

**CITY OF MOUNDS VIEW
CITY COUNCIL MEETING AGENDA
MOUNDS VIEW CITY HALL
Monday, September 25, 2023
6:00 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- A. Approval of Minutes: September 11, 2023
- B. Just and Correct Claims

6. SPECIAL ORDER OF BUSINESS

7. 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.

8. COUNCIL BUSINESS

- A. Introduction and First Reading of Ordinance 1009; Amending the Mounds View City Charter to Correct Typographical, Punctuation, and Spelling Errors in Multiple Chapters
- B. Second Reading and Adoption of Ordinance 1005 Amending Section 31.001 (B) of the Mounds View City Code Regarding the Composition of the Council and Establishing a Vice Acting Mayor
- C. Charter Commission Petition Regarding Organized Solid Waste, Determination of Sufficiency
- D. Resolution 9811, Approving Various Sidewalk Panel Repairs and Replacement at the Community Center

9. REPORTS

- A. Reports of Mayor and Council
- B. Reports of Staff
 - Dog Kennel Licensing – 3 or more issue
 - Noise Ordinance Conflict – 6:00 am vs 7:00 AM
- C. Reports of City Attorney

10. NEXT COUNCIL WORK SESSION: Monday, October 1, 2023 at 6 pm
NEXT COUNCIL MEETING: Monday, October 8, 2023 at 6 pm

11. ADJOURNMENT

**Regular Meeting
September 11, 2023
ounds View City Hall
nds View, MN 55112
6:02 P.M.**

C. Resolution 9805, Authorizing Separation Compensation for Finance Director Mark Beer.

Council Member Lindstrom thanked Finance Director Beer for his dedicated service to the City of Mounds View and wished him all the best in his retirement.

Council Member Gunn wished Finance Director Beer a long and healthy retirement.

MOTION/SECOND: Lindstrom/Gunn. To Waive the Reading and Adopt Resolution 9805, Authorizing Separation Compensation for Finance Director Mark Beer.

Ayes – 4

Nays – 0

Motion carried.

6. SPECIAL ORDER OF BUSINESS

A. Quarterly Update – SBM Fire Chief Dan Retka.

SBM Fire Chief Dan Retka provided the Council with an update from the SBM Fire Department. He stated he appreciated the relationship he was building with the Mounds View Police Department and thanked them for participating in a recent softball game. He commented on the staffing shortages that the department was facing and discussed how the new recruiting specialist was working to address this concern. He hoped to have his team where it needs to be by next year. He described how the department would be increasing its prevention efforts in hopes of reducing the number of structure fires. He stated home safety surveys have been jump started. He explained he would be completing an audit of the entire department in order to ensure he had equipment in the proper place after reorganizing the duty crews. Lastly, he spoke to the staffing challenges Allina ambulance services were facing in the metro area and commented on how this was impacting the fire department.

Council Member Lindstrom questioned where new recruits were being brought in from. Fire Chief Retka explained the majority were from Blaine, Spring Lake Park and Mounds View, noting only four were from outside these communities.

Council Member Lindstrom requested further information regarding the new staffing model. Fire Chief Retka described how the new duty crews were staffed and commented on the hours recruits would be working. He discussed the robust training that would be required from the duty crews.

Council Member Lindstrom thanked the fire department for having a ladder truck out on I-35W in remembrance of 9/11.

Acting Mayor Meehlhause stated he was pleased to see the SBM Fire Department was successfully moving to a new staffing model with duty crews.

Fire Chief Retka invited the Council to attend the SBM Open House on Saturday, September 23 at Aquatore Park in Blaine from 10:00 a.m. to 2:00 p.m.

Acting Mayor Meehlhause thanked Fire Chief Retka for his detailed report.

7. PUBLIC COMMENT

1
2 Bob King, 7408 Silver Lake Road, encouraged residents of Mounds View to never forget what
3 happened on 9/11. He reported the petition against the garbage haulers was turned into the City on
4 Wednesday. He asked that the City be in communication with him if there was a concern with the
5 number of signatures.

6
7 Rene Johnson, 7385 Pleasant View Drive, thanked the City for holding more neighborhood
8 meetings and for working to improve communication between residents and the City. She
9 discussed how valuable these meetings were to the community. She then discussed the children's
10 book drive events she would be holding at the City's parks in October. She stated notice would be
11 provided to each of the elementary schools regarding the book events.

12
13 Council Member Lindstrom thanked Ms. Johnson for her efforts on the book drive.

14
15 Brian Amundsen, 3048 Woodale Drive, discussed the damage the City's curbs were receiving
16 from the plow drivers. He urged the Council to consider a rental program for curb edge markers
17 for the winter months in order to protect the City's concrete curbs.

18
19 Acting Mayor Meehlhause reported he used to pick up posts from the Public Works Department
20 in order to mark his curbs and noted the posts were free. He anticipated the program ran its course
21 because people failed to return the posts. He stated having residents leave a deposit for the posts
22 may prove to be more successful.

23
24 Julie Clark, 8005 Woodlawn Drive, explained a community meeting would be held on Thursday,
25 September 14 at 5:30 p.m. at the Community Center. She reported more information would be
26 provided on organized trash collection as well as the community center proposal.

27
28 Chris Lillemo, 5132 Long Lake Road, commented on the number of political signs that are posted
29 throughout the community. He suggested the City reconsider where signs can be placed on
30 personal property. He feared that having to put signs back 15 feet from the street was ridiculous
31 and noted no one follows this requirement.

32
33 Vince Meyer, 8380 Spring Lake Park Road, thanked the Council for having the police catching
34 the speeders on his roadway. He stated he appreciated the fact his boulevard was being restored,
35 but indicated the City should have done it correctly the first time. He requested that the stump
36 grindings be cleaned up from the restoration area.

37
38 Dr. Jean Strait, 7728 Knollwood Drive, asked if there would be a warranty on the restoration work.

39
40 City Administrator Zikmund reported the restoration work would come with a warranty. He
41 explained homeowners would be responsible for watering the hydroseeded areas after two weeks.

42
43 **8. COUNCIL BUSINESS**

44 **A. Second Reading and Adoption of Ordinance 1008; Amending Chapter 12 of**
45 **the City of Mounds View Charter by Adding a New Section 12.16 Adding a**
46 **Severability Clause to the Chapter. ROLL CALL VOTE**

City Administrator Zikmund requested the Council adopt an Ordinance that would amend Chapter 12 of the City Charter by adding a new Section 12.16 adding a severability clause to the chapter. He noted the first reading for this Ordinance was held on August 28. Staff commented further on the proposed Ordinance and recommended approval.

Brian Amundsen, 3048 Woodale Drive, explained this change was brought forward because some language was changed earlier that had severability. He reported the City Attorney advised language be considered for Chapter 12 that would add this new section in order to address the severability concern.

MOTION/SECOND: Gunn/Cermak. To Waive the Second Reading and Adopt Ordinance 1008; Amending Chapter 12 of the City of Mounds View Charter by Adding a New Section 12.16 Adding a Severability Clause to the Chapter.

ROLL CALL: Cermak/Gunn/Lindstrom/Meehlhause.

Ayes – 4 Nays – 0 Motion carried.

B. Resolution 9794, Take from Table. Establishing exclusive negotiation period, organized solid waste collection.

City Administrator Zikmund requested the Council adopt a Resolution that would establish the exclusive negotiation period for organized solid waste collection.

Rene Johnson, 7385 Pleasant View Drive, stated at 8:30 p.m. last week a representative from Ace knocked on her door and asked her if they could give her a better rate.

Council Member Lindstrom explained for transparency purposes he wanted the public to know he signed the petition. He believed the question warranted clear context and clarity as to what the contract is and isn't. He supported the City Council pursuing the details of the contract in order to provide the public with more information.

Acting Mayor Meehlhause explained he has supported the City pursuing this ever since he was elected to the City Council. He believed it was important to pursue this because the City has invested \$35 million in its streets. He supported the City taking care of its streets in order to make them last as long as possible. He indicated the City would learn a great deal from this process.

Bob King, 7408 Silver Lake Road, commented on how the haulers were managing their businesses in order to pursue new customers. He agreed the City should go through this process in order to see what price is offered for organized collection.

MOTION/SECOND: Gunn/Lindstrom. To Waive the Reading and Adopt Resolution 9794, Establishing exclusive negotiation period, organized solid waste collection.

Ayes – 4 Nays – 0 Motion carried.

1
2 **C. Second Reading, Ordinance 1007, and summary publication; Prohibiting use**
3 **of Cannabis in Public Places. ROLL CALL VOTE**
4

5 City Administrator Zikmund requested the Council adopt an Ordinance that would prohibit the use
6 of cannabis in public places. He commented on the distance requirement language that was added
7 to Section 1B and recommended approval of the Ordinance.
8

9 MOTION/SECOND: Lindstrom/Cermak. To Waive the Second Reading and Adopt Ordinance
10 1007, Prohibiting use of Cannabis in Public Places and directing staff to complete a summary
11 publication.
12

13 ROLL CALL: Cermak/Gunn/Lindstrom/Meehlhause.
14

15 Ayes – 4 Nays – 0 Motion carried.
16

17 **D. Resolution 9803, Authorizing Certification of the Preliminary General Fund**
18 **Budget and Preliminary Property Tax Levy for Fiscal Year 2024.**
19

20 Finance Director Beer requested the Council authorize certification of the preliminary General
21 Fund Budget and preliminary property tax levy for fiscal year 2024. He explained staff was
22 proposing a 7.5% preliminary levy. It was noted this percentage could be reduced between
23 September and December, but could not be increased. Staff commented further on the General
24 Fund Budget and recommended approval of the budget and tax levy.
25

26 Council Member Lindstrom explained the proposed levy included the hire of a new Public Works
27 employee. He commented on how the Council reviewed the budget line by line and the only thing
28 that was being added was one staff member. He stated the percentage increase was also due to
29 rising costs for gas and insurance.
30

31 Council Member Gunn reported the Council always goes to the max in September with the
32 preliminary levy and the Council then works to reduce this percentage by December.
33

34 Acting Mayor Meehlhause stated another contributing factor to the levy increase was for COLA
35 and negotiated pay increases for staff members.
36

37 Brian Amundsen, 3048 Woodale Drive, reminded the Council that Subdivision 1 of 703 talks about
38 the Resolution to levy ad valorem taxes. He explained this statement reflects on all taxes. While
39 he understood inflation was at 3.5%, he encouraged the Council to continue to work to reduce the
40 proposed levy. He stated the City may have to consider cutting some services, given the fact the
41 City was subsidizing the Community Center with \$300,000 on an annual basis. He feared that
42 elderly residents in Mounds View would be taxed out of their homes if the City continued to
43 increase taxes by 7+% each year.
44

45 MOTION/SECOND: Gunn/Lindstrom. To Waive the Reading and Adopt Resolution 9803,
46 Authorizing Certification of the Preliminary General Fund Budget and Preliminary Property Tax

1 Levy for Fiscal Year 2024.

2
3 Council Member Lindstrom stated he would not be supporting a levy of 7.5% in December. He
4 hoped the Council could work to reduce this down to 6% in the coming months.

5
6 Acting Mayor Meehlhause agreed and then reviewed the proposed tax levies for the communities
7 surrounding Mounds View.

8
9 Ayes – 4

Nays – 0

Motion carried.

10
11 **E. Resolution 9804, Approving the Preliminary EDA Property Tax Levy Request**
12 **and Budget for Fiscal Year 2024.**

13
14 Finance Director Beer requested the Council approve the Preliminary EDA property tax levy and
15 budget for fiscal year 2024. He reported the levy would be for \$100,000, which was the same
16 amount that has been levied for the past several years.

17
18 Council Member Lindstrom asked if this levy was supposed to have been increased to \$150,000
19 for 2024. Finance Director Beer reported this was the case.

20
21 Acting Mayor Meehlhause requested staff speak to the purpose of the EDA levy. Finance Director
22 Beer explained in 2013 the City had three TIF districts that have since decertified, along with the
23 funding from these districts. For this reason, the EDA established a levy to assist with marketing
24 the City.

25
26 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9804,
27 Approving the Preliminary EDA Property Tax Levy Request and Budget for Fiscal Year 2024.

28
29 Ayes – 4

Nays – 0

Motion carried.

30
31 **9. REPORTS**

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

33
34 Council Member Gunn reported the Tribute Park group would be meeting on Tuesday, September
35 12 at 6:30 p.m. at City Hall.

36
37 Council Member Gunn explained Finance Director Beer would be recognized for his retirement at
38 City Hall on Thursday, September 14 from 2:30 p.m. to 3:30 p.m.

39
40 Council Member Gunn indicated the Community Resource Fair would be held at the Community
41 Center on Saturday, September 16 from 10:00 a.m. to 1:00 p.m.

42
43 Council Member Lindstrom stated he was very excited about the book drive that was being hosted
44 by Rene Johnson. He supported the City paying for the freight cost to get the books to Mounds
45 View from the Charitable Gambling Fund.

46

1 Council Member Gunn reported she could support the City paying the freight cost. Finance
2 Director Beer indicated he would have to investigate this further to see if the gambling funds could
3 be used in this manner.

4
5 Finance Director Beer questioned what the freight costs would be.

6
7 Council Member Lindstrom indicated the freight costs were estimated to be \$1,600.

8
9 City Administrator Zikmund asked what the size of the POD trailer would be. Rene Johnson, 7385
10 Pleasant View Drive, estimated the POD would be 20 feet long and 8 feet wide. She indicated the
11 POD may be smaller. She asked that the City allow her to store the POD at a public park. The
12 Council supported this request.

13
14 MOTION/SECOND: Gunn/Lindstrom. To direct staff to investigate the use of charitable
15 gambling funds and if possible, to use these funds to pay the freight cost for the book drive.

16
17 Ayes – 4 Nays – 0 Motion carried.

18
19 Council Member Cermak indicated the Mounds View Police Foundation would be meeting next
20 on Tuesday, September 12 at Hodges Park at 5:30 p.m.

21
22 Council Member Lindstrom read a statement in full stating on September 4 the community lost a
23 great friend, son and brother. He stated Dan and Carol Mueller have suffered the unimaginable
24 with the passing of their son. He reported Dan asked that he make an announcement at this meeting
25 and requested the public to be supportive, loving and praying for the Mueller family.

26
27 Acting Mayor Meehlhause offered his deepest sympathies to Dan and Carol Mueller. He wished
28 them the very best as they work through the grief they are feeling.

29
30 Acting Mayor Meehlhause stated from Tuesday, September 12 through Monday, September 18 he
31 would have no access to email. Any members of the public who were hoping to reach him should
32 call his cell phone.

33
34 Acting Mayor Meehlhause reported he would be attending a Twin Cities Gateway Board meeting
35 on Tuesday, September 19 and on Wednesday, September 20 he would be attending an NYFS
36 Finance Committee meeting.

37
38 Acting Mayor Meehlhause stated there would be a mayoral candidate forum at City Hall on
39 Thursday, September 21 at 7:00 p.m.

40
41 Acting Mayor Meehlhause reported a Mounds View School District Candidate Forum would be
42 held at the Community Center on Monday, October 16 at 7:00 p.m.

43
44 Acting Mayor Meehlhause explained this was Finance Director Beer's last City Council meeting.
45 He thanked Finance Director Beer for his dedicated service to the City of Mounds View and wished
46 him all the best in his retirement.

Council Member Gunn stated a meeting was being held on Thursday, September 21 at 5:00 p.m. at Silver View Park to discuss the stormwater pond at Silver View Park.

B. Reports of Staff.

Finance Director Beer thanked the Council for their kind words. He stated this has never been just a job for him. He believed the City was getting a great new Finance Director who would serve the citizens of Mounds View well. A round of applause was offered by all in attendance.

City Administrator Zikmund thanked Finance Director Beer for his dedicated service to the City of Mounds View. He explained he has worked with Finance Director Beer for his entire career and he considered him the finest finance director. He believed Mr. Beer's greatest gift to the City was that he was leaving the City with new brand new streets, a new water system, 70% of the sanitary sewer lines rebuilt, and on the verge of rehabilitating all storm ponds, with all the money to fund this. He stated it was extraordinary what has been accomplished during Mr. Beer's career and all with a levy cap in place.

City Administrator Zikmund spoke further regarding the number of ash and oak trees the City would be losing in the coming years. He explained the City was working to identify the trees that were on public property that needed to be removed.

City Administrator Zikmund provided the Council with an update on the renovations that were being made to the Big Dipper property.

City Administrator Zikmund commented further on the stormwater pond meetings that would be held on September 21 at Silver View Park and September 28 at Ardan Park.

City Administrator Zikmund reviewed the items that would be discussed by the Council at their upcoming workshop meeting. He noted the City has been asked to allow a private property owner to host a handful of crafting vendors and this matter would be discussed by the Council.

10. Next Council Work Session:	Monday, October 2, 2023, at 6:00 p.m.
	Tuesday, October 3, 2023, at 6:00 p.m.
Next Council Meeting:	Monday, September 25, 2023, at 6:00 p.m.

11. ADJOURNMENT

The meeting was adjourned at 8:08 p.m.

Transcribed by:

Heidi Guenther

Minute Maker Secretarial

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

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

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

WHEREAS, the City Council has reviewed the claim number

20350 through 20378 in the amount of \$ 11,159.50

576 through 581 in the amount of \$ 161,018.12

153540 through 153620 in the amount of \$ 274,801.62

TOTAL AMOUNT OF CLAIMS PRESENTED **\$ 446,979.24**

And has found said claims to be just and correct;

It was moved that the City Council of Mounds View hereby approve the Attached list of claims dated 09/26/23 by vote _____ ayes _____ nays.


Finance Director

9/19/2023 12:42 PM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03506 Ck Date 09-21-2023 - 7
 VENDOR SET: 01 City of Mounds View
 BANK: PYBNK Western Bank

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H3000		HealthPartners Inc.						
	I-20020230907	Dental Expense	R	10/02/2023		2,165.90	020350	
	I-20020230921	Dental Expense	R	10/02/2023		1,710.94	020350	3,876.84
VOID	020351	VOID CHECK	V	10/02/2023			020351	**VOID**
VOID	020352	VOID CHECK	V	10/02/2023			020352	**VOID**
VOID	020353	VOID CHECK	V	10/02/2023			020353	**VOID**

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	3,876.84	3,876.84
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	3	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	4	0.00	3,876.84	3,876.84

9/19/2023 1:59 PM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03507 Ck Date 09-21-2023 - 8
 VENDOR SET: 01 City of Mounds View
 BANK: PYBNK Western Bank

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	020354	VOID CHECK	V	9/21/2023			020354	**VOID**
VOID	020355	VOID CHECK	V	9/21/2023			020355	**VOID**
VOID	020356	VOID CHECK	V	9/21/2023			020356	**VOID**
VOID	020357	VOID CHECK	V	9/21/2023			020357	**VOID**
VOID	020358	VOID CHECK	V	9/21/2023			020358	**VOID**
VOID	020359	VOID CHECK	V	9/21/2023			020359	**VOID**
VOID	020360	VOID CHECK	V	9/21/2023			020360	**VOID**
VOID	020361	VOID CHECK	V	9/21/2023			020361	**VOID**
C4300		Life Insurance Company of North						
	I-52020230907	AccCare, Hosp, Critical Ill	R	9/21/2023		147.66	020362	
	I-52020230921	AccCare, Hosp, Critical Ill	R	9/21/2023		147.67	020362	295.33
VOID	020363	VOID CHECK	V	9/21/2023			020363	**VOID**
E9000		Fidelity Security Life Insuranc						
	I-62020230907	5000832-Eyemed	R	9/21/2023		108.75	020364	
	I-62020230921	5000832-Eyemed	R	9/21/2023		108.75	020364	217.50
VOID	020365	VOID CHECK	V	9/21/2023			020365	**VOID**
L0549		Law Enforcement Labor Services,						
	I-70020230907	Police Union Dues	R	9/21/2023		573.75	020366	
	I-70020230921	Police Union Dues	R	9/21/2023		573.75	020366	1,147.50
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020230907	STD # 10249130	R	9/21/2023		325.85	020367	
	I-63020230921	STD # 10249130	R	9/21/2023		325.85	020367	651.70
L7161		The Lincoln Nat'l Life Insuranc						
	I-61020230907	LTD #1588135	R	9/21/2023		334.80	020368	
	I-61020230921	LTD #1588135	R	9/21/2023		334.68	020368	669.48
L7165		The Lincoln National Life Insur						
	I-30120230907	Life Ins #400238774	R	9/21/2023		702.69	020369	
	I-30120230921	Life Ins #400238774	R	9/21/2023		702.63	020369	1,405.32

PACKET: 03507 Ck Date 09-21-2023 - 8
 VENDOR SET: 01 City of Mounds View
 BANK: PYBNK Western Bank

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	020370	VOID CHECK	V	9/21/2023			020370	**VOID**
VOID	020371	VOID CHECK	V	9/21/2023			020371	**VOID**
VOID	020372	VOID CHECK	V	9/21/2023			020372	**VOID**
VOID	020373	VOID CHECK	V	9/21/2023			020373	**VOID**
M7152		MN Child Support Payment Center						
	I-99520230921	Case #0015244278	R	9/21/2023		952.93	020374	952.93
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020230907	NCPERS Life Ins	R	9/21/2023		64.00	020375	
	I-30020230921	NCPERS Life Ins	R	9/21/2023		64.00	020375	128.00
VOID	020376	VOID CHECK	V	9/21/2023			020376	**VOID**
S4107		Secure Benefits Systems Corp.						
	I-50020230907	Flex Medical	R	9/21/2023		153.63	020377	
	I-50020230921	Flex Medical	R	9/21/2023		119.63	020377	
	I-50320230907	Flex Daycare	R	9/21/2023		770.82	020377	
	I-50320230921	Flex Daycare	R	9/21/2023		770.82	020377	1,814.90
VOID	020378	VOID CHECK	V	9/21/2023			020378	**VOID**

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	7,282.66	7,282.66
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:	16	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:	25	0.00	7,282.66	7,282.66

9/19/2023 2:27 PM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03508 Ck Date 09-21-2023 - 9

VENDOR SET: 01 City of Mounds View

*** DRAFT/OTHER LISTING ***

BANK: PYBNK Western Bank

3rd

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20230921	Income Tax W/H	D	9/21/2023		17,428.59	000576	
	I-T3 20230921	FICA W/H	D	9/21/2023		14,430.26	000576	
	I-T4 20230921	Medicare W/H	D	9/21/2023		5,507.04	000576	37,365.89
H1016		HSA Bank						
	I-12520230921	C1211 HSA CONTRIBUTIONS	D	9/21/2023		7,950.04	000577	7,950.04
I0025		ICMA Retirement Trust - 457						
	I-40020230921	Payroll W/H	D	9/21/2023		1,621.15	000578	
	I-40220230921	Roth Payroll W/H	D	9/21/2023		405.00	000578	
	I-40320230921	Payroll W/H	D	9/21/2023		1,021.30	000578	
	I-41520230921	Payroll W/H	D	9/21/2023		3,334.28	000578	
	I-42020230921	Payroll W/H	D	9/21/2023		59,114.98	000578	65,496.71
M0658		MN State Retirement System						
	I-40120230921	#98995-01 MN	D	9/21/2023		3,785.70	000579	
	I-40420230921	#98995-01 MN ROTH	D	9/21/2023		150.00	000579	
	I-40520230921	#98995-01 MN	D	9/21/2023		130.24	000579	4,065.94
M7342		MN Dept of Revenue						
	I-T2 20230921	State Income Tax	D	9/21/2023		8,036.05	000580	8,036.05
P9250		Public Employees Retirement Ass						
	I-00120230921	PERA 643400	D	9/21/2023		14,801.01	000581	
	I-00220230921	PERP 643400	D	9/21/2023		23,183.72	000581	
	I-01020230921	DCP 643400	D	9/21/2023		118.76	000581	38,103.49

* * 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	161,018.12	161,018.12
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	161,018.12	161,018.12

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	9/26/2023			153549		
C-CHECK	VOID CHECK	V	9/26/2023			153550		
C-CHECK	VOID CHECK	V	9/26/2023			153551		
C-CHECK	VOID CHECK	V	9/26/2023			153552		
C-CHECK	VOID CHECK	V	9/26/2023			153553		
C-CHECK	VOID CHECK	V	9/26/2023			153554		
C-CHECK	VOID CHECK	V	9/26/2023			153555		
C-CHECK	VOID CHECK	V	9/26/2023			153559		
C-CHECK	VOID CHECK	V	9/26/2023			153568		
C-CHECK	VOID CHECK	V	9/26/2023			153578		
C-CHECK	VOID CHECK	V	9/26/2023			153581		

* * 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:	11 VOID DEBITS	0.00
	VOID CREDITS	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	11	0.00	0.00	0.00
BANK: * TOTALS:	11	0.00	0.00	0.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	AMUNDSON, SUE							
I-000202309199288	US REFUND	R	9/26/2023			153540		
700 1152	UTILITY DELQ. RECIEVABLE	08-1130-00		14.00				14.00
A2300	AE2S							
I-89793	7-28 to 9-1 General I&C Serv	R	9/26/2023			153541		
700 4823-3030	OTHER PROFESSIONAL SERVICES	7-28 to 9-1 General		2,778.00				2,778.00
A5005	All Safe Global							
I-208276	PW/Vehicle Annual Inspection	R	9/26/2023			153542		
700 4823-3030	OTHER PROFESSIONAL SERVICES	PW/Vehicle Annual In		209.00				
730 4823-3030	OTHER PROFESSIONAL SERVICES	PW/Vehicle Annual In		209.00				
745 4415-3030	OTHER PROFESSIONAL SERVICES	PW/Vehicle Annual In		209.00				
100 4360-3030	OTHER PROFESSIONAL SERVICES	PW/Vehicle Annual In		211.55				838.55
B3055	Mark Beer							
I-202309149284	Cell Phone & Mileage	R	9/26/2023			153543		
100 4150-3100	COMMUNICATIONS	Cell Phone		125.00				
100 4150-3630	TRAINING & CONFERENCES	Mileage		37.73				162.73
B4000	Beisswenger's Do It Best							
I-774565	Greenfield Chalker Parts	R	9/26/2023			153544		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Greenfield Chalker P		42.27				42.27
B4904	Blaine Custom Apparel & Awards							
I-31106	Plaques for PD Banquet	R	9/26/2023			153545		
100 4200-3070	COPS EVENTS	Plaques for PD Banqu		408.00				408.00
C3425	Century Fence Company							
I-239538401	8-29-23 Shop Gate Repair	R	9/26/2023			153546		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	8-29-23 Shop Gate Re		1,060.00				1,060.00
C4500	City Wide Maintenance of Minne							
I-42009008821	Detail Clean Kitchen	R	9/26/2023			153547		
252 4350-3030	OTHER PROFESSIONAL SERVICES	Detail Clean Kitchen		60.00				
I-42009008899	9 Days Supplemental Labor	R	9/26/2023			153547		
252 4350-3030	OTHER PROFESSIONAL SERVICES	9 Days Supplemental		501.76				561.76
C4510	Cintas - Chicago							
I-4155019749	Mats & Towels	R	9/26/2023			153548		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			5.80				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.45				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.15				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.88				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.51				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.20				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.87				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.90				

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 - Chicago	CONT						
I-4155019749	Mats & Towels	R	9/26/2023			153548		
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.77				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.88				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			10.33				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.19				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.76				
I-4155019777	Gray Mats	R	9/26/2023			153548		
100 4160-1600	OPERATING SUPPLIES	Gray Mats		50.19				
I-4166029291	Mats & Towels	R	9/26/2023			153548		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.34				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.57				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.19				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.38				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.43				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.05				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.10				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.67				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.77				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.38				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			13.06				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.76				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.96				
I-4166029307	Gray Mats	R	9/26/2023			153548		
100 4160-1600	OPERATING SUPPLIES	Gray Mats		50.19				
I-4166037880	Gray Mats, Laundry Bags, etc.	R	9/26/2023			153548		
252 4350-1600	OPERATING SUPPLIES	Gray Mats, Laundry B		18.31				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels	Gray Mats, Laundry B		42.02				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Gray Mats, Laundry B		6.76				
I-4166482720	Uniforms & Clothing	R	9/26/2023			153548		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		20.33				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.30				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		6.16				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.57				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		4.06				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		6.98				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.38				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		1.70				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		9.01				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		26.54				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		21.95				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.57				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		4.38				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		7.22				
I-4166748571	Mats & Towels	R	9/26/2023			153548		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			5.68				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.44				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.15				

VENDOR SET: 01 City of Mounds View

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas - Chicago	CONT						
I-4166748571	Mats & Towels	R	9/26/2023			153548		
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.84				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.43				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.13				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.85				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.84				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.69				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.84				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			10.10				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.14				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.73				
I-4166848485	Gray Mats, Tablecovers, etc.	R	9/26/2023			153548		
252 4350-1600	OPERATING SUPPLIES Gray Mats, Tablecove			18.31				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EGray Mats, Tablecove			42.02				
252 4730-3030	OTHER PROFESSIONAL SERVICES Gray Mats, Tablecove			6.76				
I-4167110352	Uniforms & Clothing	R	9/26/2023			153548		
100 4360-2400	UNIFORM & CLOTHING Uniforms & Clothing			35.01				
100 4360-2400	UNIFORM & CLOTHING Uniforms & Clothing			1.78				
100 4410-2400	UNIFORM & CLOTHING Uniforms & Clothing			7.60				
100 4460-2400	UNIFORMS & CLOTHING Uniforms & Clothing			1.05				
100 4465-2400	UNIFORMS & CLOTHING Uniforms & Clothing			7.49				
100 4470-2400	UNIFORMS & CLOTHING Uniforms & Clothing			12.88				
100 4472-2400	UNIFORMS & CLOTHING Uniforms & Clothing			14.80				
100 4475-2400	UNIFORMS & CLOTHING Uniforms & Clothing			3.14				
252 4350-2400	UNIFORM & CLOTHING Uniforms & Clothing							
700 4823-2400	UNIFORM & CLOTHING Uniforms & Clothing			16.62				
700 4825-2400	UNIFORM & CLOTHING Uniforms & Clothing			31.69				
730 4823-2400	UNIFORM & CLOTHING Uniforms & Clothing			368.80				
730 4823-2400	UNIFORM & CLOTHING Uniforms & Clothing			1.05				
745 4415-2400	UNIFORM & CLOTHING Uniforms & Clothing			8.08				
745 4417-2400	UNIFORM & CLOTHING Uniforms & Clothing			13.32				
I-4167421589	Gray Floor Mats CH/PD	R	9/26/2023			153548		
100 4160-1600	OPERATING SUPPLIES Gray Floor Mats CH/P			50.19				
I-4167421621	Mats & Towels	R	9/26/2023			153548		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.34				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.57				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.19				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.38				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.43				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.05				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.10				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.67				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.77				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.38				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			13.06				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.76				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.96				
I-4167585924	Napkins, Dust Mops, etc	R	9/26/2023			153548		

VENDOR SET: 01 City of Mounds View

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas - Chicago	CONT						
I-4167585924	Napkins, Dust Mops, etc	R	9/26/2023			153548		
252 4350-1600	OPERATING SUPPLIES	Napkins, Dust Mops,		18.31				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,ENapkins, Dust Mops,			42.02				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Napkins, Dust Mops,		53.24				
I-4167815784	Uniforms & Clothing	R	9/26/2023			153548		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		29.54				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.97				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.90				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.97				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		6.90				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		11.87				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		10.90				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.90				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		15.32				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		10.35				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		24.71				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.97				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		7.45				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		12.28				1,349.68
D2010	Davis Equipment Corporation							
I-EI18234	PW #314 Blade, Belt	R	9/26/2023			153556		
100 4360-1220	SUPPLIES, VEHICLES	PW #314 Blade, Belt		226.31				226.31
D6520	Dodge of Burnsville, Inc.							
I-N79306	2024 Dodge Durango #232	R	9/26/2023			153557		
460 4200-7040	Vehicles - Police	2024 Dodge Durango #		38,617.00				38,617.00
F1010	Factory Motor Parts Co.							
C-159-093150	Incorrect Battery Return	R	9/26/2023			153558		
700 4823-1230	SUPPLIES, EQUIPMENT	Incorrect Battery Re		336.88CR				
C-159-093413	Generator & Battery Cores Ret.	R	9/26/2023			153558		
100 4465-1220	SUPPLIES, VEHICLES	Generator & Battery		119.00CR				
I-1-8959472	PW #307 Filter	R	9/26/2023			153558		
100 4360-1220	SUPPLIES, VEHICLES	PW #307 Filter		21.42				
I-1-8980368	PW Vehicles, 903,904, & 905	R	9/26/2023			153558		
700 4823-1230	SUPPLIES, EQUIPMENT	PW #903 B Generator		309.44				
730 4823-1230	SUPPLIES, EQUIPMENT	PW #904 A1 Generator		309.44				
730 4823-1230	SUPPLIES, EQUIPMENT	PW #905 A1 Generator		309.43				
I-1-8982197	PW #906 Generator Battery	R	9/26/2023			153558		
700 4823-1230	SUPPLIES, EQUIPMENT	PW #906 Generator Ba		509.10				
I-159-092366	PW #322 Lube/Filter	R	9/26/2023			153558		
100 4360-1220	SUPPLIES, VEHICLES	PW #322 Lube/Filter		14.04				
I-159-093507	PW #320/315 Spark Plug	R	9/26/2023			153558		
100 4360-1220	SUPPLIES, VEHICLES	PW #320/315 Spark Pl		6.18				
I-206-009371	PW #906 Generator Filters	R	9/26/2023			153558		
700 4823-1230	SUPPLIES, EQUIPMENT	PW #906 Generator Fi		117.44				1,140.61

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
F1075	Ferguson Waterworks Blaine							
I-0519071	New Minn Curb Box, Hand Tools	R	9/26/2023			153560		
700 4823-1250	SUPPLIES, UTILITIES	New Minn Curb Boxes		575.82				
700 4823-1600	OPERATING SUPPLIES	Hand Tools Pipe Cutt		199.00				774.82
F2056	First Call							
I-3298-144147	Shop Supply Cable & Connector	R	9/26/2023			153561		
100 4465-1220	SUPPLIES, VEHICLES	Shop Supply Cable &		158.99				
I-3298-144726	PW #307 Air Filter	R	9/26/2023			153561		
100 4360-1220	SUPPLIES, VEHICLES	PW #307 Air Filter		114.22				
I-3298-144779	PW #IMP369 Alt Bearing	R	9/26/2023			153561		
100 4360-1220	SUPPLIES, VEHICLES	PW #IMP369 Alt Beari		94.02				
I-3298-145661	PD #010 Battery	R	9/26/2023			153561		
100 4465-1230	SUPPLIES, EQUIPMENT	PD #010 Battery		208.99				576.22
F7040	FRA-DOR							
I-2308214	Dirt for Water Yard Repairs	R	9/26/2023			153562		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Dirt for Water Yard		158.00				158.00
G1027	Jacob Garibay							
I-20230912	GIS Services 5-1 to 6-15-2023	R	9/26/2023			153563		
745 4415-3030	OTHER PROFESSIONAL SERVICES	GIS Services 5-1 to		950.00				950.00
G5600	Gopher State One-Call, Inc.							
I-3080618	154 Locates	R	9/26/2023			153564		
700 4823-3030	OTHER PROFESSIONAL SERVICES	154 Locates		100.55				
730 4823-3030	OTHER PROFESSIONAL SERVICES	154 Locates		100.60				201.15
H2805	Hawkins, Inc.							
I-6566172	Chlorine	R	9/26/2023			153565		
700 4823-1600	OPERATING SUPPLIES	Chlorine		2,507.00				
I-6578414	Chlorine Cylinder	R	9/26/2023			153565		
700 4825-1600	OPERATING SUPPLIES	Chlorine Cylinder		140.00				2,647.00
I6680	Instrumental Research, Inc.							
I-5116	August Water Testing	R	9/26/2023			153566		
700 4825-3030	OTHER PROFESSIONAL SERVICES	August Water Testing		165.00				165.00
K3000	Kennedy & Graven, Chartered							
I-176517	Retainer - Admin Thru 8-31-23	R	9/26/2023			153567		
100 4160-3010	GENERAL LEGAL SERVICES	Retainer - Admin Thr		2,000.00				
I-176518	EDA Genl Matters Thru 8-31-23	R	9/26/2023			153567		
230 4650-3030	OTHER PROFESSIONAL SERVICES	EDA General Matters		21.50				
I-176519	Retainer Through 8-31-2023	R	9/26/2023			153567		
100 4110-3030	OTHER PROFESSIONAL SERVICES	Charter Comm-Legal S		1,569.50				
100 4160-3010	GENERAL LEGAL SERVICES	General Real Estate		365.50				
100 4160-3010	GENERAL LEGAL SERVICES	General Emplment Ma		860.00				
230 2320	DEPOSIT PAYABLE	Greenwood Dr. Infill		5,559.80				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
K3000	Kennedy & Graven, CharCONT							
I-176519	Retainer Through 8-31-2023	R	9/26/2023			153567		
700 4823-7030	EQUIPMENT		Water Meter Replacem	21.50				
485 4470-7050-325	2023 STREET PROJECT PLESA	VI	2022-2023 Street Con	1,698.50				
230 2320	DEPOSIT PAYABLE		Long Lake Cove (7700	76.50				
100 4160-3010	GENERAL LEGAL SERVICES		2023 City Council Mt	709.50				
100 4160-3010	GENERAL LEGAL SERVICES		Organized Collection	7,585.80				
230 4650-3030	OTHER PROFESSIONAL SERVICES		Pulte Homes Developm	51.00				
100 4160-3010	GENERAL LEGAL SERVICES		Special Election	172.00				
100 4160-3010	GENERAL LEGAL SERVICES		Cannabis Matters	3,182.00				
100 4160-3010	GENERAL LEGAL SERVICES		SRO Matter	688.00				
100 4160-3010	GENERAL LEGAL SERVICES		Sales Tax Matter	2,300.50				26,861.60
K5023	Kodet Architectural Group							
I-17147	MVCC Expansion	R	9/26/2023			153569		
480 4160-3030	OTHER PROFESSIONAL SERVICES		MVCC Expansion	4,200.00				4,200.00
L5013	Sarah Le Voir							
I-202309129283	Softball Game, Comm Outreach	R	9/26/2023			153570		
100 4200-3070	COPS EVENTS		Softball Game, Comm	217.88				217.88
L5017	Leadership Growth Groups, LLC							
I-23501b	Leadersip Growth Grp Books	R	9/26/2023			153571		
100 4150-2100	BOOKS & PERIODICALS		Leadersip Growth Grp	76.76				76.76
L7650	Loffler Companies, Inc.							
I-4468059	Plotter Paper	R	9/26/2023			153572		
700 4823-1600	OPERATING SUPPLIES		Plotter Paper	63.25				
730 4823-1600	OPERATING SUPPLIES		Plotter Paper	63.25				126.50
M0900	MTI Distributing, Inc.							
I-1405729-00	PW #319 Cover, Bolt, Plug	R	9/26/2023			153573		
100 4360-1220	SUPPLIES, VEHICLES		PW #319 Cover, Bolt,	110.81				110.81
M1010	MacQueen Equipment, Inc.							
I-P52347	PW #836 Potentiometer	R	9/26/2023			153574		
730 4823-1220	SUPPLIES, VEHICLES		PW #836 Potentiomete	416.39				
I-P52482	PW #836 Piranha, New Hose	R	9/26/2023			153574		
730 4823-1230	SUPPLIES, EQUIPMENT		PW #836 Piranha, New	2,981.58				
I-P52504	PW #836 Control Box Hose Reel	R	9/26/2023			153574		
730 4823-1220	SUPPLIES, VEHICLES		PW #836 Control Box	586.02				
I-W12658	PW #836 Vactor 2100	R	9/26/2023			153574		
730 4823-5130	REPAIRS, EQUIPMENT		PW #836 Vactor 2100	374.21				4,358.20

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M1345	Mansfield Oil Company							
I-24634045	Unleaded 87 Oct	R	9/26/2023			153575		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Unleaded 87 Oct		5,861.49				5,861.49
M2100	McClellan Sales, Inc.							
I-017485	4 Box Rubber Gloves	R	9/26/2023			153576		
700 4823-1600	OPERATING SUPPLIES	4 Box Rubber Gloves		63.70				
I-017500	Electrolytes Freezer Pops	R	9/26/2023			153576		
700 4823-1600	OPERATING SUPPLIES	Electrolytes Freezer		22.50				
730 4823-1600	OPERATING SUPPLIES	Electrolytes Freezer		22.50				
I-017549	Gas Monitor Calibrator	R	9/26/2023			153576		
730 4823-1600	OPERATING SUPPLIES	Gas Monitor Calibrat		65.00				
I-017578	Rubber Gloves	R	9/26/2023			153576		
100 4465-1600	OPERATING SUPPLIES	Rubber Gloves		199.50				373.20
M3505	Menards - Blaine							
I-56467	Hillview Park Sign Repair	R	9/26/2023			153577		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Hillview Park Sign R		26.34				
I-56531	Hydrant Repair	R	9/26/2023			153577		
700 4823-1230	SUPPLIES, EQUIPMENT	Hydrant Repair		29.97				
I-56582	Well #3 Plant 1 New Shelving	R	9/26/2023			153577		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well #3 Plant 1 New		399.81				
I-56602	Random Bldg Front Post Repair	R	9/26/2023			153577		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Random Bldg Front Po		79.96				
I-56603	Well #3 Plant 1 Shelving	R	9/26/2023			153577		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well #3 Plant 1 Shel		35.04				
I-56654	Well #3 Shelving	R	9/26/2023			153577		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well #3 Shelving		49.46				
I-56982	Booster Station Repair	R	9/26/2023			153577		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Booster Station Repa		37.02				
I-56983	Greenfield Bldg Supplies	R	9/26/2023			153577		
100 4360-1230	SUPPLIES, EQUIPMENT	Greenfield Bldg Supp		220.04				
I-57033	Straw for Rain Garden Repairs	R	9/26/2023			153577		
745 4415-1600	OPERATING SUPPLIES	Straw for Rain Garde		25.98				
I-57094	Soccer Net Ties	R	9/26/2023			153577		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Soccer Net Ties		44.91				948.53
M4025	Metro Products, Inc.							
I-176032	Grease, Battery	R	9/26/2023			153579		
100 4360-1230	SUPPLIES, EQUIPMENT	Grease, Battery		77.18				77.18
M5300	Midway Ford Company							
C-CM790201	Core Return	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	Core Return		16.00	CR			
I-608445	PD #201 Air Condition Repair	R	9/26/2023			153580		
100 4465-5120	REPAIRS, VEHICLES	PD #201 Air Conditio		1,417.74				
I-791228	PD #163 Rotor, Belt etc	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #163 Rotor, Belt		182.26				
I-791248	PD #163 Bracket	R	9/26/2023			153580		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M5300	Midway Ford Company	CONT						
I-791248	PD #163 Bracket	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #163 Bracket		110.00				
I-791576	PW #109 Motor, Replace Part	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PW #109 Motor, Repla		39.06				
I-791581	PD #201 Switch	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #201 Switch		4.05				
I-793365	PD #192 Engine Belt, Tensioner	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #192 Engine Belt,		148.02				
I-793374	PD #201 Driver Window Switch	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #201 Driver Windo		134.75				
I-793637	PD #191 Bracket-Engine Mount	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #191 Bracket-Engi		110.00				
I-793643	PD #191 Belt, Spark, Gasket	R	9/26/2023			153580		
100 4465-1220	SUPPLIES, VEHICLES	PD #191 Belt, Spark,		247.92				2,377.80
M6300	Minneapolis Saw Company, Inc.							
I-155291	Battery Pole Saw	R	9/26/2023			153582		
100 4380-1200	SUPPLIES, LANDSCAPING	Battery Pole Saw		549.99				549.99
M7969	Minute Maker Secretarial							
I-M1756	Sept 11th CC Mtg	R	9/26/2023			153583		
100 4100-3030	OTHER PROFESSIONAL SERVICES	Sept 11th CC Mtg		234.50				234.50
M8250	Mounds View Animal Hospital							
I-396349	Vet Visits for Grizz & Ace	R	9/26/2023			153584		
100 4200-3080	VETERINARY SERVICES	Vet Visits for Grizz		623.39				623.39
N5820	North Suburban Access Corporat							
I-2023-157	August Muni Mtgs AV Services	R	9/26/2023			153585		
210 4350-3030	OTHER PROFESSIONAL SERVICES	August Muni Mtgs AV		976.41				976.41
N7007	Northland Temporaries							
I-856625	9-3-2023 Janitor	R	9/26/2023			153586		
252 4350-3030	OTHER PROFESSIONAL SERVICES	9-3-2023 Janitor		587.25				
I-856655	9-10-2023 Janitors	R	9/26/2023			153586		
252 4730-3030	OTHER PROFESSIONAL SERVICES	9-10-2023 Janitors		976.59				1,563.84
O1030	O'Neill Electric Inc							
I-9465	Well House Fuse, Splash Pad	R	9/26/2023			153587		
100 4360-1230	SUPPLIES, EQUIPMENT	Well House Fuse, Spl		957.00				
700 4823-5130	REPAIRS, EQUIPMENT	Well House Fuse, Spl		168.25				
I-9623	Replaced Burnt-up Receptacles	R	9/26/2023			153587		
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS	Replaced Burnt-up Re		314.92				1,440.17

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O5100	Office of MNIT Services							
I-W23080572	August Language Line	R	9/26/2023			153588		
100 4200-3055	INFORMATION SYSTEM FEES	August Language Line		326.55				326.55
O5510	On Site Companies - OSSTC							
C-0001604858	Credit Portable Baths	R	9/26/2023			153589		
100 4360-4030	PORTABLE TOILETS	Credit Portable Bath		98.13CR				
C-153246CM	Overpaid Inv 153246	R	9/26/2023			153589		
100 4360-4030	PORTABLE TOILETS	Overpaid Inv 153246		30.00CR				
I-0001600958	9/2 to 9/29 Portable Restrooms	R	9/26/2023			153589		
100 4360-4030	PORTABLE TOILETS	9/2 to 9/29 Portable		975.50				
255 4350-4030	PORTABLE TOILETS	9/2 to 9/29 Portable		73.50				920.87
O5531	Optum Health							
I-0001494774	August 2023 COBRA Mthly Fee	R	9/26/2023			153590		
100 4160-3030	OTHER PROFESSIONAL SERVICES	August 2023 COBRA Mt		65.75				65.75
P1529	Kris Paulseth							
I-202309209289	ISA Membership	R	9/26/2023			153591		
100 4380-3630	TRAINING & CONFERENCES	ISA Membership		175.00				175.00
P1565	Dave Perkins Contracting, Inc.							
I-28704	2511 Woodcrest Water Repair	R	9/26/2023			153592		
700 4823-5155	REPAIR, WATER SERVICE	2511 Woodcrest Water		4,134.12				
I-28705	8484 Knollwood Water Repair	R	9/26/2023			153592		
700 4823-5155	REPAIR, WATER SERVICE	8484 Knollwood Water		6,206.12				10,340.24
P6750	Pomp's Tire Service - Milwaukee							
I-150174026	PW #708 Skid Steer Tires	R	9/26/2023			153593		
700 4823-1230	SUPPLIES, EQUIPMENT	PW #708 Skid Steer T		2,313.52				
I-210671212	PD & PW Vehicle Repair	R	9/26/2023			153593		
100 4465-1220	SUPPLIES, VEHICLES	PD Vehicle Repair		779.00				
100 4360-1220	SUPPLIES, VEHICLES	PW Vehicle Repair		779.00				
I-210672993	PW #703 Repair Tire Rim	R	9/26/2023			153593		
700 4823-5130	REPAIRS, EQUIPMENT	PW #703 Repair Tire		343.50				4,215.02
Q1047	Quadient Finance USA, Inc.							
I-202309209291	Postage Machine Funds	R	9/26/2023			153594		
100 4160-3300	POSTAGE	Postage Machine Fund		2,000.00				2,000.00
Q1048	Quadient Leasing USA, Inc.							
I-N10095123	7-4-2023 to 10-3-2023 Postage	R	9/26/2023			153595		
100 4160-4010	RENTAL, EQUIPMENT	7-4-2023 to 10-3-202		474.42				474.42

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R3002	Ramsey County							
I-EMCOM-011107	August Fleet Support Fee	R	9/26/2023			153596		
100 4200-5100	REPAIRS, COMPUTERS	August Fleet Support		177.84				
I-EMCOM-011122	August Fleet Support Fee	R	9/26/2023			153596		
700 4823-3100	TELEPHONE	August Fleet Support		7.28				
730 4823-3100	TELEPHONE	August Fleet Support		7.28				
745 4415-3100	TELEPHONE	August Fleet Support		7.28				
I-EMCOM-011137	August CAD Services	R	9/26/2023			153596		
100 4200-3050	DISPATCHING - CONTRACTUAL	August CAD Services		1,127.21				
I-EMCOM-011153	August 911 Dispatch	R	9/26/2023			153596		
100 4200-3050	DISPATCHING - CONTRACTUAL	August 911 Dispatch		6,774.39				8,101.28
R3005	Ramsey County							
I-202309199285	2nd Half 2023, 5394 Edgewood	R	9/26/2023			153597		
252 4736-4750	TAXES, LICENSES, AND FEES	Creative Kids		4,812.00				4,812.00
R3552	Rapp Strategies							
I-1661	August Professional Services	R	9/26/2023			153598		
480 4160-3030	OTHER PROFESSIONAL SERVICES	August Professional		6,000.00				6,000.00
R6007	Revolutionary Sports							
I-0492	Ninja Warrior & Soccer Class	R	9/26/2023			153599		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Ninja Warrior & Socc		1,085.00				1,085.00
R6039	Rivard Companies, Inc.							
I-502793	Tree Chips for Parks	R	9/26/2023			153600		
100 4360-1600	OPERATING SUPPLIES	Tree Chips for Parks		1,050.25				1,050.25
S4224	Sensible Office Solutions							
I-0060012-001	Business Cards G.B.	R	9/26/2023			153601		
100 4160-1600	OPERATING SUPPLIES	Business Cards G.B.		34.50				34.50
S4320	Michael Schnur							
I-H11792/1	Well #3 Hostas	R	9/26/2023			153602		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well #3 Hostas		72.00				72.00
S5750	Snap-On Industrial							
I-ARV/58562141	Tools/Socketes	R	9/26/2023			153603		
700 4823-1250	SUPPLIES, UTILITIES	Tools/Socketes		46.73				46.73
S8000	Star Tribune							
I-202309209290	7-10-23 to 10-9-23 Newspaper	R	9/26/2023			153604		
700 4823-1600	OPERATING SUPPLIES	7-10-23 to 10-9-23 N		82.45				82.45

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T1357	Terminix							
I-227004	Comm Ctr Pest Control	R	9/26/2023			153605		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Comm Ctr Pest Contro		59.50				
I-227005	CH Pest Control	R	9/26/2023			153605		
100 4460-3030	OTHER PROFESSIONAL SERVICES	CH Pest Control		46.75				
I-227006	Pest Control PW	R	9/26/2023			153605		
100 4460-3030	OTHER PROFESSIONAL SERVICES	Pest Control PW		60.00				166.25
T4423	Titan Energy Systems Inc.							
I-230824-056	PW #905 Bronson Lift Repair	R	9/26/2023			153606		
730 4823-5130	REPAIRS, EQUIPMENT	PW #905 Bronson Lift		1,473.75				1,473.75
T5000	Toll Gas & Welding Supply							
I-40181272	Propane & Propylene	R	9/26/2023			153607		
700 4823-1600	OPERATING SUPPLIES	Propane & Propylene		24.60				24.60
T5019	Rise LLC							
I-1012	Squad Car Washes	R	9/26/2023			153608		
100 4200-1700	MOTOR FUELS & LUBRICANTS	Squad Car Washes		20.00				20.00
T6010	TransUnion Risk and Alternativ							
I-202307-1	July Person Searches	R	9/26/2023			153609		
100 4200-3030	OTHER PROFESSIONAL SERVICES	July Person Searches		75.00				
I-202308-1	August Person Search	R	9/26/2023			153609		
100 4200-3030	OTHER PROFESSIONAL SERVICES	August Person Search		75.00				150.00
T6022	Trane U.S. Inc.							
I-313941741	Gauge Kit, Motor Belt, Repair	R	9/26/2023			153610		
252 4350-5130	REPAIRS, EQUIPMENT	Gauge Kit, Motor Bel		1,824.32				1,824.32
T6100	Tri State Bobcat							
I-A25725	Track Rubber for Skid	R	9/26/2023			153611		
100 4472-1230	SUPPLIES, EQUIPMENT	Track Rubber for Ski		2,300.00				
745 4415-1230	SUPPLIES, EQUIPMENT	Track Rubber for Ski		500.00				
I-S36934	New Skid #648 B4CE27889	R	9/26/2023			153611		
700 4823-7030	EQUIPMENT	New Skid #648 B4CE27		40,994.90				
745 4415-7030	EQUIPMENT	New Skid #648 B4CE27		40,994.90				84,789.80
T6107	TOXALERT							
I-32619	Yearly Contract-Calibration	R	9/26/2023			153612		
100 4460-3030	OTHER PROFESSIONAL SERVICES	Yearly Contract-Cali		70.00				
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Yearly Contract-Cali		70.00				
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Yearly Contract-Cali		70.00				
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	Yearly Contract-Cali		70.00				
745 4415-3030	OTHER PROFESSIONAL SERVICES	Yearly Contract-Cali		70.00				350.00

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T7450	Tubman							
I-2023-1	1-1-2023 to 12-31-2023	R	9/26/2023			153613		
100 4700-3065	CONTRACTUAL YOUTH SERVICES	1-1-2023 to 12-31-20		25,500.00				25,500.00
U5626	Upper Cut Tree Services							
I-5667	Tree Removal 2511 Woodcrest	R	9/26/2023			153614		
700 4823-5155	REPAIR, WATER SERVICE	Water Serv Repair Tr		1,550.00				1,550.00
U7060	United Laboratories							
I-INV386751	Block for Work Bay Pit	R	9/26/2023			153615		
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	Block for Work Bay P		165.00				
745 4415-1230	SUPPLIES, EQUIPMENT	Block for Work Bay P		167.66				
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Block for Work Bay P		165.00				497.66
V4105	Verizon Wireless							
I-9942800647	8-24 to 9-23-23 Phone Service	R	9/26/2023			153616		
100 4180-3100	TELEPHONE	8-24 to 9-23 Phone S		171.90				
100 4200-3100	TELEPHONE	8-24 to 9-23 Phone S		882.41				
100 4360-3100	TELEPHONE	8-24 to 9-23 Phone S		121.12				
100 4410-3100	Telephone	8-24 to 9-23 Phone S		130.78				
100 4460-3100	Telephone	8-24 to 9-23 Phone S		24.04				
100 4465-3100	TELEPHONE	8-24 to 9-23 Phone S		41.12				
100 4470-3100	TELEPHONE	8-24 to 9-23 Phone S		65.16				
252 4350-3100	TELEPHONE	8-24 to 9-23 Phone S		173.46				
700 4823-3100	TELEPHONE	8-24 to 9-23 Phone S		198.38				
730 4823-3100	TELEPHONE	8-24 to 9-23 Phone S		192.27				
745 4415-3100	TELEPHONE	8-24 to 9-23 Phone S		117.25				
100 4130-3100	TELEPHONE	8-24 to 9-23 Phone S		24.04				2,141.93
V5000	Viking Automatic Sprinkler Co.							
I-1025-F295452	Well#3 Fire Alarm Verification	R	9/26/2023			153617		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well#3 Fire Alarm Ve		215.00				
I-1025-F296568	Well#3 Replace Sprinkler Heads	R	9/26/2023			153617		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well#3 Replace Sprin		4,850.00				
I-1025-F296914	5 Yr Sprinkler Inspection	R	9/26/2023			153617		
252 4350-5130	REPAIRS, EQUIPMENT	5 Yr Sprinkler Inspe		2,950.00				8,015.00
W0565	Walters Recycling & Refuse Inc							
I-0007261353	Sept Recycling, CH,MVCC,	R	9/26/2023			153618		
100 4460-3530	REFUSE COLLECTION	Sept Recycling, CH,M		1,221.75				
252 4350-3530	REFUSE COLLECTION	Sept Recycling, CH,M		563.41				
290 4420-3530	REFUSE COLLECTION	Sept Recycling, CH,M		212.09				1,997.25

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
W1602	Water Conservation Service, In							
I-13444	Leak Detection @ 5212 Rainbow	R	9/26/2023			153619		
700 4823-5155	REPAIR, WATER SERVICE	Leak Detection @ 521		349.65				349.65
W5275	White Cap, L.P.							
I-10018665872	Crack Seal Rental	R	9/26/2023			153620		
100 4470-4010	RENTAL, EQUIPMENT	Crack Seal Rental		2,500.00				2,500.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	70	274,801.62	0.00	274,801.62
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 4100-3030	OTHER PROFESSIONAL SERVICES	234.50
100 4110-3030	OTHER PROFESSIONAL SERVICES	1,569.50
100 4130-3100	TELEPHONE	24.04
100 4150-2100	BOOKS & PERIODICALS	76.76
100 4150-3100	COMMUNICATIONS	125.00
100 4150-3630	TRAINING & CONFERENCES	37.73
100 4160-1600	OPERATING SUPPLIES	185.07
100 4160-3010	GENERAL LEGAL SERVICES	17,863.30
100 4160-3030	OTHER PROFESSIONAL SERVICES	65.75
100 4160-3300	POSTAGE	2,000.00
100 4160-4010	RENTAL, EQUIPMENT	474.42
100 4180-3100	TELEPHONE	171.90
100 4200-1700	MOTOR FUELS & LUBRICANTS	20.00
100 4200-3030	OTHER PROFESSIONAL SERVICES	150.00
100 4200-3050	DISPATCHING - CONTRACTUAL	7,901.60
100 4200-3055	INFORMATION SYSTEM FEES	326.55
100 4200-3070	COPS EVENTS	625.88
100 4200-3080	VETERINARY SERVICES	623.39
100 4200-3100	TELEPHONE	882.41
100 4200-5100	REPAIRS, COMPUTERS	177.84
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	263.48

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

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

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4360-1220	SUPPLIES, VEHICLES	1,366.00
100 4360-1230	SUPPLIES, EQUIPMENT	1,254.22
100 4360-1600	OPERATING SUPPLIES	1,050.25
100 4360-2400	UNIFORM & CLOTHING	88.93
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	26.16
100 4360-3030	OTHER PROFESSIONAL SERVICES	211.55
100 4360-3100	TELEPHONE	121.12
100 4360-4030	PORTABLE TOILETS	847.37
100 4380-1200	SUPPLIES, LANDSCAPING	549.99
100 4380-3630	TRAINING & CONFERENCES	175.00
100 4410-2400	UNIFORM & CLOTHING	16.66
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	2.03
100 4410-3100	Telephone	130.78
100 4460-2400	UNIFORMS & CLOTHING	2.59
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.68
100 4460-3030	OTHER PROFESSIONAL SERVICES	176.75
100 4460-3100	Telephone	24.04
100 4460-3530	REFUSE COLLECTION	1,221.75
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	1,060.00
100 4465-1220	SUPPLIES, VEHICLES	1,779.05
100 4465-1230	SUPPLIES, EQUIPMENT	208.99
100 4465-1600	OPERATING SUPPLIES	199.50
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	5,861.49
100 4465-2400	UNIFORMS & CLOTHING	18.45
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	8.48
100 4465-3100	TELEPHONE	41.12
100 4465-5120	REPAIRS, VEHICLES	1,417.74
100 4470-2400	UNIFORMS & CLOTHING	31.73
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	15.80
100 4470-3100	TELEPHONE	65.16
100 4470-4010	RENTAL, EQUIPMENT	2,500.00
100 4472-1230	SUPPLIES, EQUIPMENT	2,300.00
100 4472-2400	UNIFORMS & CLOTHING	35.08
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	14.43
100 4475-2400	UNIFORMS & CLOTHING	7.74
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	3.92
100 4700-3065	CONTRACTUAL YOUTH SERVICES	25,500.00
	*** FUND TOTAL ***	82,133.67
210 4350-3030	OTHER PROFESSIONAL SERVICES	976.41
	*** FUND TOTAL ***	976.41
230 2320	DEPOSIT PAYABLE	5,636.30
230 4650-3030	OTHER PROFESSIONAL SERVICES	72.50
	*** FUND TOTAL ***	5,708.80

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

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

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
252 4350-1600	OPERATING SUPPLIES	54.93
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	139.14
252 4350-3030	OTHER PROFESSIONAL SERVICES	1,149.01
252 4350-3100	TELEPHONE	173.46
252 4350-3530	REFUSE COLLECTION	563.41
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	59.50
252 4350-5130	REPAIRS, EQUIPMENT	4,774.32
252 4730-3030	OTHER PROFESSIONAL SERVICES	1,043.35
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS	314.92
252 4732-3030	OTHER PROFESSIONAL SERVICES	1,085.00
252 4736-4750	TAXES, LICENSES, AND FEES	4,812.00
	*** FUND TOTAL ***	14,169.04
255 4350-4030	PORTABLE TOILETS	73.50
	*** FUND TOTAL ***	73.50
290 4420-3530	REFUSE COLLECTION	212.09
	*** FUND TOTAL ***	212.09
460 4200-7040	Vehicles - Police	38,617.00
	*** FUND TOTAL ***	38,617.00
480 4160-3030	OTHER PROFESSIONAL SERVICES	10,200.00
	*** FUND TOTAL ***	10,200.00
485 4470-7050-325	2023 STREET PROJECT PLESANT VI	1,698.50
	*** FUND TOTAL ***	1,698.50
700 1152	UTILITY DELQ. RECIEVABLE	14.00
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	949.31
700 4823-1230	SUPPLIES, EQUIPMENT	2,942.59
700 4823-1250	SUPPLIES, UTILITIES	622.55
700 4823-1600	OPERATING SUPPLIES	2,962.50
700 4823-2400	UNIFORM & CLOTHING	40.95
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	17.00
700 4823-3030	OTHER PROFESSIONAL SERVICES	3,087.55
700 4823-3100	TELEPHONE	205.66
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	5,102.02
700 4823-5130	REPAIRS, EQUIPMENT	511.75
700 4823-5155	REPAIR, WATER SERVICE	12,239.89
700 4823-7030	EQUIPMENT	41,016.40
700 4825-1600	OPERATING SUPPLIES	140.00
700 4825-2400	UNIFORM & CLOTHING	68.58
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	8.48
700 4825-3030	OTHER PROFESSIONAL SERVICES	165.00
	*** FUND TOTAL ***	70,094.23

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

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

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	235.00
730 4823-1220	SUPPLIES, VEHICLES	1,002.41
730 4823-1230	SUPPLIES, EQUIPMENT	3,600.45
730 4823-1600	OPERATING SUPPLIES	150.75
730 4823-2400	UNIFORM & CLOTHING	418.05
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	46.55
730 4823-3030	OTHER PROFESSIONAL SERVICES	309.60
730 4823-3100	TELEPHONE	199.55
730 4823-5130	REPAIRS, EQUIPMENT	1,847.96
	*** FUND TOTAL ***	7,810.32
745 4415-1230	SUPPLIES, EQUIPMENT	667.66
745 4415-1600	OPERATING SUPPLIES	25.98
745 4415-2400	UNIFORM & CLOTHING	19.91
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	9.85
745 4415-3030	OTHER PROFESSIONAL SERVICES	1,229.00
745 4415-3100	TELEPHONE	124.53
745 4415-7030	EQUIPMENT	40,994.90
745 4417-2400	UNIFORM & CLOTHING	32.82
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	3.41
	*** FUND TOTAL ***	43,108.06

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APBNK TOTALS:	70	274,801.62	0.00	274,801.62
BANK: APBNK TOTALS:	70	274,801.62	0.00	274,801.62
REPORT TOTALS:	70	274,801.62	0.00	274,801.62

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: Introduction and First Reading of Ordinance 1009; Amending the Mounds View City Charter to by Making Administrative Consistency and Typographical Changes throughout the Charter

Introduction

The City's existing home rule Charter contains numerous inconsistencies including typographical, punctuation, and spelling errors in multiple chapters. The Charter Commission has been reviewing the Charter to determine where the errors exist throughout.

Discussion

After discussion over several meetings, the Charter Commission has determined that the City Charter should be amended to make the needed administrative consistency and typographical changes throughout the Charter. On September 19, 2023 the Charter Commission approved Resolution 2023-03 recommending amending of the Charter by ordinance. Attached please find proposed Ordinance 1009 amending the Charter to include these revisions.

Recommendation

Staff recommends conducting the introduction and first reading of Ordinance 1009 amending the Mounds View City Charter.

Respectfully submitted,

Nyle Zikmund
City Administrator

Attachments:

Proposed Ordinance 1009
Charter Commission Resolution No. 2023-003

ORDINANCE NO. 1009

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

**AN ORDINANCE AMENDING THE CITY OF MOUNDS VIEW CHARTER BY MAKING
ADMINISTRATIVE CONSISTENCY AND TYPOGRAPHICAL
CHANGES THROUGHOUT THE CHARTER**

THE CITY OF MOUNDS VIEW ORDAINS:

Section 1. Background; findings; authority.

1.01. The city of Mounds View (“City”) is governed by a home rule charter (the “City Charter”), adopted pursuant to the Constitution of the State of Minnesota and Minnesota Statutes, chapter 410 (the “Act”).

1.02. The Mounds View Charter Commission has proposed the adoption of an amendment to correct various typographical changes and administrative consistency language to the City Charter (the “Amendment”) and recommended to the City Council that the Amendment be adopted by ordinance in the manner prescribed by section 410.12, subdivision 7 of the Act.

1.03. A public hearing on the Amendment was held on October 11, 2023 by the Mounds View City Council after published notice containing the text of the Amendment, as required by the Act, and all persons desiring to be heard with reference to the Amendment were heard at said public hearing.

1.04. The Mounds View City Council finds and determines that it is in the best interests of the City and its inhabitants that the Amendment be adopted.

Section 2. Adoption; effective date; filing.

2.01. The Mounds View City Charter is hereby amended by removing ~~stricken~~, or adding the double-underlined language as follows:

Section 1.01. Name and Boundaries. The City of Mounds View ~~(City)~~, Ramsey County, Minnesota shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The ~~C~~city ~~A~~administrator shall keep at least two (2) copies of this Charter with amendments, and shall maintain in each copy an accurate up-to-date description of the boundaries. The copies of the Charter, amendments, and boundary descriptions shall be available for public inspection anytime during regular office hours. For this Charter’s purposes, the “City” means the City of Mounds View and its provisions refer to the City unless the context clearly indicates otherwise. (Amended 2010 Ord. 841).

Section 1.02. Powers of the City. The City shall have all powers which it may now or hereafter be possible for a municipal corporation in this state to exercise in harmony with this Charter and with the Constitution of this state and of the United States. It is the intention of this Charter to confer upon the City every power which it would have if it were specifically mentioned, unless otherwise provided in this Charter. The Charter shall be construed liberally in favor of the City, and the specific mention of particular municipal powers in other sections of this Charter does not limit the powers of the City to those thus mentioned. Unless granted to

some other officer or body, all powers are vested in the City Council ~~(Council)~~. For this Charter's purposes, the "Council" refers to the City Council of the City of Mounds View unless the context clearly indicates otherwise.

Section 2.01. Form of Government. The form of government established by this Charter is the "Mmayor-Ccouncil Pplan". Except as otherwise provided by state law or this Charter, all powers of the City are vested in the Council.

Section 2.02. Boards and Commissions. There shall be no separate administrative Bboard of Hhealth, Library Bboard, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The Council shall itself be and perform the duties and exercise the powers of such boards and commissions provided by state law. The Council may, however, establish by Ordinance Bboards or commissions to advise the Council with respect to any municipal function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions.

Section 2.03. Council Composition and Election. The Council shall be composed of a Mmayor and four (4) Ccouncil members who shall be qualified electors and who shall be elected at large. Council members shall serve for a term of four (4) years and/or until a successor is elected and qualifies. The Mmayor shall serve for a term of two (2) years and/or until a successor is elected and qualifies.

Section 2.04. Incompatible Offices. No member of the Council shall hold any municipal office or employment through the City other than that to which elected. Further, until one (1) year after the expiration of member's term, no Mmayor or Ccouncil member shall be appointed or employed by the City in a compensated position which was created, or the compensation for which was increased, during member's term as Mmayor or Ccouncil member.

Section 2.05. Vacancies. A vacancy in the Council, whether it be in the office of Mmayor or Ccouncil member, shall be deemed to exist in case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the Ccity Aadministrator, removal from office, non-residence in the Ccity, conviction of a felony of any such person after their election, or by reason of the failure of any Council member without good cause to attend Council meetings for a period of three (3) consecutive months. In each such case the Council shall by resolution declare the vacancy to exist. (Amended 2010 Ord. 841.)

Section 2.06. The Mayor's Power and Duties.

Subdivision 1. ~~Subdivision 1.~~ The Mmayor shall preside at meetings of the Council and shall have a vote as a member. The Mmayor shall be recognized as head of the Ccity Ggovernment for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the Ggovernor for purposes of martial law. Other than for the purposes specifically stated in this paragraph, as an individual, the Mmayor shall have no administrative authority. (Amended 2005 Ord. 742 by Ordinance 742, Adopted September 27, 2004; Filed: October 6, 2004.)

Subdivision 2. Consistent with the responsibility to accept considerable leadership over the general conduct of City affairs, the Mmayor may study the operations of the Ccity Ggovernment and recommend desirable changes and improvements to the Council. The Mmayor shall also deliver messages to the Council and the public, including a comprehensive message on the state of the City as soon as practicable after the beginning of each year of the Mmayor's term of office.

Subdivision 3. At its first meeting each year the Council shall choose an acting Mmayor from the Ccouncil members. The acting Mmayor shall perform the duties of Mmayor during the disability or absence of the Mmayor, or, in case of vacancy in the office of Mmayor, until a successor has been appointed and qualifies.

Section 2.07. Salaries. The Mmayor and Ccouncil members shall receive such compensation as is fixed by the Council in accordance with state law. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the City shall receive such salaries or wages as may be fixed by the Council.

Section 3.01. Council Meetings. The Council shall meet regularly at least twice each month at such times and places as the Council may designate by ordinance. The Mmayor or any two (2) members of the Council may call special meetings of the Council upon at least twenty-four (24) hours' notice to each member, and such reasonable public notice as may be prescribed by Council rule in compliance with the laws of Minnesota. The twenty-four (24) hours' notice shall not be required in an emergency. To the extent provided by law, all meetings of the Council and its committees shall be public, and any citizen shall have access to the minutes and records of the Council at all reasonable times. During any of its public meetings, the Council shall not prohibit, but may place reasonable restrictions upon citizen's comments and questions. (Amended 2000 Ord. 648.)

Section 3.04. Ordinances, Resolutions and Motions.

Subdivision 1. Except as otherwise provided in this Charter, state law or a more restrictive Ccity ordinance, an affirmative vote of three (3) or more members of the Council shall be required for the adoption of all ordinances, resolutions and motions. The votes of Council members on any action taken shall be recorded in accordance with state law. (Amended 2000 Ord. 649, Ord. 649, 8-16, 8-16-2000)

Section 3.05. Procedure on Ordinances. Every proposed ordinance shall be presented in writing and read in full before adoption, unless the reading is dispensed with by unanimous consent of the Council. No ordinance shall contain more than one (1) subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Mounds View ordains". No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least fourteen (14) calendar days shall elapse between its introduction and final adoption. Every ordinance must contain a specified effective date as noted in Section 3.09 of this Charter. (Amended 2007 Ord. 790, by Ordinance 790, Adopted July 23, 2007; Filed: August 29,)

Section 3.06. Emergency Ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, in which ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the City Council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the Council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until twenty-four (24) hours' after the ordinance has been adopted, filed with the City Aadministrator, and has either been posted in three (3) conspicuous places in the City, or published as provided for in this Charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution. (Amended 2010 Ord. 841.)

Section 3.07. Signing, and Publication of Ordinances.

Subdivision 1. Every ordinance adopted by the Council shall be signed by the Mmayor, and attested to, filed and preserved by the City Aadministrator. Every ordinance shall be published at least once in the official newspaper no earlier than eight (8) calendar days nor later than seventeen (17) calendar days from the date of passage, either in its complete form preceded by a summary of its contents or as a title and summary.¹

~~(Amended 2002 Ord. 700; 2007 Ord. 790; 2010 Ord. 841. by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.)~~

Subdivision 2. The ~~O~~rdinance or the ~~O~~rdinance ~~T~~itle and ~~S~~summary shall be published in a body type no smaller than brevier or eight-point ~~(8-point)~~ type. A copy of any new ordinance may be obtained from the City at no cost. The entire text of the ordinance shall be posted on the City's web-site, if there is one, in a manner that can be identifiable by subject matter or ordinance number. A copy shall also be available in the community library, if there is one, or if not, in any other public location which the Council designates.

Subdivision 3. In the case of lengthy ordinances, or ordinances that include charts or maps, if the Council determines that publication of the title and a summary of an ordinance would clearly inform the public of the intent and effect of the ordinance, the Council may by a four-fifths' ~~(4/5ths)~~ vote of its members, direct that only the title of the ordinance and a summary be published, with notice that a printed copy of the ordinance is available for inspection during regular office hours at the office of the ~~c~~City ~~a~~Administrator. Prior to the publication of the title and summary, the Council shall approve the text of the summary and determine that it clearly informs the public of the intent and effect of the ordinance, and shall further state that the complete text of the ordinance is on file at the office of the ~~c~~City ~~a~~Administrator. The publishing of the title and summary shall be deemed to fulfill all legal publication requirements as completely as if the entire ordinance had been published. A copy of the publication shall be attached to and filed with the ordinance for reference. To the extent and in the manner provided by law an ordinance may incorporate by reference a statute of Minnesota, a state administrative rule or a regulation, a code or ordinance or part thereof without publishing the material referred to in full, so long as the complete reference to the item is included. ~~(Amended 2007 Ord. 790; 2010 Ord. 841 by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.)~~

Section 3.10. Amendment and Repeal of Ordinances and Resolutions.

Subdivision 2. An ordinance or resolution passed under the initiative power ~~of Chapter 5 Section 5.06~~ shall not be repealed or amended by the Council except by submission to the voters of the question by the Council at a regular municipal or special election.

Section 3.11. Review and Revision of Ordinances and Indexing of Resolutions. The City shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the Council at least once every two ~~(2)~~ years. The ordinance code and the resolution index may be published in book, pamphlet, or loose-leaf form, and copies shall be made available by the Council at the office of the ~~c~~City ~~a~~Administrator for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two ~~(2)~~ successive weeks that copies of the codification are available at the office of the ~~c~~City ~~a~~Administrator. ~~(Amended 2010 Ord. 841.)~~

Section 4.01. The Regular Municipal Election. A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even numbered year commencing in 1980 at such places as the ~~C~~ity-Council shall designate. At least fifteen ~~(15)~~ days' prior notice shall be given by the ~~C~~ity ~~A~~Administrator by posting a notice thereof in at least one ~~(1)~~ public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the City stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this Charter shall assume the duties of office to which they were elected on the first business day in January following such election. ~~(Amended 2010 Ord. 841.)~~

Section 4.02. Filing for Office.

Subdivision 1. Pursuant to Minnesota Statutes, section 205.13, ~~subdivision-~~ 1a, as amended, an affidavit of candidacy for a city office must be filed within the time frame specified and in accordance with the ~~S~~statute with the exception that the fee portion of the ~~S~~statute shall be superseded by the following: Any resident of the ~~C~~city qualified under state law for elective office may, by filing an affidavit and by paying a filing fee of \$20 or by filing a petition in compliance with MN~~inn~~. Stat~~ute~~ 205.13, Subd. 4, as amended, to the ~~C~~city ~~A~~administrator, have their name placed on the municipal election ballot. (~~Amended 1986 Ord. 404; 1998 Ord. 435; 2004 Ord. 736; 2005 Ord 759; 2010 Ord. 841; 2013 Ord 878; 2023 Ord. 994. by Ordinance 736, Adopted May 10, 2004, Filed May 19, 2004; Amended by Ordinance. 759, Adopted June 13, 2005, Filed June 22, 2005; Amended by Ordinance. 878, Adopted Feb 11, 2013, Effective May 12, 2013.~~)

Section 4.04. Special and Advisory Elections except for Elected Office. The Council shall by resolution order a special or advisory election and provide all means for holding it. At least fifteen (15) days' prior notice shall be given by the ~~C~~city ~~A~~administrator by posting a notice thereof in at least one (1) public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the City stating the time and places of holding such election. Failure to give such notice shall not invalidate such election. (~~Amended 2010 Ord. 841.~~)

Section 4.05. Vacancy of Municipal Elected Office.

Subdivision 1. When a vacancy in an elected office of the City occurs with 365 days or more remaining in the term of the vacated office, there shall be a special election held within ninety (90) days after the vacancy occurs to elect a successor to serve for the remainder of the unexpired term of the office vacated.

Subdivision 2. The ~~C~~city ~~A~~administrator shall give at least sixty (60) days' published prior notice of such special election, except as set forth under Subdivision 5 of this section. (~~Amended 2010 Ord. 841; 2023 Ord. 996.~~)

Subdivision 5. When a vacancy in an elected municipal office occurs within 120~~-~~days prior to a regular municipal election date, the special election to fill the vacancy shall coincide with the regular election. If the vacancy occurs within sixty (60) days prior to the regular election date, the notice of such vacancy shall be published as soon as is practicable. If within the 120~~-~~day period before a regular municipal election, the vacancy occurs in the office of the ~~M~~mayor or in the office of either or both of the ~~C~~council members whose seats are to be decided in the election, said vacancy shall be considered not to exist for purposes of the election. However, if such vacancy occurs in the office of either of the other two (2) ~~C~~council members, the seat shall be filled by the candidate for ~~C~~council member with the third highest vote total, or, in the case of two (2) vacancies, the third and fourth highest vote totals. Where two (2) vacancies exist, the candidate with the third highest total shall fill the vacancy in the office having the longest unexpired term. Candidates filing a vacancy shall take office at or before the next regularly scheduled Council meeting following election certification. (~~Amended 2005 Ord. 748. by Ordinance 748; Adopted September 27, 2004; Filed October 13, 2004.~~)

Subdivision 6. If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the ~~C~~ity-Council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the Council, the ~~M~~mayor shall make said appointment.

Section 5.01. General Voter Authority*. The people of Mounds View, have the right in accordance with this Charter, to propose ordinances (initiative) and to require that any ordinance be referred to the voters (referendum), except those that appropriate money, levy taxes or deal with administrative issues (M~~innesota~~ ~~N~~ Statutes, section 410.20, as amended). The voters also have the right to remove elected public officials (recall). The term voter(s), as used in Chapter 5, shall refer only to residents of the ~~C~~ity of Mounds View who first register, or who have registered and are qualified to vote. Per Minnesota Statutes, section 200.039, as

amended, eligibility to sign the petition is not restricted to only those who were eligible to or did cast ballots in the previous election. For clarity flow charts and time lines are attached as appendices at the end of this Charter. In all cases, the Charter text shall take priority over the appendices should there appear to be a discrepancy. (Amended 2007 Ord. 790, by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.)

Section 5.02. Petitions. A petition provided for under this chapter shall be sponsored by a committee of five (5) to ten (10) members who are voters of the City and whose names and addresses must appear on the petition as the Sponsoring Committee. A completed petition consists of one (1) or more pages gathered together as a single document. Each separately circulated page shall contain at its head, or attached thereto, the information specified in sections 5.05, 5.07 or 5.08 which apply, respectively, to initiative, referendum and recall. The Sponsoring Committee may obtain a sample petition from the City Administrator. The City Administrator shall provide the number of signatures for petition sufficiency which is based on the total number of ballots cast for President in the most recent Presidential election. All petition circulators must be voters of the City. Each separate page of the petition must include a certificate signed and dated by the circulator. The certificate shall affirm that each circulator believes the page to contain the genuine signatures of the voters whose names they purport to be and that each signer was presented with the full petition. Each signer of a petition must be a voter of the City and must sign and print their name and give their street address. The completed petition shall be submitted to the City Administrator for review. Any voter whose name appears on a petition may withdraw their name by filing a statement in writing with the City Administrator before the City Administrator advises the Council of the information related to the sufficiency of the petition or, if such completed petition is deemed insufficient pursuant to this Charter, during any time period that additional signature papers are being circulated by the Sponsoring Committee or reviewed by the City Administrator pursuant to Section 5.04. Consistent with the provisions of this Charter and the applicable state laws and rules, the Council may prescribe by ordinance or resolution, the definition of a frivolous petition.

(Amended 2007 Ord. 790; 2010 Ord. 841, by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.)

Section 5.03. Determination of Petition Sufficiency. For a petition to be sufficient, it must meet the requirements set forth in section 5.02 and contain at least the following:

- Petitions for Initiative and Referendum require signatures numbering at least fifteen (15) percent (15%) of the total ballots cast for President in the most recent Presidential election.
- Petitions for Recall require signatures at least twenty-five (25) percent (25%) of the total ballots cast for President in the most recent Presidential election.

If all requirements have been met, the City Administrator shall report to the Council within ten (10) calendar days of receipt of the completed petition. Thereafter, the Council shall immediately declare the sufficiency of the petition by resolution. (Amended 2008 Ord. 790; 2010 Ord. 841, by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.)

Section 5.04. Disposition of Insufficient or Frivolous Petition. If the petition appears to be frivolous, the City Administrator shall report to the Council within ten (10) calendar days of receipt of the petition. If the Council determines the petition is frivolous, the Council shall direct the City Administrator to file the petition as frivolous and no further action shall be taken. If the City Administrator determines that the petition does not meet the requirements for sufficiency and is not determined to be frivolous, a copy of the petition, together with a written statement of its defects, shall be delivered to the Sponsoring Committee and to the Council within ten (10) calendar days of receipt of the completed petition. As specified in this Charter, the Sponsoring Committee shall have a twenty-one (21) calendar days to file additional signature

papers and/or to correct the specified insufficiency. Within nine (9) calendar days of receipt of the corrected completed petition, the ~~C~~city ~~A~~administrator shall determine whether the petition as corrected meets the requirements for sufficiency and shall proceed as directed in Section 5.03. If the petition is still insufficient, the Council shall direct the ~~C~~city ~~A~~administrator to file the petition as insufficient and notify the ~~S~~sponsoring ~~C~~councilman within ten (10) calendar days that no further action will be taken. The final finding that the petition is insufficient shall not prejudice the filing of a new petition for the same purpose unless otherwise specified within this Charter. Except in the case of a petition for recall, it shall not prevent the Council from referring the subject matter of the petition to the voters at the next regular or special election. (*Amended 2007 Ord. 790; 2010 Ord. 841 by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.*)

Section 5.05. Ballot Measure Requirements. If a measure meets the requirements to be put on a ballot and is in compliance with Chapter 4 of this Charter, at or before its next regularly scheduled meeting, the Council shall pass a resolution placing the measure on a ballot. If it is within ~~one hundred twenty (120)~~ calendar days of a primary or general election and all of the county election requirements can be met, the measure shall be placed on the ballot at the next regularly scheduled election. If a measure meets the requirements to be put on a ballot but cannot be placed on the ballot at a regularly scheduled election, at or before its next regularly scheduled meeting, the Council shall pass a resolution placing the measure on the ballot and calling for a special election to be held within ~~one hundred twenty (120)~~ calendar days of said meeting. However, no special elections can be held between a regular primary election and a regular general election or forty (40) calendar days after a regular general election. If there is no regular primary election then no special election shall be held within sixty (60) calendar days prior to a regular general election. (*Amended 2007 Ord. 790 by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.*)

Section 5.06. Initiative*. An ordinance may be proposed by petition. The exact text of the proposed ordinance must be stated at the head of each page of the petition or attached thereto. The petition shall be filed in the ~~C~~city ~~A~~administrator's office prior to circulation and shall be valid for ~~one hundred eighty (180)~~ calendar days during which time a completed petition with signatures must be filed. If a petition for initiative is determined to be frivolous, it is prohibited from being repeated within ~~one hundred eighty (180)~~ calendar days of the determination. Within sixty (60) calendar days after final determination of the petition's sufficiency according to Section 5.03 and 5.04 of this Charter, the Council must either adopt an ordinance according to Subdivisions 1 or 2 or pass a resolution to place the measure on a ballot as provided in Subdivision 3. Any amendment to the proposed ordinance must proceed according to Subdivision 2 of this section. If an ordinance is adopted, it shall become effective thirty (30) calendar days after publication unless the ordinance specifies a later effective date. If the vote for adoption fails, the ordinance must be placed on the ballot as provided in Section 5.05. If a ballot measure for a proposed ordinance fails the same measure is prohibited from being brought forward again as an initiative within ~~one hundred eighty (180)~~ calendar days of the election certification. Failure of a ballot measure for a proposed ordinance shall not prevent the Council from proposing a similar ordinance. (*Amended 2000 Ord. 650; 2007 Ord. 790; 2010 Ord. 841 by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.*)

Subdivision 2. If an amendment to the ordinance is proposed by a majority vote of the Council, it must be presented to the ~~S~~sponsoring ~~C~~councilman prior to the first reading of the proposed ordinance. The ~~S~~sponsoring ~~C~~councilman shall have fourteen (14) calendar days from the receipt of the amended proposed ordinance to disapprove the amendment by majority vote, and file a statement with the ~~C~~city ~~A~~administrator. Upon receipt of a statement of disapproval from the ~~S~~sponsoring ~~C~~councilman, the Council must either adopt the proposed ordinance, according to Subdivision 1 of this section, or place the ordinance, as presented by the ~~S~~sponsoring ~~C~~councilman, on the ballot as provided in Section 5.05. If the ~~S~~sponsoring ~~C~~councilman does not submit a statement of disapproval, the ordinance can proceed, as amended, according to Section 3.05

with no further amendments and, if adopted, is subject to the referendum process as defined in Section 5.07 of this Charter. If the vote for adoption fails, the ordinance, as amended, must be placed on the ballot as provided in Section 5.05. If an amended ordinance is approved at a first reading, the Council may choose to submit the ordinance, as amended, as a ballot measure. (*Amended 2007 Ord. 790; 2010 Ord. 841. by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.*)

Section 5.07. Referendum*. Prior to the date when an ordinance takes effect, it may be subjected to a referendum by a petition which shall state at the head of each page, or attached thereto, the exact text of the measure to be considered by the voters. The Ssponsoring Ccommittee must file the completed petition in the office of the City AAdministrator at least ten (10) calendar days before the ordinance takes effect. If a petition is determined to be frivolous, no further action on the petition shall be taken and the adoption of the ordinance shall proceed according to Section 3.05. If the petition is found to be sufficient under the provisions of Section 5.03 of this chapter, the Council must immediately adopt a resolution suspending the effective date of the ordinance until it is decided by a vote of the public. The Council must also immediately pass a resolution to place the measure on a ballot as provided in Section 5.05 of this Charter. If a majority of the voters favors the ordinance contained in the petition, it shall take effect immediately unless the ordinance specifies a later date. If a majority votes against the ordinance contained in the petition, it shall be considered repealed upon certification of the election results. If the petition does not meet the requirements of sufficiency under the provisions in Section 5.03 of this chapter and is determined not to be frivolous, the Council must adopt a resolution suspending the effective date of the ordinance for thirty (30) calendar days and the Ssponsoring Ccommittee will have twenty-one (21) calendar days in which to file additional signature papers and/or to correct the specified insufficiency according to Section 5.04. If the final finding is that the petition is insufficient, the ordinance shall take effect on the date declared by the resolution of suspension. If the corrected petition is declared sufficient according to Section 5.03, the Council must pass a resolution suspending the effective date of the ordinance until it can be decided by a vote of the public and proceed as previously mentioned in this section. (*Amended 2000 Ord. 651; 2007; Ord. 790; 2010 Ord. 841. by Ordinance 790, Adopted July 23, 2007; Filed: August 29, 2007.*)

Section 5.08. Recall.

Subdivision 1. The voters of the City may request a recall vote of any elected official of the City by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the official whose removal is sought, the grounds for recall, which shall be malfeasance or misfeasance in office, in not more than ~~two hundred fifty~~ (250) words, and the intention of the Ssponsoring CCommittee to bring about the official's recall. The petition shall be filed in the City AAdministrator's office prior to circulation and shall be valid for ~~one hundred eighty~~ (180) calendar days during which time a completed petition with signatures must be filed. (*Amended 2010 Ord. 841.*)

Subdivision 2. The City AAdministrator shall notify the official sought to be recalled of the petition and proceed as provided in Section 5.03 and 5.04 of this Charter. If a petition for recall is determined to be frivolous, it is prohibited from being repeated within one (1) year of the determination. If the Council declares the petition sufficient, it shall immediately pass a resolution to place the measure on a ballot as provided for in Section 5.05 of this charter. Within fourteen (14) calendar days of the declaration of sufficiency, the elected official named by the petition may provide a response for their own course of action in not more than ~~five hundred~~ (500) words. The City AAdministrator shall include with the published notice of the election, the statement of the grounds for the recall and the response of the official concerned or a statement stating no response was received. If a majority of those voting on the recall vote in its favor, it shall become effective immediately upon certification of the election results. If the majority does not vote in favor, the recall has failed and a petition for recall is prohibited from being repeated for that elected official

for one (1) year from the date of certification of the election. If a vacancy occurs due to recall election, Section 4.05 herein shall apply to fill said vacancy. (Amended 2010 Ord. 841.)

Section 5.09. Initiative to Amend the Charter. Nothing in this chapter shall be construed as in any way affecting the right of the voters to propose amendments to this Charter which can be proposed in accordance with MNinnesota Statutes, section 410.12, as amended.

Section 6.01. Administrative Responsibility. The Council as a body, shall be responsible for the administration of the City. The Council shall appoint an administrative officer to assist in the administration of City affairs. For purposes of reference in this Charter, this administrative officer shall be referred to as the City Aadministrator. (Amended 2010 Ord. 841.)

Section 6.02. Administrative Organization.

Subdivision 1. The Council may by ordinance establish City departments, offices, and agencies and prescribe their functions. No power or duty conferred by this Charter upon a particular office or agency shall be transferred to another.

Subdivision 2. The City Council shall hire heads of departments, and such other and further officers and personnel as may be required to operate the City efficiently. The City Council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this Charter.

Section 6.03. Duties of the City Administrator. The duties of the City Aadministrator shall be specified in Chapter 106-32.015 of City Code, as amended, and shall include those in MNinnesota State Statutes for City Clerk unless otherwise assigned in City Code. The Council shall provide for the designation, delegation and/or assignment of some or all the duties to other City staff as needed. (Amended 2010 Ord. 841. by Ordinance 841, Adopted March 8, 2010; Effective: June 16, 2010.)

Section 6.04. City Treasurer. The Council shall appoint a Treasurer. This office shall be separate from that of the City Aadministrator and shall include those duties for Treasurer in MNinnesota State Statutes unless otherwise assigned in City Code. (Amended 2010 Ord. 841. by Ordinance 841, Adopted March 8, 2010; Effective: June 16, 2010.)

Section 7.01 Council to Control Finances. The Council shall have full authority over the financial affairs of the City except as limited or prohibited by the state-Minnesota eConstitution, Minnesota Statutes, or this Charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursements of public monies by the City Treasurer.

Section 7.03 System of Taxation.

Subdivision 1. The City's annual resolution to levy ad valorem taxes (raising money against real and personal property) shall adhere to the following formula: the tax levy dollar amount may be increased up to six and one-half percent (6.5)% over the prior year tax levy dollar amount, except in the following circumstances:

- A) The tax levy dollar amount may be increased an additional two and one-half percent (2.5%), to a total of nine percent (9%), over the prior year tax levy dollar amount by an affirmative vote of four (4) or more members of the Council.

- B) The tax levy dollar amount may be increased to Consumer Price Index (CPI) plus two and one-half percent (2.5%), if CPI exceeds six and one-half percent (6.5%), by an affirmative vote of four (4) members of the Council. The CPI shall be the twelve (12) month average of the most recently published data for all Urban Consumers in the Minneapolis, St.aint Paul metropolitan area, as defined by the U.S. Department of Labor, Bureau of Labor Statistics.
- C) The limits in this subdivision shall be suspended for one (1) year after the decertification of a Tax Increment Financing District.

(Amended 2006 Ord. 772; 2022 Ord. 984.)

Subdivision 2. The City Council may levy a tax against real and personal property in excess of the limit set in Subdivision 1 provided the Council shall:

- A) Adopt a resolution declaring the necessity for an additional tax levy and specifying the purposes for which such additional tax levy is required.
- B) Hold a public hearing upon at least ten (10) days' posted and published notice in the City's official newspaper, City newsletter, and, if available, the City web-site, setting forth the contents of the resolution described in Subdivision 2A.
- C) After such public hearing, adopt by an affirmative vote of at least four (4) members of the Council such resolution language which is readily understandable and a summary of such resolution will be the ballot question for the electorate at the next regular municipal election or special election, per this Charter's Section 4.04, as amended, prior to the final levy approval.
- D) If the additional tax levy resolution is then approved by the voters under Chapter 4 of this Charter then the levy shall be implemented in the following fiscal year or later date as specified in the resolution.

(Amended 2006 Ord. 772.)

Subdivision 3. Any other fee or levy, created, or increased beyond the limits set forth in Subdivision 1, shall require voter approval as stipulated in Subdivision 2 of this Section.

b) For the purposes of this Section, the term "fee" does not include: Filing for Office fee, park or recreational participation fees, charges for photo-copying, sales of municipal liquor store products, Building and Zoning Permit or Inspection and Planning fees, or civil, criminal and banking fines and other charges collected in cases of restitution or violation of law or contract. The term "fee" does not include charges collected by the direction of the State, County or other taxation authority, or as a result of joint powers agreements. The term "fee" also does not include rental housing fees, liquor license fees, cable franchise fees, annual license fees for the operation of a regulated business, fees for services, including health and safety related Code enforcement, and other goods, services or materials routinely provided by the City that for those applicable, pursuant to MNnesota Statutes, the amount charged shall reflect the actual cost. The term "fee" shall not include any special assessments made under Minnesota Statutes, Section-Chapter 429, as amended. (Amended 2009 Ord. 819, by Ordinance 819, Adopted May 11, 2009; Effective: August 19, 2009.)

(Amended 2006 Ord. 772.)

Subdivision 4. The City shall not levy to increase any fund reserve beyond fifty percent (50%) of an average of that fund's previous five ~~(5)-~~years of annual expenditures. The Council may raise a fund's reserve beyond fifty percent (50%) provided:

b) the Council modifies and adopts by resolution the ~~F~~five ~~Y~~year ~~(5-year)~~ ~~F~~financial ~~P~~plan, as defined in Chapter 7, Section 7.05, as amended, specifying the fund reserve purpose and the City follows such proposed increase with the steps outlined in Subdivision 2 of this Section the year prior to the collection of such increased taxation or fee.

Moneys raised by ~~T~~tax ~~I~~ncrement ~~F~~inancing shall not be included in the calculation of reserve limit. This ~~S~~ubdivision and ~~S~~ection shall not limit or impair the City's ability to create ~~T~~tax ~~I~~ncrement ~~F~~inancing or enter into ~~D~~evelopment ~~A~~greements specified by ~~M~~innesota Statutes, sections 469.174 to 469.1799, as amended. This ~~S~~ubdivision shall not require the City to divest or expend any excess of any reserve fund(s) currently exceeding the specified limit, provided the Council, within ninety (90) days of adopting this ~~S~~ection, designates by resolution the purpose of the reserve or adopts a modified ~~F~~ive ~~Y~~year ~~(5-year)~~ ~~F~~financial ~~P~~plan reflecting the reserve purpose.

(Amended 2006 Ord. 772.)

Subdivision 5. Nothing in this Section shall be construed to impair any general obligation the City may have in support of otherwise lawful indebtedness or similar obligation supported by the full faith and credit of the City, provided, however, that long-term general obligation indebtedness shall not be used for the purpose of funding the routine and daily business operations of the City.

(Amended 2006 Ord. 772.)

Section 7.04 Submission of Budget.

Subdivision 1. Annually, on or before ~~the 15th calendar day of~~ September 15 of each year or as specified by Minnesota Statutes, section 275.065, as amended, the ~~C~~ity ~~A~~administrator shall submit to the Council the budget estimates for funds levying property taxes for the ensuing fiscal year and an accompanying summary message in accordance with a budget calendar to be established by resolution.

The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state law and this Charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by the ~~C~~ity Council. The final budget shall provide a complete financial plan for all City funds and activities for the ensuing fiscal year and except as required by state law or this Charter, shall be in such form as the Council may require.

It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure.

Subdivision 3. The ~~C~~ity ~~A~~administrator's message shall explain the budget, both in fiscal terms and in terms of the work programs, linking programs to goals of the City and community priorities. It shall outline the proposed financial policies and programs of the City for the ensuing fiscal year and the impact of those policies and programs compared to the City's current five-year plan, as adopted by the ~~C~~ity Council. It shall describe the important features of the budget, indicate any major changes in financial policies, expenditures, and revenues together with the reasons for such changes. It shall summarize the City's debt position for each

fund, including factors affecting the ability to raise resources through debt issues, and include such other material as the ~~C~~ity ~~A~~administrator deems desirable or as requested by the ~~C~~ity Council. (*Amended 2010 Ord. 841*).

Subdivision 4. Budget Planning Guideline. The purpose of this section is to provide the public with a general time table for the annual budget process. The dates are guidelines and subject to change by the ~~C~~ity Council and ~~MN~~innesota Statutes, section 275.065, as amended.

Section 7.05 Five-Year Financial Plan.

Subdivision 1. The ~~C~~ity Council shall have prepared a five-year (5-year) financial plan commencing with the ensuing calendar year. The ~~C~~ity Council shall hold a public hearing upon at least ten (10) days' posted and published notice in the City's official newspaper and, if available, the City web-site and shall then adopt the five-year (5-year) financial plan, with or without amendment, by June 1~~st~~ of each year. The financial plan shall consist of at least the following three (3) elements as specified in subdivisions 2 through 4 which follow:

(Amended 2010 Ord. 839)

Subdivision 2. The ~~C~~apital ~~I~~improvement ~~P~~rogram shall contain a list of all capital improvements proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements; cost estimate, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process.

Subdivision 3. A ~~F~~ive-~~Y~~ear (5-year) ~~R~~evenue and ~~E~~xpense ~~E~~stimate shall contain a tentative revenue policy that describes five-year (5-year) plans for financing public services and capital improvements. It shall measure the objectives and needs for each City department, the standard of services desired, and the impact of each such service on the annual operating budget.

Subdivision 4. The ~~C~~apital ~~B~~udget shall be a summary on the basis of a five-year (5-year) period of the capital or money requirements for the above described programs. It shall list a priority for each anticipated investment in community facilities and balance this with a consideration of the availability of necessary revenues.

Subdivision 5. A summary of the five-~~(5)~~-year (5-year) financial plan shall be published before August 1~~st~~ each year in the official City newspaper, the City newsletter, and, if available, the City web-site.
(*Amended 2010 Ord. 839, by Ordinance 839, Adopted Dec 14, 2009; Published Dec 24, 2009.*)

Section 7.06. Council Action on Budget.

Subdivision 1. The Council shall annually adopt a budget calendar by June 1~~st~~. The calendar will establish the time line for development and submission of the budget and allow for public review and comment in accordance with this Charter, the ~~C~~ity Council, and ~~MN~~innesota Statutes, section 275.065, as amended. The budget shall be considered at the first regular monthly meeting of the Council in September and at subsequent meetings until a budget is adopted for the ensuing year.

The budget calendar will provide a thirty (30)-day period for public review and input to the annual budget prior to final approval by the ~~C~~ity Council. The meetings shall be so conducted as to give interested citizens a reasonable opportunity to be heard. The Council may revise the proposed budget but no amendment to the

budget shall increase the authorized expenditures to an amount greater than the sum of estimated income and reserves. The Council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department. The budget shall indicate the sums to be raised and from what sources and the sums to be spent and for what purpose as the Council deems necessary for establishing the budget. The Council shall also adopt a resolution levying the amount of taxes provided in the budget, and the ~~C~~city ~~A~~administrator shall certify the tax resolution to the ~~C~~county ~~A~~auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named. (Amended 2010 Ord. 841.)

Subdivision 2. As specified by Minnesota Statutes, section 275.065, as amended, before the budget is adopted for the ensuing fiscal year, a public hearing notice and summary of the proposed budget will be published in the official City newspaper, the City ~~N~~ewsletter, and, if available, the City web-site. Such summary should be readily understandable by the layperson, and should provide appropriate supporting information as to the necessity for any increase in the budget over the total for the current fiscal year. Failure to provide the specified summary will not invalidate the budget.

The final budget will be published in accordance with Minnesota ~~S~~tatutes on ~~T~~truth in ~~T~~axation or no later than ~~sixty~~ (60) days after adoption by the Council in the official City newspaper, the City newsletter and, if available, the City web-site.

Section 7.07. Enforcement of the Budget. The ~~C~~city ~~A~~administrator may designate department heads or other staff who may assist with each fund or department in the annual budget. It shall be the duty of the ~~C~~city ~~A~~administrator to strictly enforce the detail provisions of the budget. The ~~C~~ity Council shall strictly enforce the provisions of the budget. The ~~C~~ity Council shall not authorize any payment or the incurring of any obligation by the City, unless an appropriation has been made in the budget resolution, and there is a sufficient unexpended balance after deducting the total past expenditures and encumbrances against the appropriation. No officer or employee of the City shall place any order or make any purchase unless the amount is authorized in the budget resolution and in compliance with the purchasing policies of the City as established by the ~~C~~ity Council, the ~~C~~ity Charter, the City Code, and Minnesota ~~S~~tatutes. Any obligation incurred by any person in the employ of the City for any purpose not authorized in the budget resolution, or for any amount in excess of the amount authorized, shall be a personal obligation upon the person incurring the obligation. No check shall be issued or transfer made to any account other than one owned by the City until the claim to which it relates has been supported by an itemized bill, payroll, or time sheet or other document approved and signed by the responsible City officer who vouches for its correctness and reasonableness. (Amended 2010 Ord. 841.)

Section 7.10. City Indebtedness.

(Amended 2007 Ord. 782 by Ordinance 782, Adopted January 8, 2007; Published January 27, 2007)

Subdivision 2. A description of each such proposed issue shall be published in the official City newspaper, and, if available the City ~~N~~ewsletter and the City web-site, but failure to give such description, or any defect in the description, shall not invalidate the issue.

Section 7.11. ~~+~~ Anticipation Certificates. At any time after January 1, in accordance with M~~N~~innesota Statutes, section 412.261, as amended, with the following restrictions; the Council may issue certificates of indebtedness in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together

with interest thereon until maturity shall not exceed ninety percent (90%) of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the Council may determine, but they shall become due not later than August 1st of the year following their issuance. The proceeds of the tax levied and such state or federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the City shall be irrevocably pledged for the redemption of the certificates.

Section 7.12. Emergency Debt Certificates. If in any year the receipt from taxes, availability of reserves, or other sources should for some unforeseen cause become insufficient for the ordinary expenses of the City, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the Council may by ordinance issue, on such terms and in such manner as the Council determines, emergency debt certificates not to exceed ten percent (10%) of the total City budget and to run not to exceed three (3) years. Taxes sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of such emergency debt certificates shall state the nature of the emergency and be approved by at least three (3) members of the Council. It may be passed as an emergency ordinance.

Section 8.03. Local Improvement Ordinances and Regulations. Within ninety (90) days after this Charter goes into effect, the Council shall enact suitable ordinance(s) governing local improvements and special assessments. The ordinance(s) shall provide a complete working code covering the determination of assessments and assessment ~~D~~istricts, public hearings, appeals from a collection of assessments, penalties for delinquency in making payments, financing of said assessments, and the certifying of unpaid assessments for collection by the proper county officer. Said ordinance(s) shall also provide for installment payments and notices to be given thereof, appellate procedure, re-assessment, if necessary, and all other matters appropriate to the subject of local improvements and assessments. After the adoption of such ordinance(s) providing for local improvements, all procedures in compliance therewith shall conform to the regulations as set forth in such ordinance(s) and as otherwise contained in this Charter.

Section 8.04. Procedure.

Subdivision 1. All improvements to be paid for by special assessments against the benefited property shall be instituted by either, (1) the petition of at least twenty-five percent (25%) in number of the benefited property owners together with a resolution adopted by an affirmative vote of the majority of all of the Council, or, (2) a resolution adopted by a four-fifths' (4/5th) affirmative vote of all of the Council. The Council resolution shall state the nature and scope of the proposed improvement, and shall provide means to obtain a cost estimate which shall set forth the cost of the improvement both in unit price and in total thereof. Upon receipt of such estimate, the Council shall by resolution set a date for a public hearing on the proposed improvement, setting forth therein the time, place and purpose of such hearing. Such resolution shall be described in the City ~~N~~ewsletter and published twice at least one (1) week apart in the official newspaper of the City no less than two (2) weeks prior to the date of said hearing, and in addition thereto, a copy of such resolution including estimated unit prices and estimated total price thereof shall be mailed to each benefited property owner at owner's last known address at least two (2) weeks prior to the date of said hearing. Failure to give mailed notice, or any defects in the notice, shall not invalidate the proceedings. At such hearing the ~~C~~ity Council shall receive any written and oral statements, and hear any petitioners for or against the proposed improvement. A period of sixty (60) days shall elapse after the public hearing before any further action shall be taken by the Council on the proposed improvement. If within such sixty-day (60-day) period, a petition against such improvement be filed with the Council, signed by a majority of the owners proposed to be assessed for the improvement, or, when the improvement has been petitioned for, signed by a number of the owners proposed to be assessed for such improvement at least equal to the number of those who petitioned

for the improvement, the Council shall not make such improvement at the expense of the property benefited, unless, in the meantime, there be filed with the Council a petition asking that the improvement be made, signed by property owners proposed to be assessed for such improvement at least equal in number to those who signed the petition against the improvement; in which event the Council may disregard the petition against the improvement. Any person whose name appears on a petition to the Council for a local improvement, or on a petition to the Council against a local improvement, may withdraw their name by a statement in writing filed with the Council before such petition is presented to the Council.

Subdivision 2. Regardless of the provisions in Subdivision 1, when less than 100 percent ~~(100%)~~ of the estimated cost of a proposed local improvement is to be paid for by special assessment, within the sixty-day ~~(60-day)~~ period after a public hearing has been held on the proposed improvement, a petition may be filed with the Council, signed by a majority of the number of electors who voted for ~~M~~mayor in the last regular municipal election, protesting against either the improvement, or the assessment formula, or both. In this event, the Council shall not proceed with the improvement, as proposed.

Subdivision 3. When a proposed improvement is allowed under the foregoing subdivisions the Council may proceed at any time between sixty ~~(60)~~ days and one ~~(1)~~ year after the public hearing on the improvement. However, no contract shall be let in the event that the current proposed contract exceeds the estimated cost by more than ten percent ~~(10%)~~.

Subdivision 4. When a proposed improvement is disallowed under the foregoing subdivisions, the Council shall not vote on the same improvement within a period of one ~~(1)~~ year after the public hearing on said improvement.

Section 8.06. Certification of Administrative Offense Penalties. Authority is granted to the City ~~of Mounds View~~ to certify unpaid property-based ~~A~~administrative ~~O~~offense penalties by certification to property taxes. Collection of ~~A~~administrative ~~O~~offense penalties shall proceed only in accordance with an ordinance adopted by the Council that must require at least the following:

- The City must give notice to the property owner listed on the official tax records at least 30 ~~(thirty)~~ days prior to imposing the certification.
- The City must attempt to obtain voluntary payment of the fees and penalties and allow the property owner the opportunity to request certification to the property taxes as a method of payment. The City must provide an opportunity for a hearing regarding the certification before either the ~~C~~ity Council or a neutral third party as specified in City Code.

Administrative ~~O~~offense penalties and charges must be directly related to the property being assessed according to City Code and as published in the fee schedule. Certifications under this ordinance shall be imposed pursuant to Minnesota ~~State~~ Statutes including ~~sections~~ 366.011, 366.012, 415.01, and 429.101, as amended and as specified in City Code. (~~Amended 2008 Ord. 810 by Ord. 810, adopted July 28, 2008.~~)

Section 9.01. Acquisition of Property. The City may acquire by purchase, gift, condemnation, or otherwise, any real property, either within or without its boundaries that may be needed by the City for any public purpose. In acquiring property by exercising the power of eminent domain, the City shall proceed according to Minnesota ~~law~~ Statutes, ~~c~~Chapter 117, as amended, or other applicable items. (~~Amended 2005 Ord. 749. by Ordinance 749; Adopted September 27, 2004; Filed: October 13, 2004).~~)

Section 10.02. Term. No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than twenty-five (25) years.

Section 10.03. Public Hearing. Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the Council, the Council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the City Newsletter and in the official newspaper not less than ten (10) days prior to the date of the hearing.

Section 11.01. Acquisition and Operation of Utilities. The City may own and operate any gas, water, heat, power, light, telephone or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action may only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the City shall be under the supervision of the City Council.

Section 11.04. Lease of Plant. The Council may, if the public interest will be served thereby, contract with any responsible person, co-partnership or corporation for the operation of any utility owned by the City upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten (10) years.

Section 11.06. Notice of Public Hearings. Notice of public hearing required by this chapter shall be published at least once in the official newspaper and in the City Newsletter at least ten (10) days prior to the date of the hearing. Additional notice of such public hearing may be given in such manner as the Council may determine.

Section 12.01. Official Publication. The Council shall annually designate a legal newspaper of general circulation in the City as its official primary newspaper, as well as an optional secondary newspaper, in which shall be published ordinances, other matters required by law, or this Charter, to be so published, and any other matters the Council may deem is in the public interest to have published in this manner. (*Amended 2008 Ord. 799 by Ordinance 799, adopted Sep 24, 2007.*)

Section 12.02. Oath of Office. Every officer of the City shall, before entering upon the duties of their office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affirm) to support the Constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (Mayor, Council member, City Addministrator, etc.) of the City of Mounds View to the best of my judgment and ability."

Section 12.04. Official Bonds. The City Addministrator, the City Treasurer, and such other officers or employees of the City may be provided for by ordinance shall each, before entering upon the duties of their respective office or employment, give a corporate surety bond to the City in such form and in such amount as may be fixed by the Council as security for the faithful performance of their official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the Council. They shall be approved by the Council, and approved as to form by the City Attorney, and filed with the City Addministrator. The premiums on the bonds shall be paid by the City.

Section 12.07. Statutes not Affected by Charter. All general laws and statutes of the state applicable to all cities operating under Home Rule Charters, or applicable to cities of the same class as the City of Mounds View operating under Home Rule Charters, and not inconsistent with the provisions of this Charter, shall

apply to the City of Mounds View, and shall be construed as supplementary to the provisions of this Charter. (Amended 2010 Ord. 841.)

Section 12.13 A newsletter shall be published by the City at regular intervals at least four (4) times each year. The City of Mounds View may use several delivery methods if necessary to deliver the newsletter to at least each non-commercial postal delivery address with in the City of Mounds View unless the resident has requested not to receive the city newsletter. If practicable, a copy of the newsletter shall be posted on the city website. (Amended 2008 Ord. 800, by Ord. 800, adopted Jan 14, 2008.)

Section 12.14. Fines and Civil Penalties. The Council may provide by ordinance that a violation of a City ordinance is either a misdemeanor or a petty misdemeanor, punishable in accordance with State law. The Council shall establish by ordinance a procedure for imposing a civil penalty known as an administrative offense as defined in City Code. (Amended 2008 Ord. 810, by Ordinance 810, adopted July 28, 2008.)

Section 12.15. This Charter becomes effective January 1, 1980, or thirty (30) days after adoption, whichever comes later.

Section 12.16. Severability. This Charter is subject to federal and state laws. If any provision of this Charter is held to be invalid or otherwise contrary to law, by any court of competent jurisdiction, that provision shall be voided. All other provisions of this Charter shall continue in full force and effect. If the application of the Charter or any provisions to any person or circumstance is held to be invalid, the application of the Charter and its provisions to other persons or circumstance shall not be impacted by such a holding. (Amended 2023 o 1008.)

Charter Amendment History

Ordinance No.	Date Adopted Effective Date	Chapter/Section Amended
404	<u>05/27/1986</u>	Section 4.02, Filing for Office, <u>lead time adjustment for filing.</u>
435	<u>10/04/1988</u>	Section 4.02, Filing for Office, <u>lead time adjustments for filing.</u>
Resolution No. 4656	11/09/1994	Section 4.02, Term Limits <u>Approved by ballot referendum, however later determined to be unconstitutional by the MN Supreme Court.</u>
Resolution No. 4663	11/14/1994	Directing City Clerk not to file Charter amendment concerning term limits <u>until pending MN Supreme Court case on term limits is adjudicated.</u>
648	04/24/2000	Section 3.01, Council Meetings – VOID – Published but never brought to Council for Action
649	<u>08/17/2000</u>	Section 3.04, Ordinances, Resolutions, and Motions
650	<u>08/17/2000</u>	Section 5.05, Initiative
651	<u>08/17/2000</u>	Section 5.07, Referendum
661	06/05/2000 <u>none</u>	Section 6.01 – Failed by Ballot 11/07/2000

662	06/05/2000 <u>none</u>	Section 2.03 – Failed by Ballot 11/07/2000
700	<u>11/24/2002</u>	Section 3.07, Signing and Publication of Ordinances
736	<u>08/17/2004</u>	Section 4.02, Filing for Office, <u>added reference to statute.</u>
742	<u>11/22/2005</u>	Section 2.06, The Mayor's Power and Duties
743	09/27/2004 <u>none</u>	Chapter 5 – Motion failed by City Council, sent back to Charter Commission
748	<u>01/11/2005</u>	Section 4.05, Vacancy of Municipal Elected Office
749	<u>01/11/2005</u>	Section 9.01, Acquisition of Property <u>statute conformance.</u>
759	<u>09/27/2005</u>	<u>Section 4.02 Filing for Office. fee change.</u>
772	<u>11/07/2006</u>	Chapter 7, Taxation and Finances – <u>Adopted by referendum vote.</u>
782	<u>04/17/2007</u>	Section 7.10, City Indebtedness
790	<u>11/07/07</u>	Chapter 3, Council Procedure and Chapter 5, Initiative, Referendum and Recall
799	<u>04/08/2008</u>	Section 12.01, Official Publication <u>changes</u>
800	<u>04/22/2008</u>	Section 12.13, Newsletter Publication <u>frequency and delivery</u>
810	<u>11/04/2008</u>	Chapter 810, Public Improvement and Special Assessment <u>Section 8.06 added and Section 12.14 Administrative Offense amended.</u>
819	<u>08/19/2009</u>	Section 7.03, System of Taxation, <u>adding franchise fee to control.</u>
839	<u>03/24/2010</u>	Section 7.05, <u>Subdivision 1</u> Five-Year Financial Plan <u>notice to the public.</u>
841	<u>06/16/2010</u>	Amending Charter by changing Clerk-Administrator to City Administrator and Section 6.03 and 6.03 regarding duties of the Administrator and Treasurer
844	05/10/2010	Amending the City Code by changing Clerk-Administrator to City Administrator
878	<u>05/22/2013</u>	Section 4.02, Filing for Office <u>conformance to statute.</u>
984	<u>03/20/2023</u>	Amending Section 7.03, Subdivision 1, of the City of Mounds View Charter Pertaining to the City's System of Taxation <u>Changing levy limits and formulas.</u>
994	<u>03/20/2023</u>	Amending Section 4.02 of the City of Mounds View Charter Pertaining to Filing for Office <u>Removing reference to term limits.</u>
995	<u>03/20/2023</u>	Amending Section 4.05, Subdivision 1, of the City of Mounds View Charter Pertaining to Vacancies in Municipal Elected Office <u>Adding reference to Section 2.05 Vacancy.</u>
996	<u>03/20/2023</u>	Amending Secing 4.05, Subdivision 1 and 2 of the City of Mounds View Charter Pertaining to <u>Special Election for</u> Vacancies in the Municipal Elected Office.
<u>1008</u>	<u>12/18/2023</u>	<u>Section 12.16. Added Severability clause effective for whole charter.</u>

2.02. This ordinance is effective ninety (90) days after its publication, except that if within sixty (60) days after publication a petition requesting a referendum on this ordinance, signed by the number of registered voters of the City required by the Act is filed with the City Clerk, this ordinance will not be effective until approved by fifty-one percent (51%) of the voters voting on the question of its adoption at an election called by the Council for that purpose.

2.03. On the effective date of the Amendment, the City Clerk is authorized and directed to file copies of the Amendment with the Secretary of State of the State of Minnesota, the Ramsey County Recorder, and the City Clerk's office together with the certificate required by section 410.11 of the Act.

First Reading:	September 25, 2023
Second Reading:	October 9, 2023
Date of Publication:	October 11, 2023
Date Ordinance Takes Effect:	January 9, 2024

Section 3. In accordance with Section 3.07 of the City Charter, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On October 9, 2023, the City Council adopted Ordinance 1009 that amends the Mounds View Charter by making administrative consistency and typographical changes throughout the Charter.

A printed copy of the ordinance is available for inspection during regular business hours at Mounds View City Hall and is available on line at the City's web site located at www.moundsviewmn.org.

Attest:

Gary Meehlhause, Acting Mayor

Nyle Zikmund, City Administrator

(SEAL)



Charter
Commission

Chair
Russell Warren
763-786-3591

Vice Chair
Rebecca Scholl
651-503-3999

2nd Vice Chair
Jerry Peterson
612-607-3953

Secretary
Brian Amundsen
763-786-5699

Dennis Erickson
612-270-5293

Edeth James
763-443-5655

Matthew Meehan
763-221-1436

Aaron Pratt
612-743-7494

Gary Quick
763-786-4631

RESOLUTION NO. 2023-03

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

**RESOLUTION RECOMMENDING AMENDMENT OF THE
MOUNDS VIEW CHARTER BY ORDINANCE**

WHEREAS, the City of Mounds View (the "City") is governed by a home rule charter pursuant to Minnesota Statutes, chapter 410; and

WHEREAS, the City's charter commission (the "Commission") has the authority under Minnesota Statutes, section 410.12, subdivision 7, to recommend amendments to the City's charter; and

WHEREAS, after discussion and deliberation, the Commission has determined that the City's home rule charter should be amended to correct typographical, punctuation, and spellings errors in multiple chapters, and it desires to recommend such amendment to the City Council; and

WHEREAS, during the review process, it was discovered that the published version of the Charter did not include section 12.01, which was amended and added to the charter in 2007, and the Commission has included its addition to the published version of the Charter through this ordinance; and

WHEREAS, the Commission requests that the City Council respond within 30 days with any questions regarding or clarifications to the suggested amendments or if the City Council is not in unanimous agreement with the Commission's recommendation.

NOW THEREFORE BE IT RESOLVED by the Mounds View Charter Commission that it is recommended that Chapter 1 through 12 of the Mounds View City Charter be amended by ordinance, in the form attached hereto as Exhibit A, to be enacted by the City Council of the City of Mounds View pursuant to Minnesota Statutes, section 410.12, subdivision 7.

Passed and adopted at a regularly scheduled meeting of the Mounds View Charter Commission on September 19, 2023.

By  FOR RUSSELL WARREN
Russell Warren, Chair

ATTEST:

By 
Brian Amundsen, Secretary

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Item No: 8B
Meeting Date: 09/25/2023
Type of Business: Council Business
Administrator review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: Second Reading and Adoption of Ordinance 1005 Amending Section 31.001 (B) of the Mounds View City Code Regarding the Composition of the Council and Establishing a Vice Acting Mayor

Background

Due to the passing of Mayor Al Hull on May 20, 2023, legal recognized the need to amend the position of Acting Mayor to Mayor until such time as the office Mayor is filled by an election.

Discussion

In the event there is a vacancy in the office of mayor, the Council will be able to appoint a permanent backup to the Acting Mayor. The amendment does not require annual appointment of the Vice Acting Mayor, but permits the Council to appoint the backup Vice Acting Mayor if there is a vacancy in the office of Mayor. This is a prudent course of action for Mounds View since the Mounds View Charter does not allow the Council to immediately fill a vacancy by appointment in certain situations resulting in relatively long periods of time where the City would be operating without a backup Mayor, as is the current case due to the vacancy in the office of the Mayor.

Introduction and first reading of this ordinance took place on July 24, 2023.

Recommendation

Staff recommends conducting the Second Reading and adoption of Ordinance 1005.

Respectfully submitted,

Nyle Zikmund

ORDINANCE NO. 1005

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

**AN ORDINANCE AMENDING SECTION 31.001 (B) OF THE MOUNDS VIEW CITY
CODE REGARDING THE COMPOSITION OF THE COUNCIL
AND ESTABLISHING A VICE ACTING MAYOR**

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1. The City Council of the City of Mounds View hereby amends Title 3, Chapter 31, Section 31.001 of the Mounds View Municipal Code by adding the double-underlined material and deleting the ~~stricken~~ material as follows:

§ 31.001 COMPOSITION OF COUNCIL.

(A) *Membership.* The Council shall consist of the Mayor and four Council members. Three members shall constitute a quorum, although a smaller number may adjourn from time to time.

(B) *Acting Mayor.* At its first meeting each year, the Council shall choose an Acting Mayor from the Council members. The Acting Mayor shall perform the duties of Mayor during the disability or absence of the Mayor from the municipality or, in the case of vacancy in the office of Mayor, until a successor has been elected or appointed and qualifies. In the case of vacancy in the office of Mayor, the Council shall, by resolution adopted choose a Vice Acting Mayor from the Council members who shall perform the duties of Mayor during the disability or absence of the Acting Mayor from the municipality or, in the case of vacancy in the seat of the council member serving as Acting Mayor, until a successor has been elected or appointed and qualifies for the office of Mayor.

SECTION 2. In accordance with Section 3.07 of the City Charter, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On September 25, 2023, the City Council adopted Ordinance 1005 that amends Section 31.001(B) of the Mounds View City Code regarding the composition of the Council and establishing a Vice Acting Mayor.

A printed copy of the ordinance is available for inspection during regular business hours at Mounds View City Hall and is available on line at the City's web site located at www.moundsviewmn.us .

SECTION 3. This ordinance shall take effect and be in force 30 days from and after its passage and publication, in accordance with Section 3.09 of the City Charter.

Introduction and First Reading by the Mounds View City Council on:
Second Reading and Adoption by the Mounds View City Council on:
Publication Date:

July 24, 2023
September 25, 2023
September 27, 2023

Attest:

Gary Meehlhause, Acting Mayor

(SEAL)

Nyle Zikmund, City Administrator



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St. Cloud

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MEMORANDUM

DATE: September 19, 2023

TO: Nyle Zikmund, City Administrator
Rayla Ewald, Human Resources Director/City Clerk

FROM: Joseph L. Sathe, Assistant City Attorney

RE: Charter Amendment Petition Process and Review

This memorandum provides information on the process the city of Mounds View must follow because it has received a citizen petition on September 7, 2023 (the "Petition") to amend the City Charter under Minnesota Statutes, section 410.12, subdivision 1.

Petition Received by the City

The Petition was submitted to the City on September 7, 2023. The City provided the petitioners with "receipt" of the Petition on September 12, 2023.

The Petition must first be submitted to the Charter Commission who then transmits the full petition to the City Clerk. Therefore, the receipt of the Petition that was sent on September 12, 2023, is not the receipt of filing that begins the 10-day review window, but instead is an acknowledgement of receiving the Petition.

I recommend that the City should send a letter to the petitioners explaining the process. See Exhibit A.

Step 1: Charter Commission Recommendation

The Charter Commission is required to propose an amendment to the City Charter upon the petition of voters equal in number to five percent of the total votes cast at the last previous state general election in the city.¹ The total number of votes cast in the last general election was 5048 votes cast in 2022 in Mounds View. Five percent (5%) of 5048 is 252.4, meaning that 253 signatures are needed to meet the requirement to submit a petition to amend the City Charter.

Proposed charter amendments must be submitted at least 17 weeks before the general election.² The next general election is in November 2024.

The Charter Commission is considering the Petition on September 19, 2023 and should transmit the Petition to the City Clerk/City Council soon thereafter. The proposed resolution for the Charter Commission acknowledges that 279 of the Petition's lines have a signature attached and that the Charter Commission is forwarding the Petition to the City Council in accordance with Minn. Stat. 410.12.

¹ Minnesota Statutes, section 410.12, subdivision 1

² Id.

Step 2: City Clerk Verification (10 days)

Once the Petition is transmitted from the Charter Commission to the City Clerk/City Council, the City Clerk then has 10 days to verify the petition. There is some ambiguity as to whether the 10-day timeline begins when the City Clerk receives the petition or when the petition is presented to the City Council at a City Council meeting. To avoid a claim that the City did not handle the Petition properly, the City should begin the 10-day timeline once the Petition is transmitted to the City Clerk from the Charter Commission.

The Clerk must verify whether each paper of the Petition is properly attested and whether the Petition is signed by a sufficient number of voters.³ This process also includes verification of whether the Petition meets the requirement established by the Minnesota Secretary of State in Minnesota Rules, section 8205.

The City Clerk should utilize the process outlined in Exhibit B, which is taken almost directly from the process used by the Ramsey County Election's Office. [Linked here](#).

Step 3: Certification to the City Council

Once the City Clerk examines the petition, she must certify the results to the City Council.

If the City Clerk is able to complete the review process by September 25, 2023, it would then be convenient to include the result of the City Clerk's review at that meeting. If the City Clerk needs more time, then the City Council may want to call a special meeting to receive the results of the City Clerk's review.

Determination of Insufficiency

If the City Clerk determines the Petition is sufficient then review of the sufficiency of the signatures on the Petition is over. If the City Clerk determines the Petition is insufficient, she must at once notify the petitioners that the Petition is insufficient and provide a certificate setting forth the particulars of why the Petition is deficient.

A determination of insufficiency starts a new 10-day timeframe during which the petitioners may supplement the Petition with additional signature pages. If the petitioners submit additional signature pages, the City Clerk has five days to examine the supplemental information and determine whether it is sufficient.

If the City Clerk determines the amended Petition is still insufficient, then the Clerk must notify the petitioners of such insufficiency and no further action is required. However, please note that a final determination of insufficiency does not prohibit a new petition on the same topic to be submitted.

Exhibit A: Letter to Petitioners

Exhibit B: Review Process

³ Minn. Stat. 410.12, subd. 3

Exhibit A

September 20, 2023

Bob King and Committee of Petitioners
7408 Silver Lake Road
Mounds View, MN 55112

RE: Petition to Amend City Charter

Mr. King and Committee of Petitioners:

This letter confirms that the petition you submitted on September 7, 2023 (the “Petition”) has been transmitted to the City Clerk as of _____. The intent of this letter is to provide a written confirmation of the process the Charter Commission, City staff, and City Council will be using to review the Petition.

Charter Commission Consideration: At its regular meeting on September 19, 2023, the Mounds View Charter Commission proposed making an amendment to the City Charter in accordance with Minnesota Statutes, section 410.12, subd. 1 and 3 which provide that:

“The charter commission may propose amendments to such charter and shall do so upon the petition of voters equal in number to five percent of the total votes cast at the last previous state general election in the city.” Minn. Stat. 410.12, subd. 1.

“All petition papers for a proposed amendment shall be assembled and filed with the charter commission as one instrument.” Minn. Stat. 410.12, subd. 3.”

City Clerk Review and Certification to the City Council: The Charter Commission transmitted the Petition to the City Council as of _____. Therefore, the ten-day period during which the City Clerk will review the signatures on the Petition and make a determination regarding sufficiency will end on _____. This is in accordance with Minnesota Statutes, section 410.12, subd. 3, which provides that:

“Within ten days after such petition is transmitted to the city council, the city clerk shall determine whether each paper of the petition is properly attested and whether the petition is signed by a sufficient number of voters.”

After making a determination on sufficiency, the City Clerk will certify the result of the examination to the City Council. Should the City Clerk make a finding that the Petition is insufficient, the City Clerk shall provide the committee of petitioners with the particulars of why the petition is deficient. See Minn. Stat. 410.12, subd. 3.

Sincerely,

CC: Charter Commission Chair Russell Warren
City Administrator Nyle Zikmund
City Clerk Rayla Ewald

Exhibit B
Proposed Charter Amendment Petition Review Process

Staff must be able to determine compliance solely from the information provided on the face of the petition, ensuring that each page complies with Minn. R. 8205.1010, subp 2:

- a. A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper.
- b. The language on the petition must be printed in no smaller than 10-point type.
- c. Each petition page must have a short title describing the purpose of the petition.
- d. Each petition page must have a statement summarizing the purpose of the petition.
- e. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question.
- f. Each petition page must have a signer's oath in no smaller than 12-point bold type. If the form of the signer's oath is not specified by statute, the following oath must be used: "I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will."
- g. Each petition page must include the following statement immediately above the signature lines: "All information must be filled in by person(s) signing the petition unless disability prevents the person(s) from doing so."
- h. Each petition page must have no more than ten signature lines. The signature lines must be consecutively numbered. Each signature line must have space for the date of the signature; a signature; and each signatory's year of birth; printed first, middle, and last name; and residence address, municipality, and county.
- i. Each petition page must include the following statement: "All information on this petition is subject to public inspection."

Staff will count and consecutively number the pages of the petition. Staff will prepare a receipt. Staff will issue the receipt to the person submitting the petition and/or a representative of the committee of petitioners, and keep a copy with the petition. The receipt will contain the following information (Minn. R. 8205.1040, subps 3, 4):

- a. Name, address, phone number and email address of petitioner.
- b. Type of petition.
- c. Date the petition is submitted for inspection.
- d. Date by which petition inspection will be completed; the verification of a petition must be completed as soon as practicable but no later than ten working days after filing date.

Reviewing A Petition

1. Reviewers will use a current voter list review signatures and information provided to determine sufficiency of each signature. Reviewers will maintain an inspection log to record information on rejected signatures.
2. Staff will review whether the signatures on a petition can be counted based on basic criteria, including that signers should be both eligible and registered to vote if the petition requires that the signers be eligible and registered to vote for the candidate or ballot question that is the subject of the petition (Minn. R. 8205.1030, subp 2):
 - a. Staff ensure the signer's printed name is legible and the signature is in ink.
 - b. Staff check the year of birth to ensure that each signer is at least 18 years of age. The year of birth provided on the petition must be an exact match with the year of birth provided in the voter record.
 - c. The address provided by the signer on the petition must match the address in the voter record.
3. Staff will make a small 'x' mark next to the signature line number for each line that does not have the information required. On an inspection log, staff will note the page and line number of any signatures not counted and detail the reason.
4. For each page of the petition, staff will count the number of signature lines that meet the legal criteria; they will write this number on the lower right-hand corner of the petition form. Staff will periodically add the numbers of sufficient signatures together to see how close the petition is to the threshold of signatures needed.
5. If the minimum number of valid signatures required has been verified, the inspection process can stop. (Minn. R. 8205.1050, subp 2.)
6. Staff complete the petition inspection form, stating whether the petition is "sufficient" or "insufficient."
7. Staff will store the inspected petition with the archived master list which was used to inspect the petition. The petition, the master list and the inspection log are all available for public inspection.
8. If the petition is sufficient, staff will notify petitioner and the appropriate governing body. If the petition is insufficient, staff will notify only the petitioner, including a report that describes the page, line number, and details of the signatures not counted. Also, staff will include the date by which additional signatures can be submitted for inspection, if permitted by law.

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Item No: 8D
Meeting Date: September 25, 2023
Type of Business: Council Business
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Don Peterson, Director of Public Works/Parks & Recreation
Item Title/Subject: Resolution 9811, Approving Various Sidewalk Panel Repairs and Replacements at the Community Center

Background / Discussion:

Weather conditions and the age of the sidewalk at the Community Center has created unsafe pedestrian travel on the sidewalks due to upheaval, broken concrete panels and separation. Staff has marked several sidewalk panels that need to be repaired and or replaced.

Staff contacted two contractors to provide proposals for the necessary sidewalk repairs to include repairing/replacing panels and to install curbing to allow better drainage from the roof down spouts:

- | | |
|----------------------------|-------------|
| • D & S Concrete & Masonry | \$14,100.00 |
| • Schmidt Curb Company Inc | \$17,350.00 |

The funding for these repairs is budgeted in the Special Project Fund, which includes \$30,000.00 for the Community Center Painting.

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

Financial Impact: No Impact to the 2023 Budget as repairs are budgeted, Special Project Fund, 480-4160-3030, for these necessary repairs.

Recommendation:

Staff recommends approval and authorization for D & S Concrete & Masonry of Fridley, MN for \$14,100.00 to repair and replace concrete sidewalk panels and the installation of curbing at the Community Center as proposed in the quote dated June 2023 to be funded from 480-4160-3030. D & S Concrete has performed many repairs and installation of new concrete for the City; their craftsmanship is exceptional.

Respectfully submitted,

Don Peterson, Director of Public Works/Parks and Recreation

RESOLUTION 9811

CITY OF MOUNDS VIEW COUNTY OF RAMSEY STATE OF MINNESOTA

APPROVING VARIOUS SIDEWALK PANEL REPAIRS AND REPLACEMENTS AT THE COMMUNITY CENTER

WHEREAS, Weather conditions and the age of the sidewalk at the Community Center has created unsafe pedestrian travel on the sidewalks due to upheaval, broken concrete panels and separation; and

WHEREAS, Staff has marked several sidewalk panels that need to be repaired and or replaced; and

WHEREAS, Staff contacted two contractors to provide a quote to facilitate the repairs:

▪ D & S Concrete & Masonry	\$14,100.00
▪ Schmidt Curb Company Inc	\$17,350.00

WHEREAS, the funding for these repairs is budgeted in the Special Project Fund, 480-4160-3030, which includes \$30,000.00 for the painting at the Community Center.

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

1. The City hereby approves the quote from D & S Concrete & Masonry of Fridley MN, for \$14,100.00 for sidewalk panel repairs and replacements, and install curbing to allow for better drainage from the roof down spouts
2. Funding will be from the Special Project Fund, 480-4160-3030.
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. The Mayor and City Administrator, Staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

Adopted this 25th day of September, 2023

Gary Meehlhause, Acting Mayor

ATTEST:

(seal)

Nyle Zikmund, City Administrator



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Email: sriggs@kennedy-graven.com

MEMORANDUM

Date: September 21, 2023
To: Nyle Zikmund, City Administrator
From: Scott J. Riggs, City Attorney
Re: Mounds View Project Status Report
CITY:

MU125-11: Administration. General discussions with City staff regarding various City matters and various questions. Review data practices request. Matters are presently pending.

MU125-12: Finance Matters. Review request to pay a UCC lien holder a vendor's payment. Legal research regarding same. Consult with City staff and UCC lien holder. Matter is presently pending.

MU210-4: Charter Commission. Consult with City staff regarding proposed Charter language. Work on potential petitions. Research regarding processes, etc. Attend Charter Commission meetings. Draft proposed Charter language, notices, resolutions, etc. Matter is presently pending.

MU210-54: Code Updates/Revisions. Consult with City staff regarding matter. Review various documents and consult with City staff regarding same. Matter is presently pending.

MU210-262: Greenwood Drive Infill Development. Various meetings and calls with City staff, Developer and Developer's attorney. Final offer letter and related documents transmitted to a property owner. Follow-up regarding moving forward. Draft resolution and notice of closed hearing and forward to City staff. Attend meeting on September 5, 2023. Matter is presently pending.

MU210-292: 2022-2023 Street Contract Project. Consult with City staff regarding trail design, questions from property owners adjacent to street project, etc. Consult with City staff regarding interactions with residents and letter to resident. Update City staff regarding trail matter. Draft resolution, notice of closed meeting and settlement agreement. Attend closed meeting. Matter is presently pending.

MU210-304: Long Lake Cove (7700 Long Lake Road). Review documentation regarding project. Continue to work on matter and easements. Matter is presently pending.

MU210-305: Stellmaker Addition. Review documentation regarding project. Consult with City staff. Draft updated plat opinion and forward to City staff. Matter is presently pending.

MU210-313: Organized Collection. Legal research regarding matter. Consult with City staff regarding matter. Attend Work Sessions and Council meetings regarding matter. Review petition received regarding matter. Matter is presently pending.

MU210-316: Sales Tax Matter. Consult with City staff regarding same. Draft and finalize resolution approving a special election for November. Matter is presently pending.

MU210-317: Cannabis Matters. Consult with City staff regarding matter. Legal research regarding matter. Draft and update ordinance and memorandum, etc. Matter is presently pending.

EDA:

MU205-13: General Matters. Review documentation for several upcoming projects. Matter is presently pending.

MU205-62: 2716 Hillview Road. Draft notice of closed meeting and forward to City staff. Matter is presently pending.

MU205-63: 2833 Mounds View Boulevard. Draft notice of closed meeting and forward to City staff. Matter is presently pending.

SJR:jms