054.12
3	Fahrner Asphalt Sealers, LLC	\$ 23,696.30
4	American Pavement Solutions, Inc.	\$ 32,059.70

\* Overall bid was higher than the low bid

Fog Seal - Trails & Parking Lots

Rank	Contractor	Total Bid (Mounds View only)
Low	Allied Blacktop Company	\$ 36,241.66
1	Pearson Bros, Inc.	\$ 42,201.98
2	Asphalt Surface Technologies Corp.	\$ 55,187.20

The bid is a “unit price bid”, meaning payment will be made based on measured quantities. The 2023 budget includes funding of \$141,157.00 and \$35,000 in the Street Improvement Fund, 485-4470-7050, for seal coating.

The JPA has a 30-day ‘opt-out’ period during which Mounds View can completely withdraw from the contract, in addition, to also adjusting the planned quantities. Once the contractor begins work, Mounds View will inspect/approve the work and invoiced amount accordingly.

In addition, the construction cost with the JPA includes an administrative fee to be paid to Coon Rapids no later than 90 days after the contract award. This administrative fee is based on a sliding scale. The administrative fee covers advertising, specification preparation, legal review and other overhead costs that City of Mounds View Staff would be required to complete if the City went out for bids independently.

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

**Financial Impact:** The 2023 budget includes \$141,157.00 and \$35,000.00 respectfully in the Street Improvement Fund, account 485-4470-7050, for seal coating and fog seal projects.

**Recommendation:**

Staff recommends that the City Council approve the attached resolution and concur with the award of the contract to Warning Lites and Allied Blacktop Company for a total of \$54,495.82. Additionally, Staff further recommends a 5% contingency of \$2,724.79 for quantity over-runs or additional work resulting from unknowns discovered during construction. Additionally, authorization for the administrative fee of \$1,067.44 to the City of Coon Rapids for a total not to exceed \$58,288.05 for the seal coating project.

Respectfully submitted,



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Don Peterson, Director of Public Works/Parks and Recreation

1. Attached: 2023 Street Maintenance Project Overview Map

## **RESOLUTION 9723**

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

#### **ACCEPTING BIDS AND APPROVING THE 2023 FOG AND CRACK SEALING PROJECT**

**WHEREAS**, the City has a pavement management program that includes City streets, trails, and parking lots; and

**WHEREAS**, the City entered into a Joint Powers Agreement (JPA) with the City of Coon Rapids on February 13, 2017 (Resolution 8704) to provide routine street maintenance such as traffic marking, street sweeping, crack sealing, and seal coating; and

**WHEREAS**, the City of Coon Rapids prepared plans, specifications, and bid documents using combined quantities of the all the members of the JPA for the 2023 Fog and Crack Filling Project and a public bid solicitation was executed to obtain pricing; and

**WHEREAS**, Allied Black Top Inc. and Warning Lites submitted the lowest bid of \$54,495.82; and

**WHEREAS**, Staff recommends accepting the bids received by the JPA and concurring with the City of Coon Rapids to enter into a contract with Allied Black Top and Warning Lites; and

**WHEREAS**, the JPA provides for an Administrative Fee to be paid to the City Coon Rapids based on the construction cost; and

**WHEREAS**, the Administrative Fee is calculated to be \$1,067.44

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

1. The bid proposal for \$54,495.82 submitted by Allied Black Top, and Warning Lites for the 2023 Crack Sealing Project (City Project No. 2023-C01) is hereby approved.
2. The City Council concurs with the City of Coon Rapids to enter into a contract with Allied Back Top and Warning Lites for in an amount not to exceed \$58,288.05, which includes a 5% construction contingency of \$2,724.79 for minor work associated with project unknowns, and quantity over-runs and \$1,067.44 for the administrative fee.
3. The City Council accepts the Administrative Fee in the amount of \$1,067.44 payable to the City of Coon Rapids.

Resolution 9723 Continued

4. Funding for the Project shall be funded by the Street Improvement Fund, 485-4470-7050,
5. The Mayor and City Administrator are hereby authorized and directed to execute all appropriate documents to effectuate the actions contemplated by this Resolution.

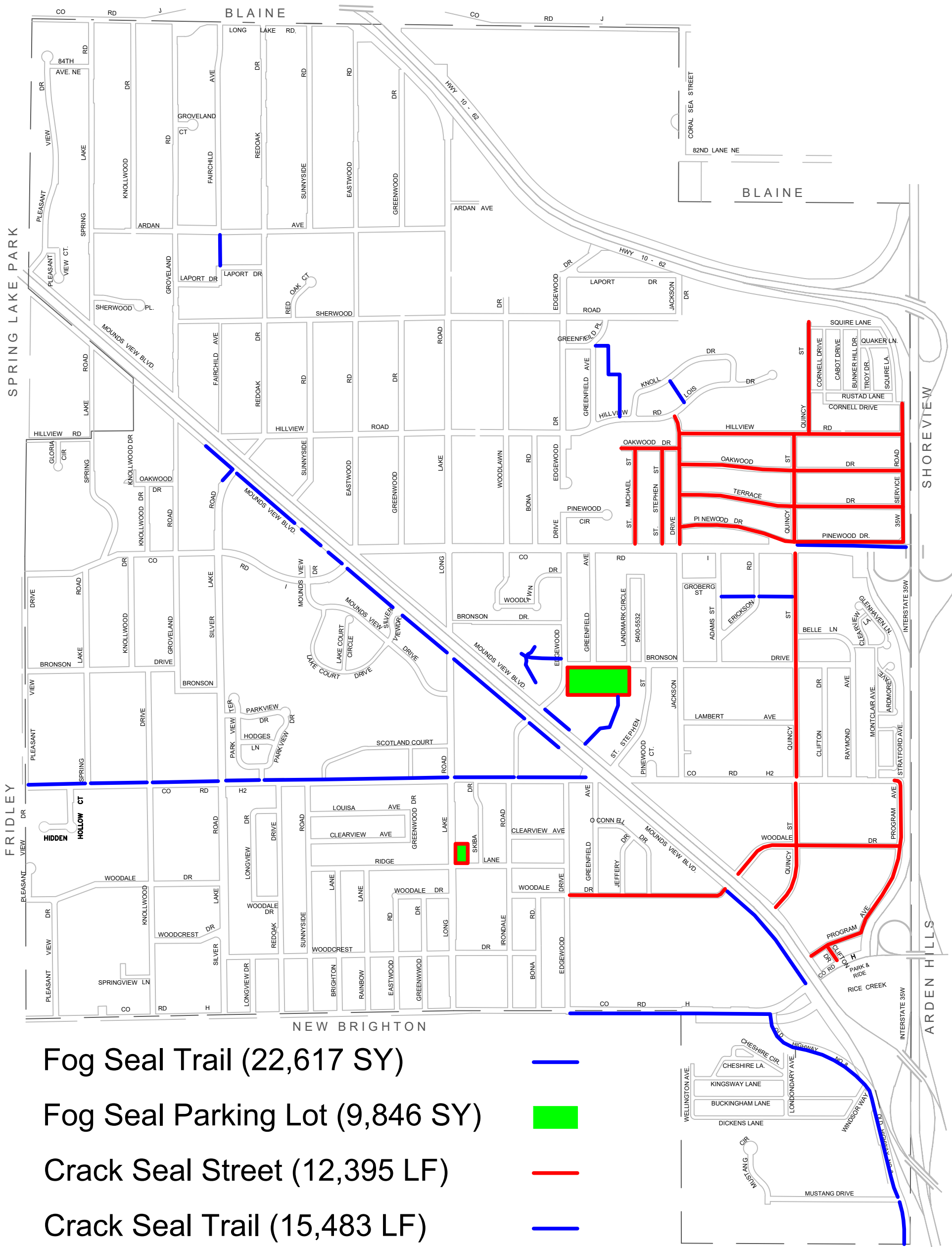
Adopted this 27<sup>th</sup> day of March, 2023

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

ATTEST:

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

(Seal)



2023 STREET MAINTENANCE  
FOG SEAL & CRACK SEAL OVERVIEW

CITY OF MOUNDS VIEW, MN

DRAWN BY:  
JRH 2/1/2023

REVISED BY:  
(IN) ( ) / ( ) / ( )  
(IN) ( ) / ( ) / ( )  
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SHEET

1 OF 12

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Item No: 8E  
Meeting Date: March 27, 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:** Don Peterson, Director of Public Works/Parks and Recreation  
**Item Title/Subject:** Resolution 9724, Accepting the Proposal from Corrective Asphalt Materials for the 2023 Seal Coating Project

**Background:**

The City reconstructed 44 miles of streets as part of the Streets and Utilities Improvement Program and established a pavement maintenance plan.

Attached to this Staff Report is the 2023 Street Maintenance Project Overview Map indicating the streets to be seal coated, (Prior to the project commencing, the map will be uploaded to the City's website for reference.)

**Discussion:**

Staff is once again recommending a "new" product, Reclamite, for seal coating; this product is currently not included in the JPA that the City participates in with the City of Coon Rapids.

Staff prepared plans, specifications, and bid documents using proposed quantities. The quantity for 2023 is 88,906 square yards (syd). Staff sent the plans and specification to several contractors for this year's seal coating project.

Staff received the following proposals from two qualified seal coating contractors with the lowest bid submitted by Corrective Asphalt Materials. The bids are as follows:

Seal Coating with Reclamite:

Rank	Contractor	Total Bid (Mounds View only)
Low	Corrective Asphalt Material	\$ 121,750.00
1	Pro-Seal Rejuv/Tec, Inc.	No Bid – Not able to take on additional work
2	Rejuv/Tec, Inc.	No Bid – No response to several emails.

The 2023 budget includes funding of \$141,157.00 to perform the proposed seal coat work in the Street Improvement Fund, 485-4470-7050.

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

**Financial Impact:** The 2023 budget includes \$141,157.00 in the Street Improvement Fund account 485-4470-7050 for seal coating.

**Recommendation:**

Staff recommends that the City Council approve the attached resolution and accept the proposal of \$121,750.00 and a 5% contingency of \$6,087.50 for quantity over-runs or additional work resulting from unknowns discovered during the project, for a cost not to exceed \$127,837.50 to be funded from 485-4470-7050.

Respectfully submitted,



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Don Peterson, Director of Public Works/Parks and Recreation

1. Attached: 2023 Street Maintenance Project Overview Map

## **RESOLUTION 9724**

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

#### **ACCEPTING THE PROPOSAL FROM CORRECTIVE ASPHALT MATERIALS FOR THE 2023 SEAL COATING PROJECT**

**WHEREAS**, the City has a pavement management program that includes City streets, trails, and parking lots; and

**WHEREAS**, Street project area I, Business Park North, Woodale Drive, Quincy Street, Sherwood Place and Pleasant View Drive (as outlined on project map), are due for routine maintenance to include seal coating for 2023; and

**WHEREAS**, Staff prepared plans, specifications, and bid documents using estimated quantities for the 2023 Seal Coat Project; and

**WHEREAS**, Staff recommends accepting the bids received from Corrective Asphalt Materials of South Roxana, Illinois, for \$121,750.00 along with a 5% contingency of \$6,057.85 for quantity over-runs or additional work resulting from unknowns discovered during the project.

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

1. The bid proposal for \$121,750.00 submitted by Corrective Asphalt Materials of South Roxana Illinois, for the 2023 Seal Coat Project (City Project No. 2023-C02) is hereby approved.
2. The City Council approves a 5% contingency of \$6,087.50 for quantity over-runs or additional work resulting from unknowns discovered during the project. The Director of Public Works is authorized to make approvals related to quantity over-runs or additional work resulting from unknown conditions discovered during seal coating project.
3. The Mayor and City Administrator are hereby authorized and directed to execute all appropriate documents to effectuate the actions contemplated by this Resolution.

4. City Council approve and accept the proposal of \$121,750.00 and a 5% contingency of \$6,087.50 for quantity over-runs or additional work resulting from unknowns discovered during the project, for a cost not to exceed \$127,837.50 to be funded from 485-4470-7050

Adopted this 27<sup>th</sup> day of March, 2023

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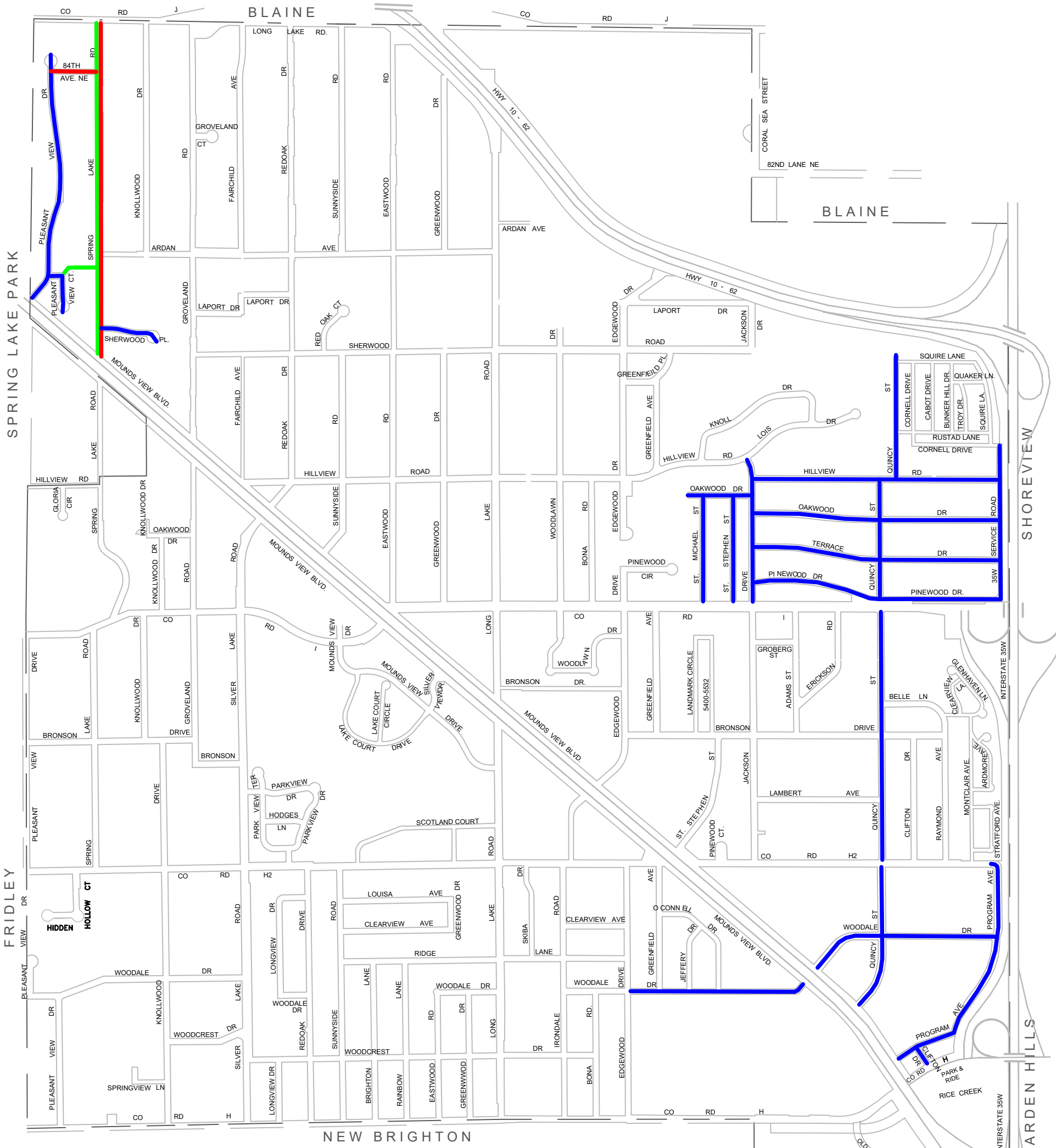
Al Hull, Mayor

ATTEST:

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Nyle Zikmund, City Administrator

(seal)



**Base**  
Asphalt Rejuvenator Streets (109,663 SY) —

**Alternate**  
Asphalt Rejuvenator Streets (10,379 SY) —  
Asphalt Rejuvenator Trails (3,613 SY) —



2023 STREET MAINTENANCE  
ASPHALT REJUVENATOR  
STREETS & TRAILS

CITY OF MOUNDS VIEW, MN

DRAWN BY:  
JRH 2/7/2023

REVISED BY:  
(IN) ( / / )  
(IN) ( / / )  
(IN) ( / / )

SHEET

1 OF 5