

**CITY OF MOUNDS VIEW
CITY COUNCIL MEETING AGENDA
MOUNDS VIEW CITY HALL
Monday, October 23, 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: October 8, 2023
- B. Just and Correct Claims
- C. Resolution 9814 Electing to Retain the Statutory Tort Limit on Liability for the 2024 Insurance Policies
- D. Resolution 9818 Approving the Hire of Martin Menard to the Position of Facilities Maintenance
- E. Resolution 9819 Approving Additional Job Duties and an increase in Wage/Vacation Accrual for Brian Beeman

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. PUBLIC HEARING:** Introduction and First Reading of Ordinance 1012, an Ordinance Adopting the 2024 City of Mounds View Fee Schedule
- B. PUBLIC HEARING:** Introduction and First Reading of Ordinance 1010; Amending Title XV Land Usage, Chapter 150 Building Regulations; Construction of the Mounds View City Code
- C. PUBLIC HEARING:** Introduction and First Reading of Ordinance 1011; Amending the Mounds View City Charter by Amending Section 2.06, Subd. 3 by Providing Direction to Ensure Continuity in the Performance of the Duties of the Mayor

- D. PUBLIC HEARING:** Second Reading and Adoption Ordinance 1009; Amending the Mounds View City Charter to Correct Typographical, Punctuation, and Spelling Errors in Multiple Chapters **ROLL CALL VOTE**
- E. PUBLIC HEARING:** Approving Resolution 9815, A Resolution Approving of the Alexander Gardens Preliminary Plat at 8441 Fairchild Avenue and 8492 Long Lake Road, Alexander Gardens
- F.** Approving Resolution 9817, A Resolution Relating to the Issuance of Conduit Revenue Bonds to Finance the Costs of a Multifamily Rental Housing Facility and Under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (Central Towers Apartments Project)

9. REPORTS

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

10. NEXT COUNCIL WORK SESSION: Monday, November 6, 2023 at 6 pm
NEXT COUNCIL MEETING: Monday, November 13, 2023 at 6 pm

11. ADJOURNMENT

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October 9, 2023

2401 Mounds View Boulevard, Mounds View, MN 55112

6:00 P.M.

Council Member Gunn congratulated Investigator Jeremy Hellpap for being promoted to the

position of Deputy Police Chief.

MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9813, Approving Promotion of Investigator Hellpap to Deputy Chief.

Ayes – 3 Nays – 0 Motion carried.

6. SPECIAL ORDER OF BUSINESS

None.

7. PUBLIC COMMENT

Dorian Jarchow, 5372 Raymond Avenue, explained she has lived in Mounds View for the past five years. She commented on how a neighbor girl was hit by a car on September 20 at 4:30 p.m. after getting off the bus. She reported this little girl was trying to cross in front of the bus to get to her house and her dad was in the front yard when someone drove around the bus and hit the child. She stated she works from home and she sees people driving too fast as well as driving through the stop sign in front of her home too many times. She asked that the police department have a higher presence along her street or that other traffic calming measures be considered for her street.

Rene Johnson, 7385 Pleasant View Drive, reported she was still working to get a letter from the 501C3 to the CFO at JLG. She indicated this week's book giveaway would have to be canceled and she would keep working on this matter. She thanked Acting Mayor Meehlhause for hosting coffee yesterday.

8. COUNCIL BUSINESS

A. ~~PUBLIC HEARING: Second Reading and Adoption of Ordinance 1009; Amending the Mounds View City Charter to Correct Typographical, Punctuation, and Spelling Errors in Multiple Chapters.~~ CANCELED

This item was removed from the agenda and would be addressed on October 23, 2023.

B. PUBLIC HEARING: Resolution 9808, Approving a Chicken-Keeping License for Saif Alnabi at 7624 Spring Lake Road.

City Administrator Zikmund stated Saif Alnabi has requested a chicken keeping license. He reported all necessary paperwork and conditions have been met and staff recommends approval extending the expiration of the permit to the end of 2024.

Acting Mayor Meehlhause opened the public hearing at 6:11 p.m.

Hearing no public input, Acting Mayor Meehlhause closed the public hearing at 6:11 p.m.

MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9808, Approving a Chicken-Keeping License for Saif Alnabi at 7624 Spring Lake Road extending this

1 license through the end of 2024.

2
3 Ayes – 3

Nays – 0

Motion carried.

4
5 **C. PUBLIC HEARING: Resolution 9809, Adopting a Special Assessment Levy**
6 **for Delinquent Public Utility Accounts.**
7

8 Finance Director Bauman requested the Council adopt a special assessment levy for delinquent
9 public utility accounts. She noted this was a reoccurring process and explained all affected property
10 owners were notified. Staff commented further on the list and recommended approval of the
11 special assessment levy.
12

13 Acting Mayor Meehlhause stated the list this year excluded the name of the property owner.
14 Finance Director Bauman reported this information was excluded from public record because it
15 was published on the City's website.
16

17 Acting Mayor Meehlhause opened the public hearing at 6:15 p.m.
18

19 Hearing no public input, Acting Mayor Meehlhause closed the public hearing at 6:15 p.m.
20

21 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9809,
22 Adopting a Special Assessment Levy for Delinquent Public Utility Accounts.
23

24 Council Member Gunn asked who had the \$20,000 outstanding bill. Finance Director Bauman
25 reported this outstanding bill was for Sysco.
26

27 Ayes – 3

Nays – 0

Motion carried.

28
29 **D. PUBLIC HEARING: Resolution 9810, Approving an Amendment to the**
30 **O'Neil Property Planned Unit Development for a 20 car parking lot at 2442**
31 **Mounds View Boulevard.**
32

33 Assistant City Administrator Beeman requested the Council approve an amendment to the O'Neil
34 property Planned Unit Development for a 20 car parking lot for Apple Tree Dental at 2442 Mounds
35 View Boulevard. He reported this item was reviewed by the Planning Commission at their October
36 4th meeting and they recommended approval.
37

38 Phil Carlson, Stantec, provided the Council with additional information regarding the parking lot
39 request. He explained in clearing the site for parking, several trees would have to be removed. He
40 indicated staff would review this matter with the applicant in order to better understand the number
41 of significant trees that would be lost.
42

43 Mike Kettler, Sunde Engineering, explained he was the civil engineer for the applicant. He
44 reported he has enjoyed working with Mr. Carlson and staff on this project. He indicated he would
45 be willing to work with the City on a tree replacement plan. He stated he would be available for
46 questions or comments from the Council.

1
2 Acting Mayor Meehlhause asked if Apple Tree Dental still had their mobile units. Assistant City
3 Administrator Beeman stated he believed this was the case.

4
5 Council Member Gunn stated she was happy to see Apple Tree Dental would be adding more
6 parking for their employees.

7
8 Acting Mayor Meehlhause opened the public hearing at 6:26 p.m.

9
10 Sharon Kirscher, 8406 Red Oak Drive, asked where the parking lot would be located.

11
12 Acting Mayor Meehlhause reviewed the location of the additional parking spaces, noting it would
13 be to the right of the entrance.

14
15 Hearing no further public input, Acting Mayor Meehlhause closed the public hearing at 6:28 p.m.

16
17 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9810,
18 Approving an Amendment to the O'Neil Property Planned Unit Development for a 20 car parking
19 lot at 2442 Mounds View Boulevard.

20
21 Ayes – 3 Nays – 0 Motion carried.

22
23 **E. PUBLIC HEARING: Resolution 9812, Adopting a Special Assessment Levy**
24 **for Unpaid Diseased Tree Charges.**

25
26 Finance Director Bauman requested the Council adopt a special assessment levy for unpaid
27 diseased tree charges.

28
29 Acting Mayor Meehlhause asked why there were two separate lists. Finance Director Bauman
30 explained assessments under \$1,000 were a one year assessment and assessments over \$1,000 were
31 a three year assessment.

32
33 Acting Mayor Meehlhause opened the public hearing at 6:29 p.m.

34
35 Sharon Kirscher, 8406 Red Oak Drive, asked if the City had a vendor to assist with tree removals.
36 City Administrator Zikmund explained the vendor the City had selected notified the City that he
37 would no longer be fulfilling the contract. He reported the City has terminated this contract and
38 would be going to the second vendor on the list.

39
40 Hearing no public input, Acting Mayor Meehlhause closed the public hearing at 6:31 p.m.

41
42 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9812,
43 Adopting a Special Assessment Levy for Unpaid Diseased Tree Charges.

44
45 Ayes – 3 Nays – 0 Motion carried.

F. ~~PUBLIC HEARING: Resolution XXXX, Approving a Dog Kennel License Application for Dori Etnier at 5277 Edgewood Drive. CANCELED~~

This item was removed from the agenda.

9. REPORTS

A. Reports of Mayor and Council.

Council Member Cermak reported the Mounds View Police Foundation hosted an awards ceremony last Thursday.

Council Member Cermak stated the coat drive was underway noting coats were being collected at City Hall.

Council Member Cermak explained the Mounds View Police Foundation would be planning Shop with a Cop on Tuesday, November 14 at 5:30 p.m. at Don Hodges Park. She invited those interested in serving to consider volunteering with this group.

Council Member Gunn stated the Tribute meeting has been moved to Tuesday, November 28.

Council Member Gunn reported Officer LaVoir was selling pink patches and coins, in support of Breast Cancer Awareness, during the month of October.

Acting Mayor Meehlhause stated a visioning session for Mounds View Square would be held on Wednesday, October 11 at 6:00 p.m.

Acting Mayor Meehlhause reported a school board candidate forum would be held on Monday, October 16 at 6:30 p.m. at the Mounds View Community Center.

B. Reports of Staff.

City Administrator Zikmund encouraged the public to fill out the community survey to assist with the visioning for Mounds View Square.

City Administrator Zikmund explained the Council discussed speed and traffic enforcement at their October 2 work session meeting. He noted the City would be holding a community meeting to further discuss this topic.

C. Reports of City Attorney.

City Attorney Riggs had nothing additional to report.

**10. Next Council Work Session: Monday, November 6, 2023, at 6:00 p.m.
Next Council Meeting: Monday, October 23, 2023, at 6:00 p.m.**

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11. ADJOURNMENT

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

Transcribed by:

Heidi Guenther

Minute Maker Secretarial

PACKET: 03527 Ck Date 10-19-2023 - 8

VENDOR SET: 01 City of Mounds View

**** CHECK LISTING ****

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C4300		Life Insurance Company of North						
	I-52020231005	AccCare, Hosp, Critical Ill	R	10/19/2023		147.66	020380	
	I-52020231019	AccCare, Hosp, Critical Ill	R	10/19/2023		147.67	020380	295.33
VOID	020381	VOID CHECK	V	10/19/2023			020381	**VOID**
E9000		Fidelity Security Life Insuranc						
	I-62020231005	5000832-Eyemed	R	10/19/2023		178.26	020382	
	I-62020231019	5000832-Eyemed	R	10/19/2023		106.08	020382	284.34
VOID	020383	VOID CHECK	V	10/19/2023			020383	**VOID**
L0549		Law Enforcement Labor Services,						
	I-70020231005	Police Union Dues	R	10/19/2023		573.75	020384	
	I-70020231019	Police Union Dues	R	10/19/2023		573.75	020384	1,147.50
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020231005	STD # 10249130	R	10/19/2023		325.85	020385	
	I-63020231019	STD # 10249130	R	10/19/2023		330.75	020385	656.60
VOID	020386	VOID CHECK	V	10/19/2023			020386	**VOID**
L7161		The Lincoln Nat'l Life Insuranc						
	I-61020231005	LTD #1588135	R	10/19/2023		334.80	020387	
	I-61020231019	LTD #1588135	R	10/19/2023		334.68	020387	669.48
L7165		The Lincoln National Life Insur						
	I-30120231005	Life Ins #400238774	R	10/19/2023		772.74	020388	
	I-30120231019	Life Ins #400238774	R	10/19/2023		771.48	020388	1,544.22
VOID	020389	VOID CHECK	V	10/19/2023			020389	**VOID**
VOID	020390	VOID CHECK	V	10/19/2023			020390	**VOID**
VOID	020391	VOID CHECK	V	10/19/2023			020391	**VOID**
VOID	020392	VOID CHECK	V	10/19/2023			020392	**VOID**
M7152		MN Child Support Payment Center						
	I-99520231019	Case #0015244278	R	10/19/2023		952.93	020393	952.93
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020231005	NCPERS Life Ins	R	10/19/2023		64.00	020394	
	I-30020231019	NCPERS Life Ins	R	10/19/2023		64.00	020394	128.00

PACKET# 03527 Ck Date 10-19-2023 - 8

VENDOR SET: 01 City of Mounds View

**** CHECK LISTING ****

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	020395	VOID CHECK		V 10/19/2023			020395	**VOID**
S4107		Secure Benefits Systems Corp.						
	I-50020231005	Flex Medical	R	10/19/2023		153.63	020396	
	I-50020231019	Flex Medical	R	10/19/2023		119.63	020396	
	I-50320231005	Flex Daycare	R	10/19/2023		770.82	020396	
	I-50320231019	Flex Daycare	R	10/19/2023		770.82	020396	1,814.90
VOID	020397	VOID CHECK		V 10/19/2023			020397	**VOID**

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	7,493.30	7,493.30
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:	9	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:	18	0.00	7,493.30	7,493.30

10/18/2023 12:25 PM
 PACKET: 03528 Ck Date 10-19-2023 - 9
 VENDOR SET: 01 City of Mounds View *** DRAFT/OTHER LISTING ***
 BANK: PYBNK Western Bank

PAGE: 1

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20231019	Income Tax W/H	D	10/19/2023		15,591.84	000589	
	I-T3 20231019	FICA W/H	D	10/19/2023		13,301.86	000589	
	I-T4 20231019	Medicare W/H	D	10/19/2023		5,096.72	000589	33,990.42
H1016		HSA Bank						
	I-12520231019	C1211 HSA CONTRIBUTIONS	D	10/19/2023		7,937.54	000590	7,937.54
I0025		ICMA Retirement Trust - 457						
	I-40020231019	Payroll W/H	D	10/19/2023		1,621.15	000591	
	I-40220231019	Roth Payroll W/H	D	10/19/2023		405.00	000591	
	I-40320231019	Payroll W/H	D	10/19/2023		1,066.49	000591	
	I-41520231019	Payroll W/H	D	10/19/2023		3,159.07	000591	6,251.71
M0658		MN State Retirement System						
	I-40120231019	#98995-01 MN	D	10/19/2023		2,727.70	000592	
	I-40420231019	#98995-01 MN ROTH	D	10/19/2023		150.00	000592	
	I-40520231019	#98995-01 MN	D	10/19/2023		140.01	000592	3,017.71
M7342		MN Dept of Revenue						
	I-T2 20231019	State Income Tax	D	10/19/2023		7,278.85	000593	7,278.85
P9250		Public Employees Retirement Ass						
	I-00120231019	PERA 643400	D	10/19/2023		13,938.90	000594	
	I-00220231019	PERP 643400	D	10/19/2023		21,641.48	000594	
	I-01020231019	DCP 643400	D	10/19/2023		118.76	000594	35,699.14

* * 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	94,175.37	94,175.37
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	94,175.37	94,175.37

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	10/24/2023			153718		
C-CHECK	VOID CHECK	V	10/24/2023			153719		
C-CHECK	VOID CHECK	V	10/24/2023			153720		
C-CHECK	VOID CHECK	V	10/24/2023			153721		
C-CHECK	VOID CHECK	V	10/24/2023			153722		
C-CHECK	VOID CHECK	V	10/24/2023			153753		
C-CHECK	VOID CHECK	V	10/24/2023			153764		

* * 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:	7 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	7	0.00	0.00	0.00
BANK: * TOTALS:	7	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	CASHIN, JEFF							
I-000202310109314	US REFUND	R	10/10/2023			153699		
700 1152	UTILITY DELQ. RECIEVABLE	09-0830-00		36.99				36.99
1	MEYER, DANNY							
I-000202310189327	US REFUND	R	10/24/2023			153700		
700 1152	UTILITY DELQ. RECIEVABLE	06-1410-00		20.77				20.77
04081	iSpace Environments, Inc.							
I-26267	RMA Repair	R	10/24/2023			153701		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	RMA Repair		1,166.50				1,166.50
1	KidCreate Studio							
I-1110 v1	Summer Grp	R	10/24/2023			153702		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Summer Grp Activitie		410.00				410.00
1	American Environmental							
I-202310179324	Refund	R	10/24/2023			153703		
700 2326	DEPOSITS-HYDRANTS	Hydrant Meter Refund		2,500.00				2,500.00
90607	John Whitehead							
I-202310179319	Sewer Rehab Shared Line	R	10/24/2023			153704		
730 4823-5160	REPAIRS, SYSTEM MAINTENANCE	Sewer Rehab Shared L		1,500.00				1,500.00
A2300	AE2S							
I-90389	9-2 to 9-29 SCADA Repair	R	10/24/2023			153705		
700 4823-3030	OTHER PROFESSIONAL SERVICES	9-2 to 9-29 SCADA Re		1,554.00				1,554.00
A7117	Architect Mechanical, Inc.							
I-24672	HVAC Air Filters, Maintenance	R	10/24/2023			153706		
100 4460-3030	OTHER PROFESSIONAL SERVICES	HVAC Air Filters, Ma		1,100.00				1,100.00
B1410	Bureau of Criminal Apprehensio							
I-00000761784	7/1/23 to 6/30/24 CJDN Fee	R	10/24/2023			153707		
100 4200-3055	INFORMATION SYSTEM FEES	7/1/23 to 6/30/24 CJ		2,040.00				2,040.00
B1415	BDI							
I-9503339326	Greenfield Playground	R	10/24/2023			153708		
100 4360-1230	SUPPLIES, EQUIPMENT	Greenfield Playgroun		417.63				417.63
B2500	BG Automotive, Inc.							
I-PI0043152	Ford Squads Intake Cleaner	R	10/24/2023			153709		
100 4465-1220	SUPPLIES, VEHICLES	Ford Squads Intake C		451.90				451.90

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
B4000	Beisswenger's Do It Best							
I-789447	Metal Blades for Sawsall	R	10/24/2023			153710		
100 4475-1600	OPERATING SUPPLIES		Metal Blades for Saw	29.99				
I-789818	Oakwood Irrigation Supplies	R	10/24/2023			153710		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS		Oakwood Irrigation S	7.87				
I-789841	Greenfield Irrigation Fix	R	10/24/2023			153710		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS		Greenfield Irrigatio	20.55				58.41
B5525	Bradley Werner, LLC							
I-23314	Charter Review thru 9-30-23	R	10/24/2023			153711		
100 4110-3030	OTHER PROFESSIONAL SERVICES		City Charter Review	175.00				175.00
B7000	Braun Intertec Corporation							
I-B361630	2024 Street Project-Design	R	10/24/2023			153712		
485 4470-7050-327	2024 STREET PROJECT		2024 Street Project-	2,843.00				2,843.00
C0080	Center for Energy and Environm							
I-23341	July-Sept 2023 Energy Visits	R	10/24/2023			153713		
230 4650-3030	OTHER PROFESSIONAL SERVICES		July-Sept 2023 Energ	220.00				220.00
C1347	Capital One Trade Credit							
I-4043197547	Supplies for Festival in Park	R	10/24/2023			153714		
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS		Supplies for Festiva	45.98				
I-540401275232506	PW #IMP371 Hydraulic Hose	R	10/24/2023			153714		
100 4360-1220	SUPPLIES, VEHICLES		PW #IMP371 Hydraulic	47.98				
I-540402289232215	Magnet for Sewer	R	10/24/2023			153714		
730 4823-1600	OPERATING SUPPLIES		Magnet for Sewer	19.99				113.95
C3022	Clarice Wilson							
I-202310179325	6-28 to 9-16 Summer Classes	R	10/24/2023			153715		
252 4732-3030	OTHER PROFESSIONAL SERVICES		6-28 to 9-16 Summer	621.00				621.00
C4500	City Wide Maintenance of Minne							
I-32009019784	10-1 to 10-31-23 Janitor Serv.	R	10/24/2023			153716		
252 4350-3030	OTHER PROFESSIONAL SERVICES		Janitor Serv. 10-1 t	1,087.12				
100 4460-3030	OTHER PROFESSIONAL SERVICES		Janitor Serv. 10-1 t	2,181.07				
I-42009009221	Clean Kitchen 9-28-2023	R	10/24/2023			153716		
252 4350-3030	OTHER PROFESSIONAL SERVICES		Clean Kitchen 9-28-2	60.00				
I-42009009232	9 Extra Days Janitor 9-29-23	R	10/24/2023			153716		
252 4350-3030	OTHER PROFESSIONAL SERVICES		Janitor Service 9-29	501.76				3,829.95
C4510	Cintas - Chicago							
I-4169007307	Gray Mats, Towels, etc	R	10/24/2023			153717		
252 4350-1600	OPERATING SUPPLIES		Gray Mats, Towels, e	18.31				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EG		Gray Mats, Towels, e	42.02				
252 4730-3030	OTHER PROFESSIONAL SERVICES		Gray Mats, Towels, e	6.76				
I-4169620710	Mats & Towels	R	10/24/2023			153717		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EM		Mats & Towels	7.41				

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C4510	Cintas - Chicago	CONT						
I-4169620710	Mats & Towels	R	10/24/2023			153717		
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.29				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.11				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.55				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.24				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.36				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.70				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.45				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.96				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.30				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.02				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.47				
I-4169716832	Mats, Dust Mops, Napkins, etc	R	10/24/2023			153717		
252 4350-1600	OPERATING SUPPLIES Mats, Dust Mops, Nap			26.39				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats, Dust Mops, Nap			42.02				
252 4730-3030	OTHER PROFESSIONAL SERVICES Mats, Dust Mops, Nap			6.76				
I-4169988183	Uniforms & Clothing	R	10/24/2023			153717		
100 4360-2400	UNIFORM & CLOTHING Uniforms & Clothing			28.00				
100 4410-2400	UNIFORM & CLOTHING Uniforms & Clothing			4.13				
100 4460-2400	UNIFORMS & CLOTHING Uniforms & Clothing			0.47				
100 4465-2400	UNIFORMS & CLOTHING Uniforms & Clothing			5.79				
100 4470-2400	UNIFORMS & CLOTHING Uniforms & Clothing			12.88				
100 4472-2400	UNIFORMS & CLOTHING Uniforms & Clothing			8.86				
100 4475-2400	UNIFORMS & CLOTHING Uniforms & Clothing			2.72				
700 4823-2400	UNIFORM & CLOTHING Uniforms & Clothing			19.02				
700 4825-2400	UNIFORM & CLOTHING Uniforms & Clothing			3.54				
730 4823-2400	UNIFORM & CLOTHING Uniforms & Clothing			21.74				
745 4415-2400	UNIFORM & CLOTHING Uniforms & Clothing			9.21				
745 4417-2400	UNIFORM & CLOTHING Uniforms & Clothing			1.78				
I-4170278863	CH/PD Floor Mats	R	10/24/2023			153717		
100 4160-1600	OPERATING SUPPLIES CH/PD Floor Mats			50.19				
I-4170278882	Mats & Towels	R	10/24/2023			153717		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			9.58				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.95				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.14				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.00				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			5.48				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.05				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.91				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			8.34				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.24				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			9.44				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.91				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.62				
I-4170420352	Gray Mats, Napkins, etc	R	10/24/2023			153717		
252 4350-1600	OPERATING SUPPLIES Gray Mats, Napkins,			18.31				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EGray Mats, Napkins,			50.10				

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C4510	Cintas - Chicago	CONT						
I-4170420352	Gray Mats, Napkins, etc	R	10/24/2023			153717		
252 4730-3030	OTHER PROFESSIONAL SERVICES	Gray Mats, Napkins,		66.60				
I-4170656709	Uniforms & Clothing	R	10/24/2023			153717		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		27.58				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		4.07				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.47				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.70				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		12.69				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.73				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.68				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		18.74				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.49				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		21.42				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		9.08				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.74				
I-4170961144	Mats & Towels	R	10/24/2023			153717		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.41				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.29				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.11				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.55				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.24				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.36				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.70				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.45				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.96				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.30				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.02				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.47				
I-9241053134	Napkins, Tablecovers etc.	R	10/24/2023			153717		
252 4730-3030	OTHER PROFESSIONAL SERVICES	Napkins, Tablecovers		84.24				767.61
C4517	Circle K							
I-91729286	PD Gas	R	10/24/2023			153723		
100 4200-1700	MOTOR FUELS & LUBRICANTS	PD Gas		43.62				43.62
C6965	Continental Research Corp.							
I-0048175	Bacto Dose (Sewer Bugs)	R	10/24/2023			153724		
730 4823-1600	OPERATING SUPPLIES	Bacto Dose (Sewer Bu		959.00				959.00
C7227	Corrective Asphalt Materials							
I-23029-2	2023 Str Proj, Asphalt Rejuven	R	10/24/2023			153725		
485 4470-7050-325	2023 STREET PROJECT PLESAANT VI2023 Str Proj, Aspha			6,958.74				6,958.74

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C9835	Custom Refrigeration, Inc.							
I-0000064199	Ice Machine Repair	R	10/24/2023			153726		
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS	Ice Machine Repair		1,246.82				1,246.82
D0706	Decorative & Structural Concre							
I-3798	MVCC Sidewalk Repairs	R	10/24/2023			153727		
480 4160-3030	OTHER PROFESSIONAL SERVICES	MVCC Sidewalk Repair		14,100.00				14,100.00
D1200	DDA Human Resources, Inc.							
I-00000657	Class Comp Study	R	10/24/2023			153728		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Class Comp Study		12,225.00				12,225.00
D8015	Driver & Vehicle Services Div.							
I-202310179321	1999 GMC Yukon Title	R	10/24/2023			153729		
225 4200-1600	OPERATING SUPPLIES	1999 GMC Yukon Title		25.00				25.00
E5435	Environmental Equipment & Serv							
I-23401	PW #647 Sweeper Repair	R	10/24/2023			153730		
745 4417-5130	REPAIRS, EQUIPMENT	PW #647 Sweeper Repa		6,934.00				6,934.00
F1095	Ferguson WaterWorks #2518							
I-0520767	Hydrants Oil	R	10/24/2023			153731		
700 4823-1250	SUPPLIES, UTILITIES	Hydrants Oil		135.63				
I-0521149	Gate Valve Adjustment Rings	R	10/24/2023			153731		
700 4823-1250	SUPPLIES, UTILITIES	Gate Valve Adjustmen		554.35				689.98
F2056	First Call							
I-3298-149319	PW #314 Valve Stem & JB Weld	R	10/24/2023			153732		
100 4360-1220	SUPPLIES, VEHICLES	PW #314 Valve Stem &		22.38				22.38
F6010	PreCise MRM, LLC							
I-IN200-1044781	GPS Location	R	10/24/2023			153733		
100 4472-3100	Telephone	GPS Location		216.00				216.00
F8000	City of Fridley							
I-100520231	N.Metro Volleyball Referee	R	10/24/2023			153734		
252 4732-3030	OTHER PROFESSIONAL SERVICES	N.Metro Volleyball R		890.96				890.96
F8000	City of Fridley							
I-10162301	Metro Volleyball Referee	R	10/24/2023			153735		
252 4732-3030	OTHER PROFESSIONAL SERVICES	Metro Volleyball Ref		84.21				84.21
F8000	City of Fridley							
I-INV03069	2023 Street Proj PleasantView	R	10/24/2023			153736		
485 4470-7050-325	2023 STREET PROJECT PLESANT VI	2023 Street Proj Ple		246,252.91				246,252.91

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G5600	Gopher State One-Call, Inc.							
I-3090618	Locates for Water & Sewer	R	10/24/2023			153737		
700 4823-3030	OTHER PROFESSIONAL SERVICES		Locates for Water	130.95				
730 4823-3030	OTHER PROFESSIONAL SERVICES		Locates for Sewer	130.95				261.90
H2805	Hawkins, Inc.							
I-6595445	Chlorine for Water Treatment	R	10/24/2023			153738		
700 4825-1600	OPERATING SUPPLIES		Chlorine for Water T	2,507.00				
I-6602204	Chlorine for Water Treatment	R	10/24/2023			153738		
700 4825-1600	OPERATING SUPPLIES		Chlorine for Water T	140.00				
I-6604728	Chlorine for Water Production	R	10/24/2023			153738		
700 4825-1600	OPERATING SUPPLIES		Chlorine for Water P	3,871.36				6,518.36
H4035	Hillyard/Minneapolis							
I-605255106	Toilet Tissue, Liners, etc	R	10/24/2023			153739		
252 4350-1600	OPERATING SUPPLIES		Toilet Tissue, Liner	338.53				
100 4460-1600	OPERATING SUPPLIES		Toilet Tissue, Liner	338.50				
I-605255107	Bath Tissue, Liners, etc.	R	10/24/2023			153739		
100 4460-1600	OPERATING SUPPLIES		Bath Tissue, Liners,	170.63				
I-605276115	PW Shop Supplies	R	10/24/2023			153739		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS PW Shop Supplies			419.68				1,267.34
H4050	Scott Hinrichs							
I-202310179317	Pleasantview Dr Rehab Project	R	10/24/2023			153740		
485 4470-7050-325	2023 STREET PROJECT PLESANT VIPleasantview Dr Reha			5,000.00				5,000.00
H5010	Hoffman Bros. Sod, Inc.							
I-027824	5213 Rainbow Sod Wtr Repair	R	10/24/2023			153741		
700 4823-5155	REPAIR, WATER SERVICE		5213 Rainbow Sod Wtr	100.45				100.45
H7150	Hoisington Koegler Group Inc.							
I-023-050-1	Sept Critical Corridor Grant	R	10/24/2023			153742		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Redevelopment MV Mal	7,143.82				7,143.82
H7302	Home Depot Pro - Dallas							
I-768704074	2023 Street Project Mail Boxes	R	10/24/2023			153743		
485 4470-1600	OPERATING SUPPLIES		2023 Street Project	400.00				400.00
I2005	IDC Automatic, LLC							
I-0069744-IN	PW Garage Door Maintenance	R	10/24/2023			153744		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS PW Garage Door Maint			463.50				463.50
I6350	Independent School District #6							
I-6988	Elementary Track Transport etc	R	10/24/2023			153745		
252 4732-3030	OTHER PROFESSIONAL SERVICES		Elementary Track Tra	1,250.00				1,250.00

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I6560	Innovative Office Solutions, L							
I-IN4323204	Calendars, Frame, Paper etc	R	10/24/2023			153746		
100 4160-1600	OPERATING SUPPLIES		Calendars, Frame, Pa	430.84				
I-IN4334612	Office Supplies, Inkcart	R	10/24/2023			153746		
100 4160-1600	OPERATING SUPPLIES		Office Supplies, Ink	96.31				
I-IN4339721	PW Office Supplies	R	10/24/2023			153746		
700 4823-1600	OPERATING SUPPLIES		PW Office Supplies	63.64				
730 4823-1600	OPERATING SUPPLIES		PW Office Supplies	63.64				
100 4460-1600	OPERATING SUPPLIES		PW Office Supplies	63.64				718.07
I6680	Instrumental Research, Inc.							
I-5180	Sept Water Testing	R	10/24/2023			153747		
700 4825-3030	OTHER PROFESSIONAL SERVICES		Sept Water Testing	165.00				165.00
I6825	International Institute of Mun							
I-202310189328	Membership Fee 2024	R	10/24/2023			153748		
100 4130-3610	MEMBERSHIPS		Membership Fee 2024	185.00				185.00
I7325	Intoximeters, Inc.							
I-744361	PBT Mouthpieces	R	10/24/2023			153749		
100 4200-1600	OPERATING SUPPLIES		PBT Mouthpieces	46.00				46.00
K2058	Kath Fuel Oil Service Co.							
I-784228	PW Windshield Wash	R	10/24/2023			153750		
700 4823-1220	SUPPLIES, VEHICLES		PW Windshield Wash	58.75				
100 4465-1220	SUPPLIES, VEHICLES		PW Windshield Wash	58.75				
730 4823-1220	SUPPLIES, VEHICLES		PW Windshield Wash	58.75				
100 4360-1220	SUPPLIES, VEHICLES		PW Windshield Wash	58.75				235.00
K2100	Katrina E. Joseph							
I-0066	Sept, 2023 Professional Serv.	R	10/24/2023			153751		
100 4200-3020	PROSECUTING ATTORNEY SERVICES		Sept, 2023 Professio	6,125.00				6,125.00
K3000	Kennedy & Graven, Chartered							
I-177228	Retainer to September, 2023	R	10/24/2023			153752		
100 4160-3010	GENERAL LEGAL SERVICES		Administration	1,858.16				
100 4160-3010	GENERAL LEGAL SERVICES		Public Works	81.05				
100 4160-3010	GENERAL LEGAL SERVICES		General Zoning Matte	40.53				
100 4160-3010	GENERAL LEGAL SERVICES		General Licensing Ma	20.26				
I-177229	MV EDA to September, 2023	R	10/24/2023			153752		
230 4650-3030	OTHER PROFESSIONAL SERVICES		General Matters	279.50				
230 4650-3030	OTHER PROFESSIONAL SERVICES		MWF Properties Proje	153.00				
230 4650-3030	OTHER PROFESSIONAL SERVICES		2716 Hillview Road	561.00				
230 4650-3030	OTHER PROFESSIONAL SERVICES		2833 Mounds View Blv	459.00				
I-177230	Non Retainer September 2023	R	10/24/2023			153752		
100 4110-3030	OTHER PROFESSIONAL SERVICES		Legal Serv-Charter C	8,552.40				
100 4160-3010	GENERAL LEGAL SERVICES		Code Update/Revision	236.50				
100 4180-3040	CONSULTANTS - OTHER		Red Oaks Estates No	553.75				

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K3000	Kennedy & Graven, CharCONT							
I-177230	Non Retainer September 2023	R	10/24/2023			153752		
100 4160-3010	GENERAL LEGAL SERVICES	Telecommunications		21.50				
100 4160-3010	GENERAL LEGAL SERVICES	Gen'l Employment Mat		172.00				
230 2320	DEPOSIT PAYABLE	Greenwood Dr Infill		4,054.50				
485 4470-7050-325	2023 STREET PROJECT PLESANT VI	2022-2023 Street Con		1,290.00				
230 2320	DEPOSIT PAYABLE	Long Lake Cove (7700		1,912.50				
100 4160-3010	GENERAL LEGAL SERVICES	Organized Collection		3,655.00				
100 4160-3010	GENERAL LEGAL SERVICES	Special Election		21.50				
100 4160-3010	GENERAL LEGAL SERVICES	Cannabis Matters		817.00				
100 4160-3010	GENERAL LEGAL SERVICES	SRO Matter		860.00				
700 4825-3030	OTHER PROFESSIONAL SERVICES	PFA Settlements		21.50				25,620.65
K3040	Hanna Kenow							
I-202310179326	Nashville & St.Cloud Conf	R	10/24/2023			153754		
100 4200-2400	UNIFORM & CLOTHING	Uniform Allowance		211.08				
100 4200-3630	TRAINING & CONFERENCES	Training/Conference		82.15				293.23
L6025	Lightning Disposal, Inc.							
I-0000500482	Fall Clean Up Day-Sept 16th	R	10/24/2023			153755		
290 4420-3530	REFUSE COLLECTION	Fall Clean Up Day-Se		4,704.81				4,704.81
L8020	LOCi Consulting LLC							
I-1097	Final Market Study MV Square	R	10/24/2023			153756		
100 4180-3030	OTHER PROFESSIONAL SERVICES	Final Market Study M		3,300.00				3,300.00
M0300	MMNTB							
I-202310109310	August Hotel Tax Days Inn	R	10/24/2023			153757		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	August Hotel Tax Day		1,692.85				
I-202310109313	July Hotel Tax AmericInn	R	10/24/2023			153757		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	July Hotel Tax Ameri		4,257.09				5,949.94
M0900	MTI Distributing, Inc.							
I-1394076-00	PW #319 Starter ASM	R	10/24/2023			153758		
100 4360-1220	SUPPLIES, VEHICLES	PW #319 Starter ASM		796.24				
I-1394792-00	PW #319 Belt, Alternator ASM	R	10/24/2023			153758		
100 4360-1220	SUPPLIES, VEHICLES	PW #319 Belt, Altern		533.58				
I-1394810-00	PW #319 Filters	R	10/24/2023			153758		
100 4360-1220	SUPPLIES, VEHICLES	PW #319 Filters		45.95				1,375.77
M1010	MacQueen Equipment, Inc.							
I-W12911	Elevator Camera Repair	R	10/24/2023			153759		
730 4823-1230	SUPPLIES, EQUIPMENT	Elevator Camera Repa		248.22				248.22

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M1257	Mailing Solutions							
I-39931	3rd Qtr UB & Insert	R	10/24/2023			153760		
700 4820-3300	POSTAGE	3rd Qtr UB & Insert		115.49				
730 4820-3300	POSTAGE	3rd Qtr UB & Insert		115.51				
700 4825-3030	OTHER PROFESSIONAL SERVICES	3rd Qtr UB & Insert		115.49				346.49
M1345	Mansfield Oil Company							
I-24719372	Unleaded	R	10/24/2023			153761		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Unleaded		4,399.06				
I-24719373	Diesel	R	10/24/2023			153761		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Diesel		3,469.40				7,868.46
M1505	Martin-McAllister Consulting P							
I-15661	Evaluation, Assessments, etc	R	10/24/2023			153762		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Evaluation, Assessme		2,850.00				2,850.00
M3505	Menards - Blaine							
I-56927A	Hydroflex Hose, Hot Shot, etc	R	10/24/2023			153763		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Hydroflex Hose, Hot		131.24				
I-57749	Brightair Spray, Magic Eraser	R	10/24/2023			153763		
252 4350-1230	SUPPLIES, EQUIPMENT	Brightair Spray, Mag		102.79				
I-57958	Grout, Ven Steel Grip, etc.	R	10/24/2023			153763		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Grout, Ven Steel Gri		227.25				
I-57967	Diamond Circle, Tile Cutter	R	10/24/2023			153763		
252 4350-1230	SUPPLIES, EQUIPMENT	Diamond Circle, Tile		20.98				
I-58058	EZLock Tile Cut, Diamond Wheel	R	10/24/2023			153763		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	EZLock Tile Cut, Dia		66.91				
I-58067	MVCC Tile Repair	R	10/24/2023			153763		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	MVCC Tile Repair		62.96				
I-58701A	Hillview Bldg Filters	R	10/24/2023			153763		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Hillview Bldg Filter		43.96				
I-58872	Repair/Winterize SV Bldg	R	10/24/2023			153763		
100 4360-1230	SUPPLIES, EQUIPMENT	Repair/Winterize SV		163.38				
I-58960	Paint for Plant 3	R	10/24/2023			153763		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Paint for Plant 3		5.98				
700 4823-1600	OPERATING SUPPLIES	Tools		10.99				
I-59136	Cap for Diesel Tank	R	10/24/2023			153763		
100 4460-1600	OPERATING SUPPLIES	Cap for Diesel Tank		10.57				847.01
M4027	Metro-INET							
I-1527	October IT Support	R	10/24/2023			153765		
100 4160-5100	REPAIRS, COMPUTERS	October IT Support		10,682.00				
100 4200-5100	REPAIRS, COMPUTERS	October IT Support		5,718.00				
252 4350-3100	TELEPHONE	October IT Support		350.00				
252 4732-5130	REPAIRS, EQUIPMENT	October IT Support		325.00				
I-1548	Adobe Pro for A.Bruzer	R	10/24/2023			153765		
100 4160-5100	REPAIRS, COMPUTERS	Adobe Pro for A.Bruz		126.00				17,201.00

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
M4600	Metro Council Environmental Se							
I-202310109311	September SAC Payment	R	10/24/2023			153766		
730 3721	SAC CHARGES	September SAC Paymen		2,460.15				2,460.15
M5300	Midway Ford Company							
I-608156	PW #448 BCM Module	R	10/24/2023			153767		
100 4465-5120	REPAIRS, VEHICLES	PW #448 BCM Module		729.51				
I-797676	PD #172	R	10/24/2023			153767		
100 4465-1220	SUPPLIES, VEHICLES	PD #172		202.36				
I-797784	PD #172 PCV Valve	R	10/24/2023			153767		
100 4465-1220	SUPPLIES, VEHICLES	PD #172 PCV Valve		44.22				
I-798217	PD #211 Battery	R	10/24/2023			153767		
100 4465-1220	SUPPLIES, VEHICLES	PD #211 Battery		165.56				
I-798704	PD #192 Battery	R	10/24/2023			153767		
100 4465-1220	SUPPLIES, VEHICLES	PD #192 Battery		165.56				1,307.21
M7150	MN Chiefs of Police Assn. (ETI							
I-14581	CLEO & Command Academy J.H.	R	10/24/2023			153768		
100 4200-3630	TRAINING & CONFERENCES	CLEO & Command Acade		795.00				795.00
M7326	MN Dept of Transportation							
I-P00016914	2022 Street Project	R	10/24/2023			153769		
485 4470-7050-324	2022 STREET PROJECT	2022 Street Project		1,484.65				1,484.65
M7969	Minute Maker Secretarial							
I-M1772	10/4 Planning, 10/9 CC, Mtgs	R	10/24/2023			153770		
100 4110-3030	OTHER PROFESSIONAL SERVICES	10/4 Planning Comm M		159.00				
100 4100-3030	OTHER PROFESSIONAL SERVICES	10/9 CC Mtgs		159.00				318.00
N5820	North Suburban Access Corporat							
I-2023-177	Sept Muni Mtg AV Services	R	10/24/2023			153771		
210 4350-3030	OTHER PROFESSIONAL SERVICES	Sept Muni Mtg AV Ser		2,423.91				2,423.91
N7007	Northland Temporaries							
I-856711	9-24-2023 Janitor Service	R	10/24/2023			153772		
252 4350-3030	OTHER PROFESSIONAL SERVICES	9-24-2023 Janitor Se		1,026.00				
I-856742	10-1-2023 Janitor Service	R	10/24/2023			153772		
252 4730-3030	OTHER PROFESSIONAL SERVICES	10-1-2023 Janitor Se		877.50				
I-856795	10/8/2023 Janitor Service	R	10/24/2023			153772		
252 4730-3030	OTHER PROFESSIONAL SERVICES	10/8/2023 Janitor Se		432.00				
252 4350-3030	OTHER PROFESSIONAL SERVICES	10/8/2023 Janitor Se		675.00				3,010.50
O5100	Office of MNIT Services							
I-W23090564	Sept Language Line	R	10/24/2023			153773		
100 4200-3055	INFORMATION SYSTEM FEES	Sept Language Line		169.05				169.05

VENDOR SET: 01 City of Mounds View

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
O5510	On Site Companies - OSSTC							
C-0001625863	Credit SV Park Bathrooms	R	10/24/2023			153774		
100 4360-4030	PORTABLE TOILETS	Credit SV Park Bathr		196.00CR				
I-0001614545	9/30 to 10/27/23 Restrooms	R	10/24/2023			153774		
100 4360-4030	PORTABLE TOILETS	9/30 to 10/27/23 Res		601.50				
255 4350-4030	PORTABLE TOILETS	9/30 to 10/27/23 Res		61.00				466.50
O5531	Optum Health							
I-0001505205	September COBRA Fee	R	10/24/2023			153775		
100 4160-3030	OTHER PROFESSIONAL SERVICES	September COBRA Fee		65.75				65.75
O8025	Otter Lake Animal Care Center							
I-240278	Boarding - City Placement	R	10/24/2023			153776		
100 4200-3080	VETERINARY SERVICES	Boarding - City Plac		270.00				270.00
P3765	Petsmart							
I-202310109312	Ace K9 Dog Food	R	10/24/2023			153777		
100 4200-1600	OPERATING SUPPLIES	Ace K9 Dog Food		97.53				97.53
P7250	Print Central							
I-151324	Wtr Meter Changeout Fliers	R	10/24/2023			153778		
700 4823-3030	OTHER PROFESSIONAL SERVICES	Wtr Meter Changeout		1,077.12				1,077.12
Q1047	Quadient Finance USA, Inc.							
I-17126213	Postage Ink	R	10/24/2023			153779		
100 4160-1600	OPERATING SUPPLIES	Postage Ink		159.60				159.60
R3002	Ramsey County							
I-EMCOM-011172	September Fleet Support Fee	R	10/24/2023			153780		
100 4200-5100	REPAIRS, COMPUTERS	September Fleet Supp		177.84				
I-EMCOM-011187	Sept Fleet Support Fee	R	10/24/2023			153780		
700 4823-3100	TELEPHONE	Sept Fleet Support F		7.28				
745 4415-3100	TELEPHONE	Sept Fleet Support F		7.28				
730 4823-3100	TELEPHONE	Sept Fleet Support F		7.28				
I-EMCOM-011202	September CAD Services	R	10/24/2023			153780		
100 4200-3050	DISPATCHING - CONTRACTUAL	September CAD Servic		1,127.21				
I-EMCOM-011218	September 911 Dispatch	R	10/24/2023			153780		
100 4200-3050	DISPATCHING - CONTRACTUAL	September 911 Dispat		6,774.39				
I-PUBW-020594	Street Line Painting	R	10/24/2023			153780		
100 4475-3030	OTHER PROFESSIONAL SERVICES	Street Line Painting		6,758.75				14,860.03
R3027	Ramsey County Attorney's Offic							
I-202310179323	Case 20007096 Forfeited Cash	R	10/24/2023			153781		
225 4200-3030	OTHER PROFESSIONAL SERVICES	Case 20007096 Forfei		214.80				214.80

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
R6007	Revolutionary Sports							
I-0512	9/14 to 10/5 Summer Classes	R	10/24/2023			153782		
252 4732-3030	OTHER PROFESSIONAL SERVICES	9/14 to 10/5 Summer		728.00				728.00
R7265	Rotary Club of New Brighton							
I-202310179318	October to December Dues	R	10/24/2023			153783		
100 4160-3610	MEMBERSHIPS	October to December		179.00				179.00
S3024	Stantec Consulting Services, I							
I-2138900,1, 516-8,	8-12-23 to 9-8-2023 Prof Serv.	R	10/24/2023			153784		
100 4470-3030	OTHER PROFESSIONAL SERVICES	General Engineering		1,476.50				
745 4415-3030	OTHER PROFESSIONAL SERVICES	General Eng-Long Lak		374.00				
100 4180-3030	OTHER PROFESSIONAL SERVICES	General Eng-Long Lak		97.50				
100 4180-3030	OTHER PROFESSIONAL SERVICES	GenlEng-Apple Tree P		633.75				
100 4180-3030	OTHER PROFESSIONAL SERVICES	General Engineering		243.75				
485 4470-7050-325	2023 STREET PROJECT PLESANT VI	2022-23 Street Recon		26,811.45				
745 4415-3030	OTHER PROFESSIONAL SERVICES	Ardan Park Storm Wtr		8,068.00				
745 4415-3030	OTHER PROFESSIONAL SERVICES	SV Storm Wtr Pond Re		3,708.75				
745 4415-3030	OTHER PROFESSIONAL SERVICES	Storm Wtr Mgmt Pond		11,434.75				52,848.45
S3824	Schmidt Curb Company							
I-23-03C	8250 Knollwood Wtr Main Rep	R	10/24/2023			153785		
700 4823-5140	REPAIRS, STREETS	8250 Knollwood Wtr M		2,500.00				2,500.00
S4224	Sensible Office Solutions							
I-0060379-001	Business Cards M.Margo	R	10/24/2023			153786		
252 4732-1600	OPERATING SUPPLIES	Business Cards M.Mar		34.50				34.50
S4651	Signs Now							
I-I-7840	SV & Ardan Pond Signs	R	10/24/2023			153787		
745 4415-1230	SUPPLIES, EQUIPMENT	SV & Ardan Pond Sign		150.00				150.00
S8026	MN Management of Budget							
I-202310179322	Case 20007096 Forfeited Cash	R	10/24/2023			153788		
225 4200-3030	OTHER PROFESSIONAL SERVICES	Case 20007096 Forfei		107.40				107.40
T5000	Toll Gas & Welding Supply							
I-40182819	Tank Rentals	R	10/24/2023			153789		
700 4823-1600	OPERATING SUPPLIES	Tank Rentals		12.30				
730 4823-1600	OPERATING SUPPLIES	Tank Rentals		12.30				24.60
T5019	Rise LLC							
I-1013	Squad Car Washes	R	10/24/2023			153790		
100 4200-1700	MOTOR FUELS & LUBRICANTS	Squad Car Washes		45.00				45.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
T6022	Trane U.S. Inc.							
I-313884794	Service on Control Monitor	R	10/24/2023			153791		
252 4350-5130	REPAIRS, EQUIPMENT	Service on Control M		1,081.56				1,081.56
T7125	Tyler Technologies, Inc.							
I-025-441444	ERP Pro 9 Fin'l Mgmt Training	R	10/24/2023			153792		
100 4150-3630	TRAINING & CONFERENCES	ERP Pro 9 Fin'l Mgmt		725.00				725.00
U7055	USA Blue Book							
I-INV00138372	Wtr Test Requests for Samples	R	10/24/2023			153793		
700 4825-3030	OTHER PROFESSIONAL SERVICES	Wtr Test Requests fo		197.15				197.15
V4105	Verizon Wireless							
I-9945401652	8-27 to 9-26-23 Cell Phones	R	10/24/2023			153794		
100 4200-3100	TELEPHONE	8-27 to 9-26-23 Cell		526.13				
100 4180-3100	TELEPHONE	8-27 to 9-26-23 Cell		80.02				606.15
V5400	Viking Electric Supply, Inc.							
I-S007375140.001	Trail Light Parts (Drivers)	R	10/24/2023			153795		
740 4416-1600	OPERATING SUPPLIES	Trail Light Parts (D		72.81				72.81
W0565	Walters Recycling & Refuse Inc							
I-0007334236	October Recycling	R	10/24/2023			153796		
100 4460-3530	REFUSE COLLECTION	October Recycling		1,221.75				
252 4350-3530	REFUSE COLLECTION	October Recycling		563.41				
290 4420-3530	REFUSE COLLECTION	October Recycling		212.09				1,997.25
Z2050	Benjamin Zender							
I-202310119315	Squad #172 Plates-Training Car	R	10/24/2023			153797		
225 4200-1600	OPERATING SUPPLIES	Squad #172 Plates-Tr		27.00				27.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	92	501,464.02	0.00	501,464.02
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	

TOTAL ERRORS: 0

VENDOR SET: 01 City of Mounds View

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4100-3030	OTHER PROFESSIONAL SERVICES	159.00
100 4110-3030	OTHER PROFESSIONAL SERVICES	8,886.40
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	45.98
100 4130-3610	MEMBERSHIPS	185.00
100 4150-3630	TRAINING & CONFERENCES	725.00
100 4160-1600	OPERATING SUPPLIES	736.94
100 4160-3010	GENERAL LEGAL SERVICES	7,783.50
100 4160-3030	OTHER PROFESSIONAL SERVICES	15,140.75
100 4160-3610	MEMBERSHIPS	179.00
100 4160-5100	REPAIRS, COMPUTERS	10,808.00
100 4180-3030	OTHER PROFESSIONAL SERVICES	11,418.82
100 4180-3040	CONSULTANTS - OTHER	553.75
100 4180-3100	TELEPHONE	80.02
100 4200-1600	OPERATING SUPPLIES	143.53
100 4200-1700	MOTOR FUELS & LUBRICANTS	88.62
100 4200-2400	UNIFORM & CLOTHING	211.08
100 4200-3020	PROSECUTING ATTORNEY SERVICES	6,125.00
100 4200-3050	DISPATCHING - CONTRACTUAL	7,901.60
100 4200-3055	INFORMATION SYSTEM FEES	2,209.05
100 4200-3080	VETERINARY SERVICES	270.00
100 4200-3100	TELEPHONE	526.13
100 4200-3630	TRAINING & CONFERENCES	877.15
100 4200-5100	REPAIRS, COMPUTERS	5,895.84
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	43.96
100 4360-1220	SUPPLIES, VEHICLES	1,504.88
100 4360-1230	SUPPLIES, EQUIPMENT	581.01
100 4360-2400	UNIFORM & CLOTHING	55.58
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	24.40
100 4360-4030	PORTABLE TOILETS	405.50
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	28.42
100 4410-2400	UNIFORM & CLOTHING	8.20
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	7.53
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	419.68
100 4460-1600	OPERATING SUPPLIES	583.34
100 4460-2400	UNIFORMS & CLOTHING	0.94
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.36
100 4460-3030	OTHER PROFESSIONAL SERVICES	3,281.07
100 4460-3530	REFUSE COLLECTION	1,221.75
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	463.50
100 4465-1220	SUPPLIES, VEHICLES	1,088.35
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	7,868.46
100 4465-2400	UNIFORMS & CLOTHING	11.49
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	5.10
100 4465-5120	REPAIRS, VEHICLES	729.51
100 4470-2400	UNIFORMS & CLOTHING	25.57
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	13.96

VENDOR SET: 01 City of Mounds View

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4470-3030	OTHER PROFESSIONAL SERVICES	1,476.50
100 4472-2400	UNIFORMS & CLOTHING	17.59
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	7.77
100 4472-3100	Telephone	216.00
100 4475-1600	OPERATING SUPPLIES	29.99
100 4475-2400	UNIFORMS & CLOTHING	5.40
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	2.31
100 4475-3030	OTHER PROFESSIONAL SERVICES	6,758.75
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	5,949.94
	*** FUND TOTAL ***	113,786.97
210 4350-3030	OTHER PROFESSIONAL SERVICES	2,423.91
	*** FUND TOTAL ***	2,423.91
225 4200-1600	OPERATING SUPPLIES	52.00
225 4200-3030	OTHER PROFESSIONAL SERVICES	322.20
	*** FUND TOTAL ***	374.20
230 2320	DEPOSIT PAYABLE	5,967.00
230 4650-3030	OTHER PROFESSIONAL SERVICES	1,672.50
	*** FUND TOTAL ***	7,639.50
252 4350-1230	SUPPLIES, EQUIPMENT	123.77
252 4350-1600	OPERATING SUPPLIES	401.54
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	134.14
252 4350-3030	OTHER PROFESSIONAL SERVICES	3,349.88
252 4350-3100	TELEPHONE	350.00
252 4350-3530	REFUSE COLLECTION	563.41
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	1,654.86
252 4350-5130	REPAIRS, EQUIPMENT	1,081.56
252 4730-3030	OTHER PROFESSIONAL SERVICES	1,473.86
252 4730-5110	REPAIRS, BUILDINGS & GROUNDS	1,246.82
252 4732-1600	OPERATING SUPPLIES	34.50
252 4732-3030	OTHER PROFESSIONAL SERVICES	3,984.17
252 4732-5130	REPAIRS, EQUIPMENT	325.00
	*** FUND TOTAL ***	14,723.51
255 4350-4030	PORTABLE TOILETS	61.00
	*** FUND TOTAL ***	61.00
290 4420-3530	REFUSE COLLECTION	4,916.90
	*** FUND TOTAL ***	4,916.90
480 4160-3030	OTHER PROFESSIONAL SERVICES	14,100.00
	*** FUND TOTAL ***	14,100.00

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
485 4470-1600	OPERATING SUPPLIES	400.00
485 4470-7050-324	2022 STREET PROJECT	1,484.65
485 4470-7050-325	2023 STREET PROJECT PLEasant VI	286,313.10
485 4470-7050-327	2024 STREET PROJECT	2,843.00
	*** FUND TOTAL ***	291,040.75
700 1152	UTILITY DELQ. RECIEVABLE	57.76
700 2326	DEPOSITS-HYDRANTS	2,500.00
700 4820-3300	POSTAGE	115.49
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	5.98
700 4823-1220	SUPPLIES, VEHICLES	58.75
700 4823-1250	SUPPLIES, UTILITIES	689.98
700 4823-1600	OPERATING SUPPLIES	86.93
700 4823-2400	UNIFORM & CLOTHING	37.76
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	21.24
700 4823-3030	OTHER PROFESSIONAL SERVICES	2,762.07
700 4823-3100	TELEPHONE	7.28
700 4823-5140	REPAIRS, STREETS	2,500.00
700 4823-5155	REPAIR, WATER SERVICE	100.45
700 4825-1600	OPERATING SUPPLIES	6,518.36
700 4825-2400	UNIFORM & CLOTHING	7.03
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	3.16
700 4825-3030	OTHER PROFESSIONAL SERVICES	499.14
	*** FUND TOTAL ***	15,971.38
730 3721	SAC CHARGES	2,460.15
730 4820-3300	POSTAGE	115.51
730 4823-1220	SUPPLIES, VEHICLES	58.75
730 4823-1230	SUPPLIES, EQUIPMENT	248.22
730 4823-1600	OPERATING SUPPLIES	1,054.93
730 4823-2400	UNIFORM & CLOTHING	43.16
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	24.04
730 4823-3030	OTHER PROFESSIONAL SERVICES	130.95
730 4823-3100	TELEPHONE	7.28
730 4823-5160	REPAIRS, SYSTEM MAINTENANCE	1,500.00
	*** FUND TOTAL ***	5,642.99
740 4416-1600	OPERATING SUPPLIES	72.81
	*** FUND TOTAL ***	72.81
745 4415-1230	SUPPLIES, EQUIPMENT	150.00
745 4415-2400	UNIFORM & CLOTHING	18.29
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	9.95
745 4415-3030	OTHER PROFESSIONAL SERVICES	23,585.50
745 4415-3100	TELEPHONE	7.28
745 4417-2400	UNIFORM & CLOTHING	3.52

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	1.56
745 4417-5130	REPAIRS, EQUIPMENT	6,934.00
	*** FUND TOTAL ***	30,710.10

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APBNK TOTALS:	92	501,464.02	0.00	501,464.02
BANK: APBNK TOTALS:	92	501,464.02	0.00	501,464.02
REPORT TOTALS:	92	501,464.02	0.00	501,464.02



Item No. 5.C.
Meeting Date: October 23, 2023
Type of Business: Consent Agenda
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Gayle Bauman, Finance Director
Item Title/Subject: Resolution 9814 Electing to Retain the Statutory
Tort Limit on Liability for the 2024 Insurance
Policies

Minnesota Statutes 466.04 provides a limit on municipal tort liability claims. Cities have the option of waving this limit if they purchase insurance policies with larger maximum coverage. There is no reason why the City of Mounds View should waive the statutory limit on tort liability. The City has never waived the limit on tort liability.

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort limit. The decision must be made by the City Council before the effective date of the coverage. The attached resolution declares that the City of Mounds View does not waive the statutory limit on tort liability.

Respectfully Submitted,

Gayle Bauman

Gayle Bauman, Finance Director

RESOLUTION NO. 9814

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

**ELECTING TO RETAIN THE STATUTORY TORT LIMIT ON LIABILITY FOR
THE 2024 INSURANCE POLICIES**

WHEREAS, the City of Mounds View is currently making application for insurance policies to cover the period of January 1, 2024 through December 31, 2024; and

WHEREAS, Minnesota Statute 466.04 requires that the City Council elect to not waive the monetary limits on municipal tort liability prior to the effective date of the coverage; and

WHEREAS, the established tort limits protect the City of Mounds View in state courts, waiving the statutory tort limit on liability claims is not in the best interest of the City of Mounds View.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Mounds View that the statutory tort limit on municipal tort liability is not waived.

Adopted this 23rd day of October 2023.

Gary Meehlhause, Acting Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



City of Mounds View Staff Report

Item No: 05D
Meeting Date: October 23, 2023
Type of Business: Consent Agenda
Administrator Review: _____

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9818, Approving the Hire of Martin Menard to the Facilities Maintenance Position

Background:

Council approved Resolution 9571 in 2022, authorizing a recruitment process for a Facilities Maintenance position. Since that time, the position has transitioned from a single position into two positions, and now back to one position. Staff believes candidates may have avoided applying for the position due to low wages assigned to the job.

Discussion:

The Facilities Maintenance position has been continuously posted for the past year with no qualified candidates since February, 2023. Unfortunately the February candidate did not stay in the position for long. Staff has been interviewing qualified candidates as they apply. At this time, we have received an excellent Facilities Maintenance applicant, Martin Menard. Mr. Menard interviewed with Parks and Recreation Superintendent Thomas, Director of Public Works/Parks and Recreation Peterson, and Human Resource Director Ewald. It is the consensus of the interview panel to recommend Mr. Menard to the position of Facilities Maintenance. Mr. Menard has nearly 10 years' experience performing maintenance roles for both private and public employers. And, Mr. Menard has the desired skill of a Minnesota low pressure special boiler operator's license.

The City's former Finance Director adjusted the wages for the position to a starting wage of \$29.00. If approved for hire, Mr. Menard would start at Step 2 of the pay scale, \$30.81 per hour. He would be on probation for six (6) months, and advance to Step 3 subject to a satisfactory performance evaluation on his one year anniversary. He would report directly to the Parks and Recreation Superintendent Thomas. Following is the 2023 wage schedule:

2023 Facilities Maintenance Hourly Wage Schedule:					
Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$29.00	\$29.91	\$30.81	\$32.63	\$34.44	\$36.25

Mr. Menard successfully passed the required hiring assessment, drug testing and BCA background check. Staff is requesting to begin his employment on or around October 30th.

Strategic Plan Strategy/Goal:

Create a culture where employees desire to work.

Financial Impact:

None.

Recommendation:

Staff recommends the City Council adopt Resolution 9818 Approving the Hire of Martin Menard to the Facilities Maintenance Position.

Respectfully submitted,

Rayla Sue Ewald
Human Resource Director

Attached: Resolution 9818

RESOLUTION NO. 9818

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

**A RESOLUTION APPROVING THE HIRE OF MARTIN MENARD TO THE
FACILITIES MAINTENANCE POSITION**

WHEREAS, the Facilities Maintenance position was advertised multiple times in 2022 and advertised continuously in 2023. With no success filling the position, staff concluded lack of interest was due to low wages; and

WHEREAS, wages for the position were increased; and

WHEREAS, an ideal candidate, Martin Menard, having nearly 10 years' experience performing maintenance roles for both private and public employers; and

WHEREAS, Mr. Menard's hiring assessment, pre-employment drug screen, and BCA background were successfully completed; and

WHEREAS, Mr. Menard, if hired, will begin at Step 2 of the 2023 pay plan, with an increase to Step 3 on his one year anniversary; and

2023 Facilities Maintenance Hourly Wage Schedule:					
Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$29.00	\$29.91	\$30.81	\$32.63	\$34.44	\$36.25

WHEREAS, Mr. Menard will begin employment on or around October 30th, 2023, reporting to Parks and Recreation Superintendent Thomas; and

WHEREAS, Mr. Menard will be subject to a six month probationary period.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council does hereby:

- Appoint Martin Menard to the position of Facilities Maintenance
- Starting date will be on or around October 30, 2023
- Starting wage at Step 2 of the 2023 Pay Plan (\$30.81/hour)
- Mr. Menard will be subject to a six-month probationary period
- Mr. Menard will advance to Step 3 on his one-year anniversary, subject to a satisfactory performance evaluation
- Mr. Menard will report directly to the Parks and Recreation Superintendent

Adopted this 23rd day of October, 2023.

Gary Meehlhause, Acting Mayor

ATTEST:

Nyle Zikmund, City Administrator

(seal)



Item No: 5.D.
Meeting Date: October 23, 2023
Type of Business: Consent Agenda
Administrator review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9819 Approving Additional Job Duties and an increase in Wage/Vacation Accrual for Brian Beeman

Background:

Community Development Director Sevald terminated employment August 18, 2023. When he departed, Brian Beeman took on the role of managing the Community Development staff, along with other duties in the department, which includes working with a contracted planner.

Discussion:

Mr. Beeman carries the role of the Assistant City Administrator. Both the Assistant City Administrator and the Community Development Director position are within the same job classification (same grade). Mr. Beeman requested to negotiate a wage adjustment, increasing his wage from \$55.08 per hour to \$58.25, and the addition of a higher vacation accrual. The HR Committee met and agrees the additional responsibilities, though within the same job classification, are significant and merit negotiations. The HR Committee also is in support of advancing Mr. Beeman to the next step in the vacation accrual, 200 hours per year or 7.69 hours per pay period.

Recommendation:

Staff recommends Council approve Resolution 9819 Approving an Increase in Wage/Vacation Accrual for Brian Beeman.

Respectfully submitted,

Rayla Sue Ewald
Human Resource Director

Attached: Res 9819

RESOLUTION NO. 9819

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

**APPROVING ADDITIONAL JOB DUTIES AND AN INCREASE
IN WAGE/VACATION ACCRUAL FOR BRIAN BEEMAN**

WHEREAS, Brian Beeman is the Assistant City Administrator in the Administration Department; and

WHEREAS, Mr. Beeman has taken on the role of managing the staff and contracted employers within the Community Development Department since August 21, 2023 when the Community Development Director terminated; and

WHEREAS, both the position of Assistant City Administrator and Community Development Director are within the same job classification (same grade), Mr. Beeman has requested to negotiate a wage adjustment and vacation accrual retroactive to August 21, 2023, which is supported by the HR Committee.

NOW, THEREFORE IT BE RESOLVED THAT the City Council of the City of Mounds View approves the following:

1. Mr. Beeman shall receive a wage increase from \$55.08 per hour to \$58.25 per hour retroactive to August 21, 2023.
2. Mr. Beeman will begin accumulating vacation accrual of 200 hours per year or 7.69 hours per pay period retroactive to August 21, 2023.
3. Mr. Beeman will be subject to a six month probationary period based on his new responsibilities and will follow the pay plan for scheduled increases using August 21st as his anniversary date.

Adopted this 23rd Day of October, 2023

Gary Meehlhause, Acting Mayor

ATTEST:

Nyle Zikmund, City Administrator

(seal)



Item No: 08A
Meeting Date: October 23, 2023
Type of Business: Council Business
City Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: **PUBLIC HEARING:** Introduction and First Reading of Ordinance 1012, 2024 City of Mounds View Fee Schedule

Introduction:

The Mounds View Fee Schedule is reviewed by Staff on an annual basis to keep pricing and fees current. This review often results in necessary additions, deletions, adjustments or increases. In addition, a public hearing is required when revising certain City fees.

Discussion:

Staff has reviewed the fee schedule and have recommended changes as shown in Exhibit A. Proposed revisions in red strike-through are deletions and those in blue underline are additions or modifications. City Council discussed the proposed changes at their October 2, 2023, work session.

Recommendation:

Staff recommends that the City Council open the public hearing and conduct the first reading of Ordinance 1012.

Respectfully submitted,

Nyle Zikmund
City Administrator

ORDINANCE NO. 1012

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

AN ORDINANCE ADOPTING THE 2024 CITY OF MOUNDS VIEW FEE SCHEDULE

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1. The City Council of the City of Mounds View hereby amends the 2023 City of Mounds View Fee Schedule by adding the underlined material and deleting the ~~stricken~~ material as follows:

See Exhibit A

SECTION 2. Pursuant to Minnesota Law, the Mounds View City Charter, and Mounds View City Code, the 2024 fee schedule for City services and licensing is hereby adopted after making the specified revisions as shown in **Exhibit A**.

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 this entire ordinance, as said summary would clearly inform the public of the intent and effect of the ordinance:

On November 13, 2023 the City Council adopted Ordinance 1012, entitled “An Ordinance adopting the 2024 City of Mounds View Fee Schedule,” which approved the City’s 2024 fee schedule. Numerous city fees contained within the fee schedule were modified for 2024. A printed copy of the complete ordinance, which includes the entire fee schedule, is available for inspection by any person during regular office hours at the office of the city administrator. A copy of the ordinance, including the new fee schedule, is also available online at the City’s website at www.moundsviewmn.org.

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 October 23, 2023.

Second Reading and Adoption by the Mounds View City Council on November 13, 2023.

Publication Date: November 16, 2023.

Attest:

Gary Meehlhause, Acting Mayor

(SEAL)

Nyle Zikmund, City Administrator



2024 Fee Schedule

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2024 Holidays for United States

Jan 1 New Year's Day
Jan 15 Martin Luther King Jr. Day
Feb 14 Valentine's Day
Feb 19 Washington's Birthday
Mar 17 St. Patrick's Day
Mar 31 Easter Sunday
Apr 15 Tax Day
Apr 24 Administrative Professionals Day

May 12 Mother's Day
May 27 Memorial Day
Jun 16 Father's Day
Jun 19 Juneteenth
Jul 4 Independence Day
Sep 2 Labor Day
Oct 14 Columbus Day
Oct 31 Halloween

Nov 5 Election Day
Nov 11 Veterans Day
Nov 28 Thanksgiving Day
Nov 29 Day after Thanksgiving Day
Dec 24 Christmas Eve
Dec 25 Christmas Day
Dec 31 New Year's Eve

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

I. BUILDING/COMMUNITY DEVELOPMENT RELATED FEES	
Building Permit (State Surcharge Required, See Appendix B)	Fees shall be based on valuation according to Appendix A, unless specifically noted otherwise or as determined by the City's Building Official
Building Permit Plan Review	65% of Building Permit Fee (Building Official may waive plan review fee for certain projects that require diminutive plan review such as partial basement finishes, kitchen remodeling, and minor repairs/alterations.
Building Permit Reinspection	\$63.25 per State Statute 326B.153
Building Permit Investigation Fee (starting work without an approved/issued permit)	Equivalent to permit fee
Renewable Energy System (Solar PV Building Permit: Small Rooftop Streamlined, Geothermal, Wind Energy Conversion) – Residential	\$150
Renewable Energy System (Solar, Geothermal, Wind Energy Conversion) – Commercial	See Appendix A
Billboards/Billboard Alterations (includes Footings)	\$250 per billboard plus surcharge
Roofing or Siding – Single Family Residential <i>Partial (less than 25%) of principal structure; or Detached Accessory Structures only</i>	\$100 \$65
Roofing or Siding – Townhomes and rental properties up to five units	\$60 per unit
Roofing or Siding – Commercial	See Appendix A
Window or Door Replacement (within existing openings)	\$65 for one window or door \$100 for two or more windows and/or doors
Telecommunications Antenna – New System	\$750 plus engineering/inspection fees if located on City-owned property plus surcharge (see Public Works for further information)
Telecommunications Antenna – Repairs/Alterations/Swapping or Adding Antennas to Existing System (City or Private Property)	\$250 per permit plus surcharge
Electrical Permits, State of MN	Established by the Minnesota State Boards of Electricity
Fire Inspections (DHS)	\$50
Fire Panel Systems	See Appendix A
Fire Permit (no surcharge), All permits unless noted otherwise	\$100
Fireworks Display/Fireworks Sales	\$100
Fireworks Sales Only (Businesses)	\$350
Fireworks Sales with other Retail (Businesses)	\$100

Fire Permit, Temporary Tent	\$50
Fire Permit, Tank Installation (fuel, oil, gas, etc.)	\$100 per tank
Fire Permit, Tank Removal	\$50 per tank
Fire Permit, Operational	\$50 per year
Fire Permit, Chemical Fire Suppression	\$100
Fire Sprinkler Systems	See Appendix A
Fire Sprinkler Plan Check	65% of permit (for new construction or 20 heads or more only)
Mechanical Permit, Residential (State Surcharge Required, See Appendix B)	Minimum \$60 or 2% of Valuation, whichever is larger
Mechanical Permit, Commercial (State Surcharge Required, See Appendix B)	See Appendix A
Plumbing <u>Inspection</u> Permit, Residential <u>and Commercial</u> (State Surcharge Required, See Appendix B)	Minimum \$60 or 1.25% of Valuation, whichever is Larger
Plumbing Permits, Commercial (State Surcharge Required, See Appendix B)	See Appendix A

Plumbing Permit Plan Review, Commercial

Plumbing system plans and specifications that are submitted to the City of Mounds View for review shall be accompanied by the appropriate plan examination fees shall be paid prior to plan approval. The City of Mounds View shall charge the following fees for plan reviews and audits of plumbing installations for public, commercial, and industrial buildings:

1. Systems with both water distribution and drain, waste, and vent systems and having:
 - a. 25 or fewer drainage fixture units, \$150
 - b. 26 to 50 drainage fixture units, \$250
 - c. 51 to 150 drainage fixture units, \$350
 - d. 151 to 249 drainage fixture units, \$500
 - e. 250 or more drainage fixture units, \$3 per drainage fixture unit to a maximum of \$4,000; and
 - f. Interceptors, separators, or catch basins, \$70 per interceptor, separator, or catch basin design
2. Building sewer service only, \$150
3. Building water service only, \$150
4. Building water distribution system only, no drainage system, \$5 per supply fixture unit or \$150, whichever is greater
5. Storm drainage system, a minimum fee of \$150 or:
 - a. \$50 per drain opening, up to a maximum of \$500; and
 - b. \$70 per interceptor, separator, or catch basin design
6. Manufactured home park or campground, one to 25 sites, \$300
7. Manufactured home park or campground, 26 to 50 sites, \$350
8. Manufactured home park or campground, 51 to 125 sites, \$400
9. Manufactured home park or campground, more than 125 sites, \$500
10. Revision to previously reviewed or incomplete plans:
 - a. Review of plans for which the city has issued two or more requests for additional information, per review, \$100 or ten percent of the original fee, whichever is greater
 - b. Proposer-requested revision with no increase in project scope, \$50 or ten percent of original fee, whichever is greater
 - c. Proposer-requested revision with an increase in project scope, \$50 plus the difference between the original project fee and the revised project fee---

Zoning Permits (No Surcharge) Title XV, Chapter 150.050(C)(2)

Patio/Deck 30" and under, or not attached	\$30
Driveways, Sidewalks, Parking Lots, Patios (no permit required for sealcoating or overlays without expansion). A right-of-way permit is required for any construction that disrupts City-owned streets, curbing, sidewalks, etc., residential includes churches and schools.	
Residential R-1 or R-2 Driveway	\$45
Residential R-3, R-4 and R-5 Driveway or Parking Lot	\$75
Residential Gravel (refer to Zoning Code for limitations)	\$25
Commercial/Industrial Driveway or Parking Lot	\$150
Commercial/Industrial Sidewalk or Patio	\$75
Fence/Kennel – 7' or below (if higher, Building Permit, see Appendix A)	\$30
Retaining Wall – 4' or below (if higher, Building Permit, see Appendix A)	\$30
Shed (200 square feet or less)	\$30
Signs – Billboards (Building Permit)	See Appendix A
Signs (Chapter 1008) up to 100 square feet	\$75
Signs 100 square feet or over	\$95
Signs – Re-Facing or Altering	\$40
Signs, Banners – Temporary	\$40 per 21-day period (Limit 4 permits per year plus one additional permit for a banner)
Swimming Pools, Residential (Above Ground)	\$30
Swimming Pools (In-Ground, Building Permit)	See Appendix A (Surcharge Required)

II. OTHER INSPECTION / PLANNING FEES

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees to be paid in escrow up front or upon receipt of statement from the City of Mounds View. Fees may include, but are not limited to, costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with each application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial fee and/or deposit amount. Any portion of the deposit not spent or encumbered shall be refunded to the applicant within 30 days after consideration of the application is completed. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

Building Inspections Conducted Outside Normal Business Hours	\$63.25/hour (two-hour minimum charge)
Change of Address	\$150
Change of Occupancy	\$75
Comprehensive Plan Amendment	\$500
Conditional Use Permit, R-1 or R-2	\$400
Conditional Use Permit, All Other Districts	\$400
Conditional Use Permit Amendment	Same as CUP Fee
Contractor License (Title XV, Chapter 150.053))	\$60
Contractor State License Verification Fee	\$5 per permit
Development/Site Plan Review	\$400
Escrow – Manufactured Homes	\$500 per permit
Escrow – Occupancy (Seed, sod, landscaping; as-building grading survey; driveway installation; curb cut modifications; site clean-up; storm water management; drainage features; site erosion; right-of-way restoration; or any other items as determined by the Building Official)	\$1,000 for each item
Housing Inspection Initial and One Follow-Up (includes now shows)	No Charge (Title XI, Chapter 119)
Housing Inspection/No Show, each additional	\$100
Interim Use Permit (IUP)	\$400
IUP Amendment	\$400

Park Dedication Fees (Ord. 745)	Residential: \$3,500 per unit Non-Residential: Up to 10% of estimated market value (of land)
Plan Review (Payment Required Before Plans are Reviewed)	65 percent of permit fee for all commercial permits and for residential permits for new dwellings, dwelling additions, garages, garage additions, decks, sheds over 200 square feet, and major remodeling.
Plan Review for Changes, Revisions, or Additions to Plans	\$47/hour (one half-hour minimum charge)
Plan Review, Engineering (Applicable to any project that changes the grade. To be determined by Staff during application review).	\$100 per permit
Plan Review for Outside Consultants for Plan Checking and Inspections or Both	Actual costs including administrative and overhead costs
Plan Review Similar (all units are same or similar)	Each unit after the first shall be 25% of original fee
Planned Unit Development (PUD) (Title XV, Chapter 160.300)	\$1,000
PUD Amendment	\$400
Refund, Permits (within 100 days of application if work is not commenced)	All but \$40
Refund, Plan Review	100% (If review has not been done)
Refund, State Surcharge	100%
Rezoning	\$500
Vacation, Street or Easement	\$250
Subdivision	\$750
Subdivision Escrow	\$1,000 - \$10,000 (at the discretion of the City Administrator)
Subdivision (Reapproval Fee)	\$100
Text Amendment, Zoning Code	\$400
Text Amendment, Other City Code	\$400
Variance, Administrative R-1 or R-2	\$100 (additional \$125 <u>\$300</u> if formal variance is required)
Variance, Formal R-1 or R-2	\$400
Variance, All Other Districts	\$400
Wetland Alteration Permit, R-1 or R-2	\$200
Wetland Alteration Permit, All Other Districts	\$350
Wetland Buffer Permit, R-1 or R-2	\$30
Wetland Buffer Permit, All Other Districts	\$100
Zoning Code Review	\$200
Zoning Letter	\$100 per letter
III. MISCELLANEOUS FEES	
Certified Copy	\$5 plus copy charges if any
<u>Data Request Generating Over 100 Pages</u>	<u>Staff Time(plus copying charges, if any)</u>
Filing Fee for Public Office	See Mounds View Charter
Insufficient Funds (NSF) Check	\$30
Municipal/City Code, Copy	\$200
Notary Public (Mounds View Residents Only)	Free of Charge
Photocopy, B/W 8 ½ x 11	\$0.25 per side
Photocopy, B/W 11 x 17	\$0.50 per side
Photocopy, Color 8 ½ x 11	\$1.00 per side
Photocopy, Color 11 x 17	\$2.50 per side
Pending Assessment Search	\$10

Copy Data to Flash Drive (Customer Provides New Unopened Flash Drive)	Free
IV. POLICE/FIRE/ADMINISTRATIVE OFFENSES	
Crime Free Multi-Housing Participant	No charge
Fingerprint Card	\$20 for first card, \$5 each additional
Police Report Research (if exceeds 100 pages)	\$50 per hour
Police Report Research (under 100 pages)	No charge
Certified Copy of Report	\$5 for certification and .25 per page
Clearance Letter	\$5
Color Computer Printed Copy	\$5 for 1 st page, \$1 for each additional
Electronic Copies to Digital Media	\$15 per disc
Impound Vehicle Storage Fee	\$15 per day
Annual Permit to Purchase Firearm (State of MN Application)	No charge
1 st or 2 nd Replacement Permit	No charge
3 rd and each add'l Replacement Permit	\$20 each
False Alarm (Police/Fire), 3 rd False Alarm within 12 Months	\$50
False Alarm (Police/Fire), Each False Alarm in Excess of 3 within 12 months	\$75
Maintenance-Related Fire Services (Multi-Family Rental Only)	\$250
Ignition device - Providing to, or in the possession of, a minor	\$50
Administrative Offenses	
Animal Violation, 1 st Violation within 12 Months	\$25
Animal Violation, 2 nd Violation within 12 Months	\$50
Animal Violation, 3 rd and Subsequent Violations within 12 months	\$75
Building Code\$	\$150
Garbage/Trash Dumping	\$100
House Numbers, Not to Code	\$25
Junk Vehicle	See property based violations
Junk and Debris	See property based violations
Parks and Recreation (Title IX, Chapter 92))	\$25
Regulated Business Activity (Title XI)	\$100 \$150
Property Based Violation, 1 st Offense	\$150
Property Based Violation, 2 nd Offense within 12 Months	\$300
Property Based Violations, 3 rd Offense within 12 Months	\$450
Administrative Hearing	\$50
Watering Ban, 1 st Violation	Written warning
Watering Ban, 2 nd Violation	\$25
Watering Ban, 3 rd Violation	\$50
Watering Ban, 4 th Violation	\$100
Watering Ban, 5 th Violation	\$200
Watering Ban, 6 th Violation	Given to City Attorney for criminal prosecution
Wetland, Altering of (Title XV, Chapter 159)	\$150
Zoning Code (Title XV, Chapter 160)	\$150
V. LICENSES (All Licenses are Subject to 20% Late Fee)	
Adult Establishment	\$2,500 per year
Adult Establishment, Investigation Fee	\$500 per person identified on the application as an owner, operator or manager. (If it appears that the investigative costs will exceed \$500, the City Administrator shall

	notify the applicant and give the applicant an estimate of costs. The applicant either shall make an additional deposit equal to the difference between \$500 and the total estimate or may withdraw the application)
Automobile Sales (Title XI, Chapter 112)	\$ 225 per year
Amusement Rides, Carnivals, Circuses (Title XI, Chapter 111)	\$133 first day plus \$21 for each additional day
Bowling Alleys (Title XI, Chapter 111)	\$21 per alley per year
Christmas Tree Sales	\$204 per season
Cigarette and Tobacco (Title XI, Chapter 118)	\$330 per year
Contractor License	\$60 per year
Dog License Fees/Duplicate Tag, After One Year	Decrease Full Price by 50%
Dog License, Spayed/Neutered	\$12 for 2 years
Dog License, Unaltered	\$20 for 2 years
Dog License, Duplicate Tag	\$5
Donation Collection Bin	\$100 per bin per year
Garbage/Recycling/Rubbish Hauler (Title V, Chapter 50)	\$120 plus \$50 per vehicle per year
Gasoline Stations (Title XI, Chapter 112)	\$75 plus \$25 per pump per year
Chickens/Ducks, Keeping of (Title IX, Chapter 90)	\$100 first year
Chicken/Ducks, Renewal	\$30 per year
Honeybees, Keeping of (Title IX, Chapter 90)	\$50 (one time license)
Kennel, Residential (Title IX, Chapter 90)	\$45 per year
Kennel, Commercial	\$80 per year
Gambling, Lawful (Premises Permit Investigation Fee)	\$100 per permit
Gambling, Lawful (Title XI, Chapter 111.128)	10% Contribution of Net Profits per year
Liquor (Title XI, Chapter 110)	
On-Sale, Intoxicating	\$0.65 per square foot for that space used primarily as bar area and \$0.53 per square foot for that space used primarily as dining area with a minimum fee of \$3,000 and a maximum fee of \$10,000
On-Sale, Intoxicating (Movie Theaters Only)	\$3,000 base fee plus \$100 per theater room allowing alcohol
On-Sale, Sunday Sales	\$200 per year
State of MN AGED Buyer's Card	\$20 (new application only)
On-Sale, Brewer Taproom	\$800 per year
Off-Sale, Brewer Malt Liquor	\$200 per year
On-Sale Microdistillery	\$800 per year
Off-Sale Microdistillery	\$200 per year
Sunday Growler Sales	\$200 per year
On-Sale Wine	\$800 per year
Off-Sale Intoxicating	\$260 per year
Bottle Club	\$330 per year
On-Sale Malt Liquor/3.2 Beer	\$800 per year
Off-Sale Malt Liquor/3.2 Beer	\$200 per year
Set Ups	\$330 per year
Club	\$330 per year
Temporary Liquor	\$120 per event (includes background check)
Transfer Fee, Liquor License	\$160
Investigation Fee, Renewal License	\$50 per year
Investigation Fee, Single Person	\$350 (new application)

Investigation Fee, Partnership	\$385 (new application)
Investigation Fee, Corporation	\$450 (new application)
Rental Dwelling (Title XI, Chapter 119)	
Administrative Fee (Multi-Family Dwelling)	\$30 (active license with no renters)
Single-Family Dwelling	\$100 per year
New Single Family Rental	\$100 per year plus conversion fee
Multi-Family Rental	\$100 plus \$25 per unit per year
Renewal Late Fee	10% of license fee (minimum \$100)
<u>Reinstatement of a Revoked Rental License</u>	<u>5X Rental Fee (Maximum \$3,000) Plus Rental Fee</u>
License Fee Discount, Certification Level C	20% fee reduction
License Fee Discount, Certification Level B	33% fee reduction
License Fee Discount, Certification Level A	50% fee reduction
Transfer of License	\$100 per building
Conversion Fee (conversion from unlicensed rental to licensed rental, if 3 or fewer units in one building). Buildings owned by Nonprofits are exempt from Conversion Fee.	\$375 in addition to annual license fee. \$100 if owner presents proof of participation in an applicable education or hires a management company for at least a year
Mobile Food Vehicle/ <u>Trailer</u> Mounds View Resident/Business Owner	\$20 per day \$100 per thirty (30) consecutive days \$250 per year 50% of MFV/Vendor (Annual Only)
Mobile Food Vendor/Cart, (Packaged Foods, Ice Cream Truck, Street Vending) Mounds View Resident/Business Owner	\$10 per day \$100 per year 50% of MFV/Cart (Annual Only)
Pawn Shop ((Title XI, Chapter 115), Non-refundable Application Fee (Includes Investigation Fee)	\$500
Pawn Shop, New Manager Investigation Fee	\$150
Pawn Shop, License	\$10,000 per year (pro-rated in 30-day increments after June 30 th)
Pawn Shop, Billable Transaction	\$1.50 per transaction
Pawn Shop, Performance Bond	\$10,000
Pawn Shop, Failure to Provide Daily Report to City	\$100 per day
Peddler/Transient Merchants/Solicitor (Title XI, Chapter 113) Permits	\$61 per day \$204 per month \$510 per year
<u>Registered Person (Under the Main Applicant)</u>	<u>\$15 each person/year</u> <u>\$10 each person/month</u> <u>\$5 each person/day</u>
Peddler Investigation Fee, Per Person	No Charge
Peddler ID Card, Per Person	No Charge
Recuperation/Half Way House (Title XI, Chapter 114) Less than 10 Beds	\$33 per year
Recuperation/Half Way House, 10-49 Beds	\$55 per year
Recuperation/Half Way House, 50-99 Beds	\$82 per year
Recuperation/Half Way House, Over 100 Beds	\$110 per year
Restaurant, Class A (Occupancy Load Greater than 100) (Title XI, Chapter 111), Operating 16 hours per day or less	\$320 per year
Restaurant, Class A (Occupancy Load Greater than 100), Operating More than 16 Hours Per Day	\$560 per year
Restaurant, Class B (Occupancy Load of 100 or Less) , Operating 16 Hours Per Day or Less	\$204 per year
Restaurant, Class B (Occupancy Load 100 or Less), Operating More than 16 Hours Per Day	\$337 per year

Restaurant (Class A or B), Transfer	\$100
Therapeutic Massage (Title XI, Chapter 114), Enterprise	\$255 per year (pro-rated in 30-day increments after June 30 th)
Therapeutic Massage, Each Therapist	\$102 per year (pro-rated in 30-day increments after June 30 th)
Therapeutic Massage Investigation, Individual	\$100 new application \$50 per year renewal
Therapeutic Massage Investigation, Partnership or Corporation	\$350 per year
Therapeutic Massage, Temporary	\$100
Transfer Fee, Any Other Commercial Business License except Liquor (If Transferable).	\$65

VI. PARKS, RECREATION, AND MOUNDS VIEW COMMUNITY CENTER (MVCC) FEES

The City Administrator may waive the rental fees for charitable events held for the benefit of Mounds View residents upon receiving a written request outlining the nature of such event.

Banquet and Conference Center Rentals

R/NP = Resident/Non-Profit NR = Non-Resident S/PS = Schools/Public Sector	2023		2024		2025	
	Hourly	Daily	Hourly	Daily	Hourly	Daily
Event Center 1/6 Seats 50 (Class 1 Excludes Set Up Services in Event Center or Additional Set Up in Multi-Purposes Rooms and Gymnasium)	\$24 S/PS \$40 R/NP \$50 NR	NA	25 \$26 S/PS \$42 \$43 R/NP \$52 \$54 NR	NA	\$27 S/PS \$44 R/NP \$56 NR	NA
Event Center 1/3, Seats 100 (Class 1 Excludes Set Up Services in Event Center or additional Set Up in Multi-Purpose Rooms and Gymnasium)	\$40 S/PS \$66 R/NP \$75 NR	NA	44 \$42 S/PS \$68 \$70 R/NP \$78 \$80 NR	NA	\$43 S/PS \$72 R/NP \$77 NR	NA
*Full Event Center, Seats 400 (Class I Excludes Set Up Services in Event Center or Additional Set Up in Multi-Purpose Rooms and Gymnasium) NOTE: MUST RENT LOBBY FOR 200 OR MORE GUESTS. *Fri, Sat, Sun, and Mon-Thurs after 6 pm *Mon-Thurs 7 am-6 pm, R and NR Subtract \$400 from daily total S/PS cost remains at daily rate	\$100 S/PS \$165 R/NP \$185 NR	\$670 S/PS \$1,675 R/NP \$1875 NR	\$102 \$120 S/P S \$170 \$190 R/NP \$190 \$210 NR	\$690 \$800 S/PS \$1730 \$1,900 R/NP \$1930 \$2,100 NR	\$124 S/PS \$196 R/NP \$216 NR	\$825 S/PS \$1,960 R/NP \$2,165 NR
Multi-Purpose Rooms – Aspen**, Birch; Seating up to 20 (For Multi-Purposes Rooms and Gymnasium Rentals, if the MVCC is Not Otherwise Open, the Permit Holder will be Charged an Additional \$20 per Hour for Staffing) **\$100 Damage Deposit Required.	\$15 S/PS \$25 R/NP \$35 NR	NA	\$15 \$16 S/PS \$26 \$27 R/NP \$36 \$37 NR	NA	\$17 S/PS \$28 R/NP \$38 NR	NA
Multi-Purpose Room – Pine**, Seating up to 40, 2-HOUR MINIMUM RENTAL. (For Multi-Purpose Rooms and Gymnasium Rentals, if the MVCC is not Otherwise Open, the Permit Holder will be Charged an Additional \$20 per hours for Staffing) **\$100 Damage Deposit Required.	\$24 S/PS \$40 R/NP \$50 NR	NA	\$25 \$26 S/PS \$42 \$43 R/NP \$52 \$54 NR	NA	\$27 S/PS \$44 R/NP \$56 NR	NA
Multi-Purpose Room – Studio (For Multi-Purpose Rooms and Gymnasium Rentals, if the MVCC is Not Otherwise Open, the permit Holder will be Charged an Additional \$20 per Hour for Staffing)	\$39 S/PS \$65 R/NP \$75 NR	\$754	\$40 \$41 S/PS \$67 \$69 R/NP \$77 \$79 NR	\$777 \$800	\$42 S/PS \$71 R/NP \$81 NR	\$824

Miscellaneous MVCC Charges - *Items subject to class rate pricing

Screen	\$50*
Lobby	\$25 per hour or \$150 per day
Bar	\$20

Fabric Backdrop	\$150
Backdrop Lighting	\$100
Coffee Pot and Carafes	\$25
Table Linens	\$3 each
Napkins	\$0.15 each
Prep Kitchen	\$150 per day
Kitchen	\$350 <u>\$200</u> per day
Sound Package – Microphone and up to 4 Speakers	\$75*
Visual Package – Screen and Projector	\$75*
A/V Package – Sound Package and Visual Package	\$125*
MVCC Daily Admission	
Youth \$3 R \$5 NR	\$12 R \$22 NR
Adult \$5 R \$7 NR	\$25 R \$35 NR
Family NA	\$40 R \$50 NR
Gymnasium Rental	
Full Gym, Hourly	\$135 NR \$90 R/NP \$68 S/PS
Full Gym, All Day (8 am to 8 pm)	\$1,500 NR \$975 R/NP \$750 S/PS
Half Gym, Hourly	\$70 NR \$46 R/NP \$35 S/PS
Gym Rental Staffing, Hourly	\$20
Athletic Field Rentals	
<u>Reservations Begin</u>	
Level 1 – City of Mounds View and Community Center	February 1-7
Level 2 – School District #621/Mounds View Recognized Youth Athletic Association	February 8-14
Level 3 – Recognized Youth Athletic Associations	February 15-21
Level 4 – Other Mounds View Resident Community Groups	February 21
Level 5 – All Other Individuals or Groups	February 21
Fees are based upon an individual event/game/practice. Field reservations may be limited depending upon the number of teams and fields available. Mounds View Staff will set a seasonal field use policy that may affect field availability.	
Baseball and Softball Fields (Youth Only) Hillview, Groveland, Oakwood, Greenfield, Lambert and City Hall Parks	\$45 <u>\$16</u> for 2 hours
Softball Fields (Youth) City Hall and Silver View Parks	\$45 <u>\$16</u> for 2 hours
Softball Fields (Adult) City Hall and Silver View Parks	\$20 for 2 hours
Soccer Fields (Youth Only), Groveland and Oakwood Parks	\$10 for 2 hours
Soccer Fields (Youth Only) Silver View	\$50 for 2 hours
Lighting Fee for Softball Field, Level 1, 2 or 3	\$20 per 2-hour time block
Lighting Fee for Softball Field, Level 4	\$30 per 2-hour time block
Lighting Fee for Softball Field, Level 5	\$40 per 2-hour time block

Soccer Tournaments (Excludes Silver View)	\$100 per field per day (If Field Maintenance is Required During Tournament, an Additional \$30 per Hour with a 2-Hour Minimum will be Charged)
Soccer Tournament – Silver View Park Only	\$50 for 2 hours
Park Shelter/Building Rental: Hillview and Lakeside Per Day = 10 am to 10 pm	\$55 R/NP and \$110 NR per day \$25 Refundable Key Deposit \$200 Refundable Damage Deposit \$100 \$200 Service Fee (Groups of 50 or More or in excess of 10 trash bags) Should the event go past the agreed rental period, a 2-hour public works call-out fee will be incurred.
Park Shelter/Building Rental, Groveland, Lambert, Random and Silver View * Per Day = 10 am to 10 pm	\$100 R/NP and \$200 NR per day \$25 Refundable Key Deposit \$200 Refundable Damage Deposit \$100 \$200 Service Fee (Groups of 50 or More or in excess of 10 trash bags) Should the event go past the agreed rental period, a 2-hour public works call-out fee will be incurred.
*Large Group Rental (200+) at Silver View Shelter includes the Volleyball and Basketball Courts, Horseshoe Pits and 100' around Building. Non-profit organizations and Night to Unite groups may be eligible for a reduced fees (see policy below).	\$500 for 8 12 hours**
City Hall Park Pavilion Rentals	\$40 for 4 hours
**NON-PROFIT POLICY: <ol style="list-style-type: none"> 1. Non-Profit entities duly registered in the State of Minnesota with active status as denoted on the Minnesota Secretary of State registry that has real property or a physical presence and provide a measurable benefit to the City of Mounds View can submit a written request to the City Administrator that \$500 fee be waived. 2. Only one waived fee per year per Non-Profit is allowed. 3. Non-Profit's making and receiving the waiver are still required to submit a \$200 security deposit to cover damages and cleaning. 4. Non-Profits making and receiving the waiver must clean the facility and remove all trash or will forfeit their \$200 deposit. 5. Residents/Neighborhood Groups requesting use of a Park Facility for Night to Unite are required to pay the \$25 security deposit for the key and sign a use agreement that details cleanup and usage requirements. 	
VII. PUBLIC WORKS RELATED FEES	
Call-Out Rate Schedule Based on Current Wages	
Normal Business Hours for Call-Out Rates	7:00 am to 3:00 pm, Monday thru Friday
After Hours Call-Out Rate, Specified Time Conducted Outside Normal Business Hours	\$100/hr. (Minimum 2 hours)
Holiday Call-Out Rate, Specified Time Conducted on Holidays	\$150/hr. (Minimum 2 hours)
Right-Of-Way Management Fees (Title V, Chapter 54) Additional Fees May be Required for Legal and Engineering Costs Incurred by the City) All issued right-of-way permits will include a \$125 administrative fee.	
Excavation, Hole Fees, Boulevard Areas	\$100 per hole
Excavation, Hole Fees, Pavement Areas	\$200 per hole
Excavation, Underground Utility Work, Open Trenching – Boulevard Areas Open	\$50 per 100 lineal feet or fraction thereof (requires hole fee)
Excavation, Underground Utility Work, Open Trenching – Pavement Areas	\$70 per 100 lineal feet or fraction thereof (requires hole fee)
Excavation, Trenchless Installation	\$35 per 100 lineal feet or fraction thereof
Excavation, Overhead Installation	\$25 per 100 lineal feet or fraction thereof
Obstruction, New Pavement	\$100 per obstruction

Obstruction, Replace Existing Obstruction (in-kind)	\$50 per obstruction
Temporary Obstruction, Dumpster, Portable Restroom, etc.	\$25 per obstruction
Temporary Obstruction, Equipment Used for Excavation	No Charge
Miscellaneous ROW Management Fees and Costs (Discount for Work Done Pertaining to City Project; Additional Fees May be Required for Legal and Engineering Costs Incurred by the City)	
Street Opening Permit (Requires Deposit)	\$200
Street Opening Deposit	To be determined by the Director of Public Works
Registration Fee (ROW Users and Registrants)	\$30
Permit Extension	\$30
Delay Penalty	10% of ROW Permit
Degradation Fee	Calculated at time of permit
Restoration Cost	Calculated at time of permit
Overhead Utility Line Repair	No Charge
Penalty for Work Done without a Permit	Double Fee 50%
Municipal Water System Fees (Title V, Chapter 52)	

Water Availability Charge (WAC), Residential	\$500 per unit
WAC Charge, Commercial/Industrial	\$1,000 per acre of developable land (\$1,000 minimum charge)
Residential Water Usage Base Charge	\$21.00 \$23.00 per quarter
Residential Water – 0 to 12,000 gallons	\$2.70 \$2.85 per 1,000 gallons per quarter
Residential Water – 12,000 to 24,000 gallons	\$2.97 \$3.14 per 1,000 gallons per quarter
Residential Water – Over 24,000 gallons	\$3.42 \$3.61 per 1,000 gallons per quarter
Commercial Water Usage Base Charge	\$21.00 \$23.00 per quarter
Commercial Water – 0 to 125,000 gallons	\$2.70 \$2.85 per 1,000 gallons per quarter
Commercial Water – 125,000 to 700,000 gallons	\$2.97 \$3.14 per 1,000 gallons per quarter
Commercial Water – 700,001 to 1,100,000 gallons	\$3.27 \$3.49 per 1,000 gallons per quarter
Commercial Water – Over 1,100,000 gallons	\$3.76 \$4.01 per 1,000 gallons per quarter
Water Quality Testing Charge (State)	\$ 2.43 per connection per quarter
Water Service Line Repair Insurance Charge	\$ 8.00 \$9.00 per connection per quarter
Failure to participate or grant access regarding Public Works Ordinance Programs. (Installation/Repair/Inspect/Replace)	\$150 per connection per quarter
Utility Bill Late Payment	10% of delinquent bill amount
Utility Bill Assessment Search	\$10
Water Service Connection/Repair/Disconnect Size Less than 4 Inches	\$100 plus surcharge
Water Service Connection/Repair/Disconnect Size Over 4 Inches	\$150 plus surcharge
Water Service Inspection or Reinspection After Hours	After hours call-out rate per visit (Minimum 2 hours)
Manual Water Meter Read	After hours call-out rate per visit
Hydrant Meter Deposit	\$2,500
Hydrant Meter Rental (One Week Minimum)	\$50 per week \$150 per month
Water Shut-Off/Turn-On	No charge during normal business hours, otherwise one hour at call-out rate per visit
Water Shut-Off/Turn-On (Snowbirds)	\$25 per shut –off \$25 per turn-on
Water Meter Testing	Call-out rate per visit (Minimum 2 hours)
Water Testing	One hour at call-out rate

Water Meter	City cost plus 10% administrative fee
Water Meter Radio Remote Reading Device	City cost plus 10% administrative fee
Curb Stop – Valve Cover	City cost plus 10% administrative fee

Municipal Sanitary Sewer System Fees (Title V, Chapter 52)

I/I Application Fee – H20PP Program	\$150 per lateral line
Sewer Service Availability Charge (SAC)	\$2,485 per Metropolitan Council Environmental Services
Sewer Usage Rate	Per Quarter
Sewer Usage Rate	\$3.40 <u>\$3.64</u> per 1,000 gallons water sold per quarter
Sewer Service Charge, Residential	\$42.70 <u>\$45.69</u> per residential equivalent unit (REU) connection per quarter
Sewer Service Charge, Commercial/Industrial/ Public Buildings and Churches	\$104.88 <u>\$112.22</u> per REU connection per quarter
Sewer Connection/Repair/Disconnect	\$100 plus surcharge
Sewer Unit Charge (New Connection Only)	\$150 per connection
Sewer Inspection or re-inspection after hours.	Call-out rate per visit (Minimum 2 hours)

Surface Water Management (SWM) Utility Fees (Title V, Chapter 53)

SWM New Construction, R-1	\$212 per lot
SWM New Construction, R-2	\$1,038 per acre
SWM New Construction, R-3, R-4, R-O	\$1,500 per acre
SWM New Construction, B-1, B-2, B-3, B-4	\$1,500 per acre
SWM New Construction, I-1, PUD	\$2,096 per acre
SWM Utility Rate Charge, R-1 Single Family and R-2 Single and Two Family Residential	\$16.00 <u>\$17.00</u> per unit per quarter
SWM Utility Rate Charge, R-3 Medium Density Residential	\$87.37 <u>\$92.83</u> per acre per quarter
SWM Utility Rate Charge, R-4 High Density Residential, R-5 Mobile Homes and R-O Residential Office	\$103.60 <u>\$110.08</u> per acre per quarter
SWM Utility Rate Charge, B-1 Neighborhood Business, B-2 Limited Business, B-3 Highway Business and B-4 Regional Business	\$135.71 <u>\$144.19</u> per acre per quarter
SWM Utility Rate Charge, I-1 Industrial	\$109.96 <u>\$116.83</u> per acre per quarter
SWM Utility Rate Charge, PUD Planned Unit Development	\$120.16 <u>\$127.67</u> per acre per quarter
SWM Utility Rate Charge, CRP Conservancy, Recreation and Preservation	\$16.00 <u>\$17.00</u> per acre per quarter
SWM Utility Rate Charge, School or Church, Public or Private	\$48.76 <u>\$51.81</u> per acre per quarter
Illicit Discharge Fee	To be determined by the Public Works Director on a case-by-case scenario.

Storm Water Management (The permit fee schedule adopted 12/08/2021 by the Rice Creek Watershed District Board. The fee for a permit is the cumulative total of all individual aspects of a project. Government entities are exempt from the permit fees).

Rule C (Storm water Management):

Residential, Commercial, Industrial, Institutional development that proposes less than 5 acres of new and/or reconstructed impervious surface	\$3,000 non-refundable fee due at time of application. Once application review costs (District Engineer and Legal Counsel) exceed \$9,000*, any additional cost
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	must be reimbursed by the applicant before the permit can be issued.
Residential, Commercial, Industrial, Institutional development that proposes 5 or more acres of new and/or reconstructed impervious surface	\$5,400 non-refundable fee due at time of application. Once application review costs (District Engineer and Legal Counsel) exceed \$9,000*, any additional cost must be reimbursed by the applicant before the permit can be issued.
Notes: An application subject to a Rule C fee is exempt from the Non-Rule C fee of \$300.	
The following is exempt from the Rule C fee and subject to only the Non-Rule C fee of \$300: Single-family residential subdivision that creates seven or fewer lots and establishes no new public roadway or a private roadway/driveway serving three or more lots	
Non-Rule C Fee: A \$300 non-refundable fee is due at the time of application for a project subject to one or more of the following Rules:	
<ul style="list-style-type: none"> Rule D (Erosion and Sediment Control Plans) Rule E (Floodplain Alteration) Rule F (Wetland Alteration) Rule G (Regional Conveyance Systems) Rule I (Public Drainage Systems) Rule J (Appropriation of Public Waters) 	
Rule L (Variances):	Variable. See District Permit Variance Guidance Policy
* Review cost is calculated according to the consultant hourly rate, which the District will publish annually. The review cost incurred between the non-refundable fee amount and \$9,000 will be absorbed by the District and will not be the responsibility of the applicant. District staff will notify the applicant of the incurred cost to date once the total review cost exceeds \$7,500, and at subsequent \$3,000 intervals. A delay in notice, however, will not affect the applicant's reimbursement responsibility	
Storm Water Connection/Repair/Disconnect	\$100 plus surcharge
Storm Water Inspection or re-inspection after hours	Call-out rate per visit (Minimum 2 hours)
Street Lighting Utility Fees (Title XV, Chapter 152.018)	
Residential (single family homes, duplexes, fourplexes, condominium and townhomes)	\$4.50 \$5.00 per unit per quarter
Commercial/Industrial	\$21.09 \$23.41 per acre per quarter
Institutional/Charitable	\$21.09 \$23.41 per acre per quarter
Apartments	\$21.09 \$23.41 per acre per quarter
Construction Site and Land Disturbance Fees (Title XV, Chapter 156.006) Additional Fees May be Required for Legal and Engineering Costs Incurred by the City.	
50 Cubic Yards or Less	\$25
51 to 100 Cubic Yards	\$50
101 to 1,000 Cubic Yards	\$50 base fee plus \$20 for each 100 cubic yards or fraction thereof
1,001 to 10,000 Cubic Yards	\$250 base fee plus \$35 for each 1,000 cubic yards or fraction thereof
10,001 to 100,000 Cubic Yards	\$500 base fee plus \$100 for each 10,000 cubic yards or fraction thereof
100,001 Cubic Yards or More	\$1,500 base fee plus \$250 for each 100,000 cubic yards or fraction thereof
Other Miscellaneous Public Works Fees	
Load Limit Waiver (Must be authorized by the Public Works Director)	\$125 per trip
Call-Out Charge for Contractor Negligence (Lack of Maintenance, Traffic Signs, Etc.)	Call-out rate per visit (Minimum 2 hours) plus cost(s)* of any materials required to remedy the issue. *TBD by the Director of Public Works/Parks and Recreation
Water Tower Telecommunications Maintenance or Repair Access Fee	No charge if during normal business hours, otherwise 2 hour minimum charge for each after hours call-out

Water Tower Telecommunications Plan Review and Inspections	Actual legal and consulting engineering costs plus-\$125 for administration costs and \$1,000 escrow.
RPZ Annual Inspection Violation	See Property Based Violations, Section IV, Police/Administrative Offenses
Appeal of Public Improvement Bond	\$250 (MN State Statutes 429.036)

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Item No: 08B
Meeting Date: 10/23/2023
Type of Business: CB

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Brian Beeman, Assistant City Administrator
Item Title/Subject: **PUBLIC HEARING:** Introduction and First Reading of Ordinance 1010, Amending Title XV Land Usage, Chapter 150 Building Regulations; Construction of the Mounds View City Code; and

Resolution 9816, Review of a Professional Services Contract with Rum River Construction Consultants for Building Official Services Dated 09/11/2023 (consideration after second reading and adoption of Ordinance 1010); and

Resolution 9820, Review of Minnesota Department of Labor and Industry Plumbing Plan Review Agreement Application (consideration after second reading and adoption of Ordinance 1010).

Background

The State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in Mounds View, as stipulated in Minnesota Rules 1300.0215, Subpart 6.

Minnesota Statutes 326B.43, Subdivision 2 permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities. This statute enables the DOLI Commissioner to establish an agreement with a municipality, in which the municipality agrees to carry out plan reviews typically performed by the commissioner or their designee.

Discussion

To obtain this special delegation, the City of Mounds View must undertake several key steps to formalize the delegation, including the approval of an ordinance to offer local plumbing plan review services, the endorsement of an application and submission of an agreement with the State of Minnesota, the establishment of local fees (already reviewed by City Council and inserted into the proposed 2024 fee schedule), and ensuring the designated representative of the municipality is eligible to perform the local plumbing plan reviews.

The City of Mounds View currently had a contract with Rum River Consultants (RRC) to provide building inspection services which was originally adopted in 2020 and is in the process of renewal. Rum River recently advised the City that in addition to its building inspection services, it is able to provide the City with plumbing plan review services.

This delegation agreement and the addition of plumbing plan review services will benefit the City of Mounds View by generating additional revenue that the State of Minnesota usually retains by conducting these reviews. More importantly, the customer service benefits for permit applicants and residents are significant. The state is typically eight to twelve weeks behind on plan review, causing considerable delays in construction. RRC has indicated its capacity to review plumbing plans in half the time. If Mounds View receives this delegation, it will enable projects to begin and conclude more swiftly in Minnesota's demanding climate. Mounds View Building Official, Nick Henly supports RRC performing plumbing plan review.

Fiscal Note

By conducting local plumbing plan reviews, The City of Mounds View will generate additional fee revenue. Although the exact amount remains uncertain due to unknown future remodel and new construction commercial development, sizable public and commercial projects hold the potential to have a significant impact.

Alternatives and Discussion of Alternatives

If the City Council chooses not to adopt the proposed ordinances or the plumbing plan review agreement with DOLI, the state will continue to review the plumbing plans for commercial and public buildings which could have a negative impact on construction timelines for all commercial and public buildings.

Following comments from the public hearing, staff requests the Planning Commission adopted Planning Commission Resolution 1163-23, recommending the City Council approve Ordinance 1010 Amending Title XV Land Usage, Chapter 150: Building Regulations; Construction, which allows for the City to administer all City plumbing permit plan review and inspections by adding a new section to the City Code.

Staff Recommendation

Staff is requesting to approve the following three separate actions:

1. Open public hearing for the Introduction and first reading of Ordinance No. 1010, an ordinance amending Title XV Land Usage, Chapter 150 Building Regulations; Construction, which adds City plumbing permit administration.
2. Review of Resolution 9816, approving a Professional Services Contract with Rum River Construction Consultants for building official services dated September 11, 2023, and shall expire December 31, 2025.
3. Review of Resolution 9820, approving an application and agreement with the Minnesota Department of Labor and Industry in order for the City of Mounds View to provide plumbing plan review services locally as presented and direct staff to file the agreement with the Minnesota Department of Labor and Industry.

Respectfully submitted,

Brian Beeman
Assistant City Administrator

ORDINANCE NO. 1010

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

**AN ORDINANCE AMENDING TITLE XV LAND USAGE, CHAPTER 150, OF THE
MOUNDS VIEW CITY CODE, BUILDING REGULATIONS; CONSTRUCTION
BY ADDING SECTION 150.008 GOVERNING PLUMBING PERMIT ADMINISTRATION,
PLAN REVIEW, AND INSPECTIONS IN THE CITY OF MOUNDS VIEW**

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1, The City Council of the City of Mounds View hereby amends Title XV Land Usage, Chapter 150 Building Regulations; Construction by adding the underlined material as follows:

**§150.008 PLUMBING PERMIT ADMINISTRATION, PLAN REVIEW, AND
INSPECTIONS**

- A. All plumbing on private property within the city must comply with the provisions of the state building and plumbing code and this article.
- B. The City of Mounds View is authorized to enforce and administer the Minnesota Plumbing Code in accordance with Minn. Stat. 326B.121.
- C. Plans and specifications. Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, must be submitted and reviewed by the building official or their designee prior to permits and installation. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. Rules, part 1300.0215.
- D. Exceptions. Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects must be submitted to the Minnesota Department of Labor and Industry for a full plan review:
 - 1. State-licensed facilities as defined in Minn. Stat. § 326B.103, subd. 13;
 - 2. Public buildings as defined in Minn. Stat. § 326B.103, subd. 11; and
 - 3. Projects of a special nature for which department review is requested by either the municipality or the state.
- E. Inspections. New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official or their designee in accordance with Minn. Rules, part 1300.0215

before the plumbing system is put into use. The building official shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. Rules, Chapter 4714.

F. Covering of work. No building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.

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, as said summary would clearly inform the public of the intent and effect of the ordinance:

On November 13, 2023, The Mounds View City Council adopted Ordinance 1010, which creates legislation that governs plumbing permit administration, plan review, and inspections in the City of Mounds View. A full copy of the ordinance is available for public inspection at Mounds View City Hall, 2401 Mounds View Boulevard, Mounds View, MN 55112 in the office of the City Administrator.

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.

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 October 23, 2023

Second Reading and Adoption by the Mounds View City Council on November 13, 2023

Publication Date: November 16, 2023

Gary Meehlhause, Acting Mayor

Attest:

Nyle Zikmund, City Administrator

(SEAL)

**AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA
COUNTY OF RAMSEY**

Kayla Tsuchiya, being duly sworn on oath, says:
that she is, and during all times herein state has been,
Inside Sales Representative of Northwest Publication,
LLC., Publisher of the newspaper known as the Saint
Paul Pioneer Press, a newspaper of General circulation
within the City of St. Paul and the surrounding Counties
of Minnesota and Wisconsin including Ramsey and
Kanabec. That the notice hereto attached was cut from
the columns of said newspaper and was printed and
published therein on the following date(s):

Wednesday, October 11, 2023

Newspaper Ref./AD Number#: 71509098

Client/Advertiser: City of Mounds View

Kayla Tsuchiya
Kayla Tsuchiya (Oct 11, 2023 10:12 CDT)

AFFIANT SIGNATURE

**Subscribed and sworn to before me this
11th day of October, 2023**

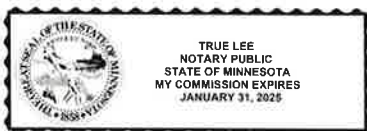
True Lee

True Lee
True Lee (Oct 11, 2023 10:14 CDT)

NOTARY PUBLIC

Ramsey County, MN

My commission expires January 31, 2025



**PUBLIC HEARING
NOTICE**
**CITY OF MOUNDS
VIEW**
**COUNTY OF RAMSEY
STATE OF MINNESOTA**
**NOTICE IS HEREBY
GIVEN** that the Mounds
View City Council will
hold a public hearing on
Monday, October 23,
2023, at 6:00 p.m. at
the Mounds View City
Hall, 2401 Mounds View
Boulevard, Mounds
View, Minnesota, 55112
to consider the first
reading of Ordinance
1010, an ordinance
amending Title XV Land
Usage, Chapter 150
Building Regulations;
Construction to create
local statutes for
plumbing permit
administration, plan
review, and inspections.
Anyone wanting to
speak about this matter
may be heard at this
meeting or you may call,
submit a letter, or send
an email to Assistant
City Administrator Brian
Beeman. City staff will
forward the comments to
the City Council.
Phone: (763) 717-4029
Email: brian.beeman@
moundsviewmn.org
Mail: 2401 Mounds
View Blvd., Mounds
View, MN 55112
A printed copy of the
complete ordinance is
available for inspection
during regular office
hours at the office of the
Assistant City
Administrator.
A copy of the ordinance
is also available online
at the City website at
www.moundsviewmn.org.
This notice was
published in October 11,
2023, edition of the
Pioneer Press.

RESOLUTION 9816 - (Draft Only)

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

AGREEMENT FOR BUILDING OFFICIAL SERVICES

This Agreement for Building Official Services (the “Agreement”) is entered into on this 11th day of September, 2023, by and between the City of Mounds View, a Minnesota municipality, 2401 Mounds View Boulevard, Mounds View, Minnesota, 55112 (the “Jurisdiction”) and Rum River Ventures, LLC DBA Rum River Consultants, a Minnesota limited liability company, 23306 Cree Street NW, Suite 103, St. Francis, Minnesota 55070 (the “Contractor”).

RECITALS

WHEREAS, the Jurisdiction is in need of professional services to fulfill the needs of their building inspection services pursuant to Minn. Stat. § 326B.133; and

WHEREAS, the Contractor has substantial experience as a Building Official and providing building department inspection services implementing the State Building Code and is otherwise qualified to assist the Jurisdiction on an as needed basis for the same; and

WHEREAS, the Jurisdiction desires to contract with the Contractor to act as a Building Official and/or provide building inspection services for the Jurisdiction; and

WHEREAS, the Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licensing of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, the Contractor is an independent contractor and may be engaged to perform the same or similar activities for other municipalities during the Term of this Agreement and the Contractor shall not work solely on behalf of the Jurisdiction.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

1. **Services.** The Contractor shall provide services to the Jurisdiction on an as requested basis for the prices set forth on Exhibit A attached hereto (the “Services”). The Contractor shall perform the Services in the capacity of a Certified Building Official, at the direction of the Assistant City Administrator and/or Building Official, under Minn. Stat. §326B.133, in accordance with the Minnesota State Building Code, applicable Jurisdiction Ordinances, and applicable Minnesota law. The Jurisdiction understands that all transportation expenses incurred in the course of performing the Services shall be the responsibility of the Contractor. The Contractor reserves the right to change the prices and services offered in Exhibit A. The Contractor shall provide the Jurisdiction sixty (60) days written notice in advance of any such proposed changes. The Jurisdiction agrees that in the course of performing the Services, the Contractor is acting as a public official on the Jurisdiction’s behalf.

2. **Term.** This Agreement shall commence on the date first written above and expire December 31, 2025 (collectively referred to herein as the “Term”), unless otherwise terminated as provided herein.

3. Performance. The Contractor shall complete the performance of building inspection services and all other services described in Exhibit A in accord with the conditions described in this Agreement. If any additional work outside the scope of building inspection services is contemplated, the Jurisdiction and the Contractor will mutually agree to the parameters of the additional work and anticipated costs as well as timeframe for completion. The Contractor shall maintain licenses by the State of Minnesota as a Certified Building Official and by the Minnesota Pollution Control Agency as a Certified Inspector for on-site septic systems. The Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Building Official. If any work is requested outside of the scope of the Services set forth in Exhibit A, such work shall not commence until the Contractor and the Jurisdiction agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

4. Indemnification, Hold Harmless, and Defend. Any and all claims that arise or may arise against the Contractor, its agents, servants, or employees as a consequence of any act of malice, willful negligence, and/or without good faith on the part of the Contractor or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Jurisdiction. The Contractor shall indemnify, hold harmless, and defend the Jurisdiction, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including reasonable attorney fees which the Jurisdiction, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of services performed under this Agreement or by reason of any act of malice and without good faith of the Contractor, its agents, servants, or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Contractor has previously notified the Jurisdiction in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Jurisdiction fails to enforce the Code.

Nothing in this Agreement shall constitute a waiver by the Jurisdiction or the Contractor of any statutory limits or immunities from liability, including but not limited to MN Rules 1300.0110, Subpart 9 and Minnesota Statute §466.04.

5. Independent Contractor. The Contractor shall perform the Services as an independent contractor of the Jurisdiction, and not as an employee. No withholdings or deductions shall be made from payments due to the Contractor. The Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, the Contractor may subcontract the performance of certain administrative or other duties under the Agreement.

6. Insurance. During the entire term of this Agreement, the Contractor shall maintain the following insurances and will provide the Jurisdiction with evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least \$1,500,000 per occurrence; (2) Business automobile liability coverage with a total liability limits of at least \$1,500,000; and (3) Workers' compensation insurance. If the Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, the Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. §176.041 that exempts the Contractor from having to carry such coverage. If the Contractor is required by law to carry workers' compensation insurance, the Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Jurisdiction that the Contractor maintains insurance

coverage pursuant to the terms of this Agreement. Jurisdiction shall be named as an additional insured on the commercial general liability insurance policy, providing proof of the same to Jurisdiction upon request.

7. **Warranty of Workmanship and Timely Completion.** The Contractor warrants that all work completed for and within the Jurisdiction shall be done in a workmanlike and timely manner in accordance with applicable industry standards. If at any time, the Jurisdiction is in receipt of complaints or comments regarding inadequate performance, the Jurisdiction is to inform the Contractor in writing as soon as practical and allow the Contractor the ability to address and answer to said complaint or comment.

8. **Amendments.** Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the Jurisdiction and the Contractor.

9. **Regulatory Compliance.** The Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Contractor is responsible. The Contractor shall procure, at the Contractor's expense, all licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules, or regulations, as well as loss of any applicable license, permit, or certification by the Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle the Jurisdiction to terminate this Agreement effective as of the date of such violation, failure, or loss.

10. **Data Practices Compliance.** The Contractor will have access to data collected or maintained by the Jurisdiction to the extent necessary to perform the Contractor's obligations under this Agreement. The Contractor agrees to maintain all data obtained from the Jurisdiction in the same manner as the Jurisdiction is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Jurisdiction. Upon termination of this Agreement, the Contractor agrees to return all data pertaining to the Jurisdiction within thirty (30) days of Agreement termination.

11. **Records – Availability/Access.** Subject to the requirements of Minnesota Statutes, section 16C.05, subd. 5, the Municipality, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Contractor and involve transactions relating to this Agreement. Contractor shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its termination or cancellation.

12. **Termination.** Either party may terminate this Agreement by providing sixty (60) days written notice to the other party. In the event of a material breach by either party, the Agreement may be terminated with ten (10) days written notice to the other party. In the event the Jurisdiction elects to terminate based upon an alleged material breach of the Agreement by the Contractor, the Contractor shall have ten (10) days (or the least amount of time reasonably necessary if longer than ten (10) days) to cure the breach to the Jurisdiction's satisfaction.

13. **Billing and Payment.** Invoices shall be submitted periodically (customarily on a

monthly basis) and are due and payable within thirty-five (35) days of receipt by the Jurisdiction. Past due balances may accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

14. Choice of Law and Venue. This Agreement is being executed in and is intended to be performed in the State of Minnesota and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be located in Anoka County District Court, State of Minnesota.

15. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

16. Merger. The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

17. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

JURISDICTION

Gary Meehlhause, Acting Mayor

Date: _____

ATTEST:

Nyle Zikmund, City Administrator

Date: _____

CONTRACTOR

Andy J. Schreder, Owner

Date: _____

Adopted this 13th day of November, 2023.

ATTEST:

(SEAL)

Gary Meehlhause, Acting Mayor

Nyle Zikmund, City Administrator

EXHIBIT A SERVICES

- **Building Inspection Services and Additional Requested Work.**
 - On call and as needed general building inspection services during normal business hours will be billed at a rate of \$75.00 per hour at the direction of the Chief Building Official.
 - Optional services including Plan Review (whether completed while in the City or remotely) and SSTS inspections are available at a rate of \$75.00 per hour at the direction of the Chief Building Official.
 - Inspections and/or other meetings requested outside of normal business hours, M-F 8:00 am to 4:30 pm, or agreed upon work schedules, will be billed at a rate of \$97.00 per hour, 1-hour minimum will apply. These terms are specified to address emergency disaster response and the evaluation of buildings after natural or manmade disasters.
 - Saturday inspections for maintenance permits including residential roofing, siding, windows and mechanical work will be billed at \$75.00 per hour with advance notice requested.
 - **Transportation Costs.** Contractor shall be solely responsible for all costs incurred in providing the Services under this Agreement.

RESOLUTION NO. 9820 – Draft Only

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

**RESOLUTION APPROVING A MINNESOTA DEPARTMENT OF LABOR
AND INDUSTRY PLUMBING PLAN REVIEW AGREEMENT**

WHEREAS, the State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in Mounds View, as stipulated in Minnesota Rules 1300.0215, Subpart 6.; and

WHEREAS, Minnesota Statutes 326B.43, Subdivision 2, permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities, or their designee, by agreement; and

WHEREAS, this delegation agreement and the addition of plumbing plan review services will benefit the City of Mounds View by generating additional revenue that the State of Minnesota usually retains by conducting these reviews; and

WHEREAS, customer service benefits for permit applicants and residents are significant as the state is behind on plan review, causing considerable delays in construction; and

WHEREAS, the City of Mounds View currently contracts with Rum River Consultants (RRC) for building official services; and

WHEREAS, RRC has indicated its capacity to review plumbing plans in half the time; and

WHEREAS, Mounds View Staff supports RRC as our designee to perform plumbing plan review for the City.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Mounds View approves the application and agreement with the Minnesota Department of Labor and Industry in order for the City of Mounds View to provide plumbing plan review services locally as presented and direct staff to file the agreement with the Minnesota Department of Labor and Industry.

BE IT FURTHER RESOLVED that this agreement may be terminated with or without cause on 90 days written notice to the Minnesota Department of Labor and Industry Commissioner.

Adopted this 13th day of November, 2023.

Gary Meehlhause, Acting Mayor

ATTEST:

Nyle Zikmund, City Administrator

(Seal)

Plumbing Plan Review Agreement Application

Under Minnesota Statutes, section [326B.43, subd. 2](#), the commissioner of the Department of Labor and Industry (DLI) may enter into an agreement with a municipality, in which the municipality agrees to perform plan review and specifications of plumbing systems in their jurisdiction subject to statutory requirements. Certain types of plans must still be submitted to DLI.

To request a formal plumbing plan review agreement, this application and all requested documents must be completed and submitted to: Judy.Tacheny@state.mn.us. Incomplete application will be rejected.

1. MUNICIPALITY INFORMATION			
MUNICIPALITY NAME			DATE
ADDRESS			EMAIL
CITY	STATE	ZIP CODE	PHONE
BUILDING OFFICIAL NAME			
MAILING ADDRESS			PHONE
CITY	STATE	ZIP CODE	E-MAIL
APPROVED PLUMBING PLAN REVIEWER(S). If reviewer is contracted through a private company, check here <input checked="" type="checkbox"/> and submit contract for review.			
NAME	LICENSE #		E-MAIL/PHONE
NAME	LICENSE #		E-MAIL/PHONE
2. REQUIRED DOCUMENTS THAT MUST BE ADOPTED BY ORDINANCES			
<p>Submit copies of following relevant ordinances:</p> <ol style="list-style-type: none"> The ordinance in which the municipality adopts the Minnesota Plumbing Code. (Adoption of the Minnesota State Building Code by ordinance includes adoption of the Minnesota Plumbing Code, Chapter 4714.) The ordinance that requires plumbing plans and specifications to be submitted, reviewed, and approved by the municipality. The ordinance must clearly state exceptions for projects listed in Minnesota Statutes, section 326B.43 subd. 2(n) as listed below as those must be submitted to DLI for plan review. Plumbing plans and specifications for the following projects shall be submitted to DLI for plan review. <ol style="list-style-type: none"> State-licensed facilities (as defined in section 326B.103, subd. 13). Public buildings (as defined in section 326B.103, subd. 11). Projects of a special nature for which department review is requested by either the municipality or the state. The ordinance that authorizes the municipality to perform plumbing inspections required by the Minnesota Plumbing Code. (Plumbing inspections, testing, and permits are subject to Minn. Rules, part 1300.0215, subparts 1 through 5.) The ordinance that authorizes the municipality to administer and enforce the Minnesota Plumbing Code in accordance with Minnesota Statutes, section 326B.121. (Enforcing the Minnesota State Building Code by ordinance automatically includes and requires enforcement of the Minnesota Plumbing Code.) <p>Copies of the above required ordinances must be submitted with this application to be considered.</p>			

3. AGREEMENT

Upon approval of the application by the commissioner, the municipality agrees (see Minn. Stat. § 326B.43, subd. 2):

1. To review plumbing plans and specifications for all construction for which requires review and approval of plumbing plans and specifications per Minnesota Rules, part 1300.0215, subpart 6, except all plumbing plans and specifications for the following types of projects (state) within the municipality must be forwarded to the DLI for review:
 - a) State-licensed facilities (See Minn.Stat. § [326b.103, subd. 13](#));
 - b) public buildings (See Minn.Stat. § [326b.103, subd. 11](#)); and
 - c) projects of a special nature for which department review is requested by either the municipality or the state. (E.g., Dialysis facilities are an example of projects of a special nature that is reviewed by the state.)

Where the municipality forwards to the state for plan review, the municipality shall not collect any fee for plan review, and the commissioner shall collect all applicable fees for plan review.
2. The plan review will:
 - a) Reflect the degree to which the plans and specifications affect the public health and conform to the provisions of the plumbing code;
 - b) ensure that there is no physical connection between water supply systems that are safe for domestic use and those that are unsafe for domestic use; and
 - c) ensure that there is no apparatus through which unsafe water may be discharged or drawn into a safe water supply system.
3. Individuals who perform the plumbing plan reviews for the municipality have passed a competency assessment reviewing plans and specification, are approved by the commissioner and are:
 - a) Licensed master plumbers;
 - b) licensed professional engineers; or
 - c) individuals who are working under the supervision of a licensed professional engineer or licensed master plumber and who are licensed master or journeyman plumbers or hold a postsecondary degree in engineering.
4. To perform all inspections for projects in which they plan review. Individuals who conduct the plumbing inspections for the municipality are licensed master or journeyman plumbers, or inspectors meeting the competency requirements established in rules adopted under section 326B.135, except for individuals who conduct plumbing inspections for the DLI (state) projects listed in item 1 above must be licensed plumbers.
5. Individuals who conduct inspections and the plumbing plan reviews for the municipality shall not have any conflict of interest in conducting the inspections and the plan reviews.
6. To enforce in its entirety the plumbing code on all projects.
7. To keep official records of all documents received, including plans, specifications, surveys, and plot plans, and of all plan reviews, permits and certificates issued, reports of inspections, and notices issued in connection with plumbing inspections and the review of plumbing plans. These records shall be maintained in the official records of the municipality for the period required for the retention of public records under Minnesota Statutes, section 138.17, and shall make these records readily available for review at the request of the commissioner.
8. That the municipality does not have in effect the plumbing code or any of ordinances described in Section 2 above at any time after the agreement has been approved, the municipality will notify the commissioner in writing in advance or within 10 days of the changes if advance notice is not possible.
9. If the commissioner determines that the municipality is not properly administering and enforcing the plumbing code or is otherwise not complying with the agreement the commissioner may terminate the agreement in accordance with Minnesota Statutes, section 326B.43, subd. 2(l).
10. Not to revoke, suspend, or place restrictions on any plumbing license issued by the state.

Agreement Acknowledgement:

NAME	DATE	MUNICIPAL BUILDING OFFICIAL SIGNATURE
NAME	DATE	CITY ADMINISTER OR CITY CLERK SIGNATURE

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354.
PPRA 7.11.2022

326B.44 LOCAL REGULATIONS.

Any of the following entities may, by ordinance, adopt local regulations providing for plumbing permits, approval of plans and specifications, and inspections of plumbing, which regulations are not in conflict with the plumbing code: any city having a system of waterworks or sewerage, regardless of population; any town having a population of 5,000 or more according to the last federal census, exclusive of any statutory cities located therein; and the Metropolitan Airports Commission. No such entity shall prohibit plumbing contractors licensed by the commissioner from engaging in or working at the business of plumbing, except cities and statutory cities which, prior to April 21, 1933, by ordinance required the licensing of plumbers. No such entity shall require any person who engages in the business of plumbing to post a bond as a prerequisite for engaging in the business of plumbing, except the bond to the state required under section 326B.46 and except any performance bond required under a contract with the person for the performance of plumbing work for the entity. No such entity shall require any person who engages in the business of plumbing to maintain public liability insurance as a prerequisite for engaging in the business of plumbing, except the insurance required under section 326B.46 and except any public liability insurance required under a contract with the person for the performance of plumbing work for the entity. No city or town may require a license for persons performing building sewer or water service installation who have completed pipe laying training as prescribed by the commissioner of labor and industry. Any city by ordinance may prescribe regulations, reasonable standards, and inspections and grant permits to any person engaged in the business of installing water softeners, who is not licensed as a contractor by the commissioner, to connect water softening and water filtering equipment to private residence water distribution systems, where provision has been previously made therefor and openings left for that purpose or by use of cold water connections to a domestic water heater; where it is not necessary to rearrange, make any extension or alteration of, or addition to any pipe, fixture or plumbing connected with the water system except to connect the water softener, and provided the connections so made comply with minimum standards prescribed by the Plumbing Board.

History: (5887-20) 1933 c 349 s 2; 1937 c 370 s 2; 1941 c 367 s 1; 1953 c 166 s 1; 1957 c 921 s 1; 1973 c 123 art 5 s 7; 1977 c 305 s 45; 1Sp2001 c 9 art 1 s 56; 2002 c 379 art 1 s 113; 2007 c 135 art 3 s 22; 2007 c 140 art 6 s 6,15; art 13 s 4; 2010 c 347 art 3 s 28,76; 2010 c 385 s 6



Item No: 8C
Meeting Date: 10,23/2023
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: First Reading and Adoption of Ordinance 1011 AMENDING SECTION 2.06, SUBDIVISION 3 OF THE CITY OF MOUNDS VIEW CHARTER

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

Council passed a resolution earlier in the year to accomplish this as the Charter process takes longer.

The Charter Commission took up the issue as well and has adopted a resolution 2023-06 to amend the charter language to provide for the acting mayor provision.

Proper notice and publication has been made with the Affidavit of Publication included in the packet.

Recommendation

Staff recommends conducting the First Reading of Ordinance 1011. Second reading will be November 13, 2023.

Respectfully submitted,

Nyle Zikmund

ORDINANCE NO. 1011

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

**AN ORDINANCE AMENDING SECTION 2.06, SUBDIVISION 3 OF THE CITY OF
MOUNDS VIEW CHARTER BY PROVIDING DIRECTION TO ENSURE CONTINUITY IN
THE PERFORMANCE OF THE DUTIES OF THE MAYOR**

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 Chapter 2 of 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 23, 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:

Subdivision 3. ~~At its first meeting each year, the~~ 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, or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

If there is a vacancy in the office of the mayor, the Council shall choose a vice acting mayor from the council members to perform the duties of the mayor during the disability or absence of the acting mayor until a successor mayor is elected and qualifies.

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:	October 23, 2023
Second Reading:	November 13, 2023
Date of Publication:	November 15, 2023
Date Ordinance Takes Effect:	February 13, 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 November 6, 2023, the City Council adopted Ordinance 1011 amending the Mounds View Charter, Section 2.06, Subdivision 3, by providing direction to ensure continuity in the performance of the duties of the 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.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

Mathew Meehan
763-221-1436

Aaron Pratt
612-743-7494

Gary Quick
763-786-4631

RESOLUTION NO. 2023-06

**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

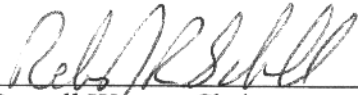
WHEREAS, the City's charter commission (the "Commission") has the authority under Minnesota Statutes, section 410.12, subdivision 7, to recommend amendments to the City's charter; and

WHEREAS, after discussion and deliberation, the Commission has determined that the City's home rule charter should be amended to explicitly provide the City Council with direction to appoint a Council member to perform the duties of the Mayor when there is a vacancy in the office of the Mayor and the Acting Mayor is unable to perform the duties of the Mayor due to disability or absence from the municipality and it desires to recommend such amendment to the City Council; 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 2 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

EXHIBIT A

ORDINANCE NO. ____

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

**AN ORDINANCE AMENDING SECTION 2.06, SUBDIVISION 3 OF THE CITY OF MOUNDS VIEW
CHARTER BY PROVIDING DIRECTION TO ENSURE CONTINUITY IN THE PERFORMANCE OF
THE DUTIES OF THE MAYOR**

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 Chapter 2 of 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 _____, 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:

Subdivision 3. ~~At its first meeting each year t~~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, or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

If there is a vacancy in the office of the mayor, the Council shall choose a vice acting mayor from the council members to perform the duties of the mayor during the disability or absence of the acting mayor until a successor mayor is elected and qualifies.

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: _____
Second Reading: _____
Date of Publication: _____
Date Ordinance Takes Effect: _____

Attest:

Nyle Zikmund
City Administrator

(SEAL)

**AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA
COUNTY OF RAMSEY**

Kayla Tsuchiya, being duly sworn on oath, says:
that she is, and during all times herein state has been,
Inside Sales Representative of Northwest Publication,
LLC., Publisher of the newspaper known as the Saint
Paul Pioneer Press, a newspaper of General circulation
within the City of St. Paul and the surrounding Counties
of Minnesota and Wisconsin including Ramsey and
Kanabec. That the notice hereto attached was cut from
the columns of said newspaper and was printed and
published therein on the following date(s):

Friday, October 6, 2023

Newspaper Ref./AD Number#: 71509101

Client/Advertiser: City of Mounds View

Kayla Tsuchiya
Kayla Tsuchiya (Oct 6, 2023 11:45 CDT)

AFFIANT SIGNATURE

**Subscribed and sworn to before me this
6th day of October, 2023**

True Lee

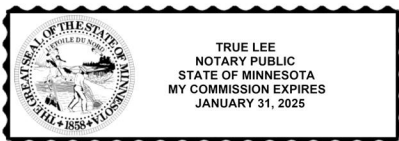
True Lee
True Lee (Oct 6, 2023 12:09 CDT)

NOTARY PUBLIC

Ramsey County, MN

My commission expires January 31, 2025

**CITY OF MOUNDS
VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**
NOTICE IS HEREBY
GIVEN that the Mounds
View City Council will
hold a public hearing
during its regularly
scheduled meeting on
Monday, October 23,
2023 at 6:00 p.m. to
consider Ordinance
1011, an ordinance
amending the City of
Mounds View Charter by
amending Section 2.06
of the City of Mounds
View Charter by
providing direction to
ensure continuity in the
performance of the
duties of the Mayor.
Anyone wanting to
speak about this matter
may attend the meeting,
call, submit a letter, or
send an email to City
Administrator Nyle
Zikmund. City staff will
forward the comments to
the City Council.
If you have any questions
about this meeting or if
you want to make an
appointment to review
the proposed ordinance,
please contact
Nyle Zikmund,
City Administrator,
at 763.717.4001,
nyle.zikmund@moundsvi
ewmn.org or at 2401
Mounds View Blvd.,
Mounds View, MN,
55112.
Published in the October
6, 2023, edition of the
Pioneer Press.



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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 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. On September 25, 2023, the City Council held the first reading. Attached please find proposed Ordinance 1009 amending the Charter to include these revisions.

Recommendation

Staff recommends opening the public hearing and conducting the second 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
Affidavit of Publication

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 "~~M~~mayor-~~C~~council ~~P~~plan". 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 ~~B~~board of ~~H~~health, ~~L~~ibrary ~~B~~board, 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 ~~O~~rdinance ~~B~~boards 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 ~~M~~mayor and four ~~(4)~~ ~~C~~council 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 ~~M~~mayor 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 ~~M~~mayor or ~~C~~council 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 ~~M~~mayor or ~~C~~council member.

Section 2.05. Vacancies. A vacancy in the Council, whether it be in the office of ~~M~~mayor or ~~C~~council 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 ~~C~~city ~~A~~administrator, removal from office, non-residence in the ~~C~~city, 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 ~~M~~mayor shall preside at meetings of the Council and shall have a vote as a member. The ~~M~~mayor shall be recognized as head of the ~~C~~city ~~G~~government for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the ~~G~~governor for purposes of martial law. Other than for the purposes specifically stated in this paragraph, as an individual, the ~~M~~mayor 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 ~~M~~mayor may study the operations of the ~~C~~city ~~G~~government and recommend desirable changes and improvements to the Council. The ~~M~~mayor 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 ~~M~~mayor'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 Ccity 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 Ccity 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 Ccity 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~~inn~~esota ~~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 Ssponsoring Ccommittee. 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 Ssponsoring Ccommittee may obtain a sample petition from the City Aadministrator. The City Aadministrator 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 Aadministrator for review. Any voter whose name appears on a petition may withdraw their name by filing a statement in writing with the City Aadministrator before the City Aadministrator 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 Ssponsoring Ccommittee or reviewed by the City Aadministrator 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 Aadministrator 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 Aadministrator 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 Aadministrator to file the petition as frivolous and no further action shall be taken. If the City Aadministrator 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 Ssponsoring Ccommittee and to the Council within ten (10) calendar days of receipt of the completed petition. As specified in this Charter, the Ssponsoring Ccommittee 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 ~~S~~sponsoring ~~C~~committee must file the completed petition in the office of the ~~c~~City ~~a~~Administrator 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 ~~S~~sponsoring ~~C~~committee 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 ~~C~~city may request a recall vote of any elected official of the ~~C~~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 ~~s~~Sponsoring ~~c~~Committee to bring about the official's recall. 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. (~~Amended 2010 Ord. 841.~~)

Subdivision 2. The ~~C~~city ~~A~~Administrator 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 ~~C~~city ~~A~~Administrator 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 ~~S~~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 ~~S~~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 ~~e~~Constitution, 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~~inancial ~~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~~newsletter, 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~~statutes on ~~T~~truth in ~~T~~taxation 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~~statutes. 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~~newsletter 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 ~~City~~ 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 within 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>

<u>1009</u>	<u>01/09/2024</u>	<u>Amending the Mounds View City Charter by making Administrative Consistency and Typographical Changes Throughout the Charter</u>
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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 23, 2023
Date of Publication: October 25, 2023
Date Ordinance Takes Effect: January 23, 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

**AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA
COUNTY OF RAMSEY**

Kayla Tsuchiya, being duly sworn on oath, says:
that she is, and during all times herein state has been,
Inside Sales Representative of Northwest Publication,
LLC., Publisher of the newspaper known as the Saint
Paul Pioneer Press, a newspaper of General
circulation within the City of St. Paul and the
surrounding Counties of Minnesota and Wisconsin
including Ramsey and Kanabec.

That the notice hereto attached was cut from the
columns of said newspaper and was printed and
published therein on the following date(s):

Friday, October 6, 2023

Newspaper Ref./AD Number#: 71509093

Client/Advertiser: City of Mounds View

Kayla Tsuchiya

Kayla Tsuchiya (Oct 6, 2023 11:47 CDT)

AFFIANT SIGNATURE

Subscribed and sworn to before me this
6th day of October, 2023

True Lee

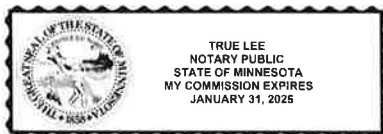
True Lee

True Lee (Oct 6, 2023 12:10 CDT)

NOTARY PUBLIC

Ramsey County, MN

My commission expires January 31, 2025



**CITY OF MOUNDS
VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**
NOTICE IS HEREBY
GIVEN that the Mounds
View City Council will
hold a public hearing
during its regularly
scheduled meeting on
Monday, October 23,
2023 at 6:00 p.m. to
consider Ordinance
1009, an ordinance
amending the City of
Mounds View Charter by
making administrative
consistency and
typographical changes
throughout the Charter.
Anyone wanting to
speak about this matter
may attend the meeting,
call, submit a letter, or
send an email to City
Administrator Nyle
Zikmund. City staff will
forward the comments to
the City Council.
If you have any questions
about this meeting or if
you want to make an
appointment to review
the proposed ordinance,
please contact Nyle
Zikmund, City
Administrator, at
763.717.4001,
nyle.zikmund@moundsvi
ewmn.org or at 2401
Mounds View Blvd.,
Mounds View, MN,
55112.
Published in the October
6, 2023, edition of the
Pioneer Press.



Item No: 08E
Meeting Date: October 23, 2023
Type of Business: Council Business
City Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and View City Council
From: Phil Carlson, AICP, Stantec, City Planner
Item Title/Subject: Resolution 9815, Approving *Alexander Gardens* Preliminary Plat

Introduction:

The residential property owners at 8441 Fairchild Avenue (Alexander) and 8492 Long Lake Road (Wilcox) want to adjust the rear lot lines of their respective properties with a plat to be called *Alexander Gardens*. Alexander is purchasing a portion of the rear of the Wilcox lot.

Discussion:

The Alexanders' request for preliminary plat was heard by the Planning Commission at their October 18, 2023 meeting where the Commission voted unanimously to recommend approval of the *Alexander Gardens* preliminary plat. The staff report to the Planning Commission is attached with pertinent project details.

Staff Recommendation:

Staff recommends the City Council adopt Resolution 9815 approving the *Alexander Gardens* preliminary plat by motion.

Respectfully submitted,

Phil Carlson, AICP
City Planner

Application	Submitted	Complete	Planning Commission	City Council	Deadline for City Action
Subdivision	Sept. 25, 2023	Sept. 25, 2023	Oct. 18, 2023	Oct. 23, 2023	Nov. 25, 2023

Attachment:

- 1) Planning Commission report of October 18, 2023
- 2) Application
- 3) Plans
- 4) Resolution

RESOLUTION NO. 9815

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

**RESOLUTION APPROVING THE ALEXANDER GARDENS PRELIMINARY PLAT
AT 8441 FAIRCHILD AVENUE AND 8492 LONG LAKE ROAD;
MOUNDS VIEW PLANNING CASE NO. MA2023-001**

WHEREAS, Dale F. and Gayle L. Alexander own the single family lot at 8441 Fairchild Avenue in Mounds View; and

WHEREAS, Todd A. and Laurie Ann Wilcox own the single family lot at 8492 Long Lake Road in Mounds View; and

WHEREAS, the above properties are legally described as:

The Easterly 75.72 feet of the West 264.04 feet of the NE ¼ of Section 6,
Township 30, Range 23, excepting therefrom the South 2835 feet, Ramsey
County, Minnesota;
PIN 063023120009; and

Lot 6, Block 1, Cedar Bay Estates;
PIN 063023120001

WHEREAS, the Alexanders have purchased a portion of the rear of the Wilcox lot and have applied for a preliminary plat to be called *Alexander Gardens* to adjust the common lot lines of the two properties; and

WHEREAS, the City Council has reviewed this request and other pertinent information.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council makes the following finding of fact related to this request:

1. The request involves a lot line adjustment between two existing lots of record, the properties at 8441 Fairchild Avenue and 8492 Long Lake Road. No new lots are being created.

2. The plat does not involve the installation or modification to any public infrastructure or site grading.
3. The preliminary plat meets the requirements in Sections 158.022 and 158.023 of the City Code for preliminary plat approval.

NOW, THEREFORE, BE IT FINALLY RESOLVED that the Mounds View City Council, based upon the above findings of fact, does hereby approve the preliminary plat for *Alexander* Gardens as described in the above noted planning case files.

Adopted this 23rd day of October, 2023.

Gary Meehlhause, Acting Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



Item No: 07A
Meeting Date: October 18, 2023
Type of Business: Planning Business
Planning Case: MA2023-001

City of Mounds View Staff Report

To: Mounds View Planning Commission
From: Phil Carlson, AICP, Stantec, City Planner
Item Title/Subject: Alexander Gardens, Subdivision, Lot line Adjustment

Addresses: 8441 Fairchild Avenue and 8492 Long Lake Road
PID: 063023120009 and 063023120001
Zoning: R-1
Owners: Dale F Alexander and Gayle L Alexander;
Todd A Wilcox and Laurie Ann Wilcox
Applicant: Dale F Alexander and Gayle L Alexander
Request: Lot line Adjustment, Preliminary Plat, *Alexander Gardens*

Introduction:

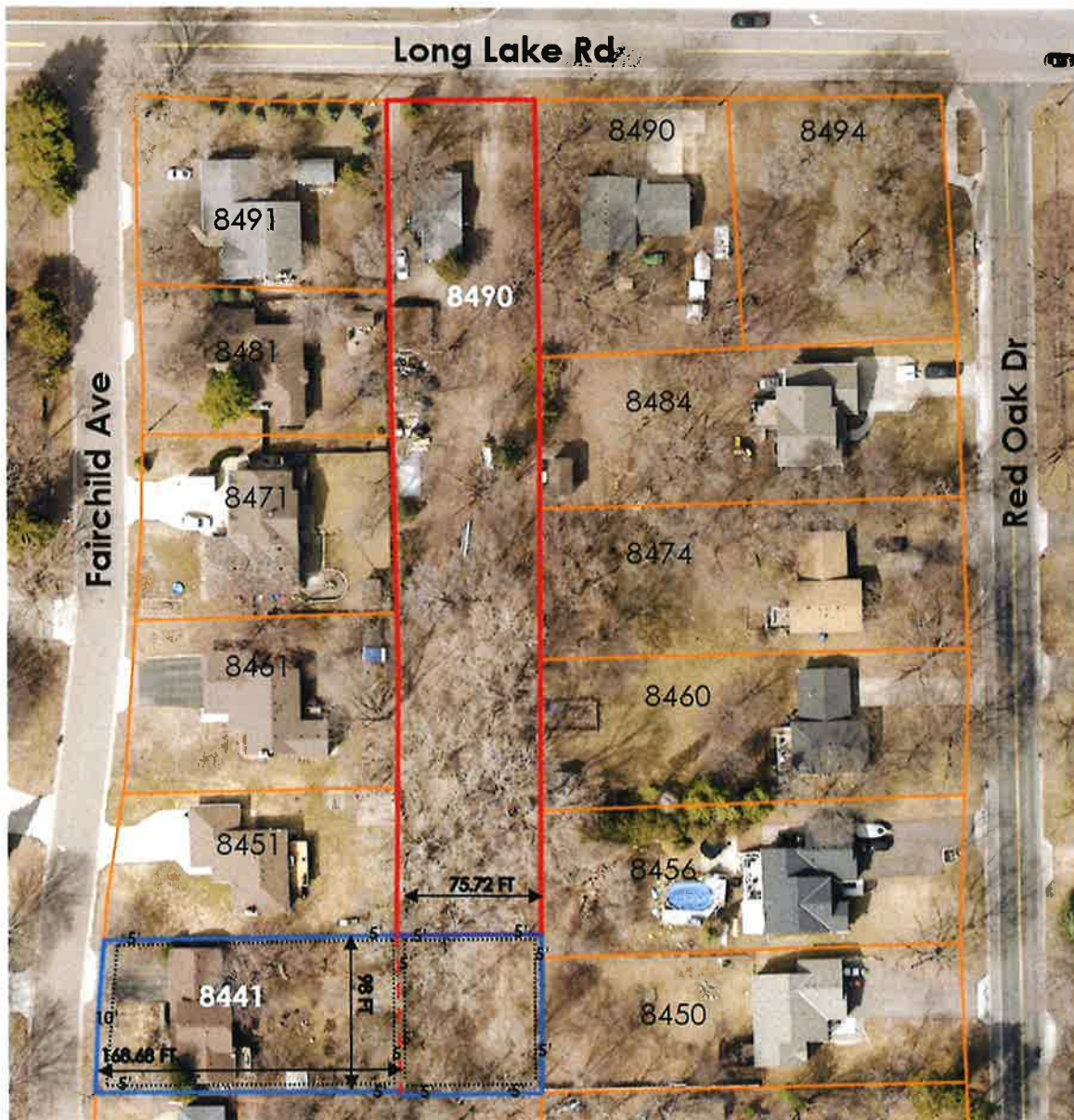
The Alexander's reside at 8441 Fairchild Ave. They wish to purchase a portion of the land at the rear of their property from the Wilcox's lot at 8492 Long Lake Road. The Wilcox's have agreed to sell a portion of their property to the Alexanders. The Alexander's are applying for a subdivision to be called *Alexander Gardens*.

Background:

The Alexander's lot is 0.47 acres, platted in 1978. Access is from Fairchild Ave. At the rear side of the property is the south end of the 1-acre lot owned by the Wilcox's. The Alexanders wish to purchase just the south portion of the Wilcox property such that their property extends east to the rear lot line of 8450 Red Oak Drive.

The dimensions of the Alexanders' property are approximately 170 feet by 90 feet that includes drainage and utility easements each 5 feet wide on the north, south and east sides of the parcel and 10 feet on the west side on Fairchild Avenue. The portion of the Wilcox's property the Alexanders wish to purchase is on the south side of the property with dimensions of 75.72 feet by 98 feet. The proposed modification will result in addition of about 3,500 square feet to the Alexander's lot as shown in the image below. The modified plat area and boundary is shown in blue line in the image and the red solid lines indicate the modified plat boundary of the Wilcox property. There is one small addition to the drainage and utility easement to add another 5-foot-wide easement to the north-south easement to extend a full 10-foot-wide easement should it be needed for utility purposes.





Process:

The process for subdivision is governed by Section 158 of the City Code. The process involves review by City Staff, a recommendation from the Planning Commission, and approval from the Council following a public hearing. The process involves a preliminary plat and a final plat; preliminary plat is being requested at this time.

60-Day Deadline

The application was received on September 25, 2023. The deadline for final action by the City Council per State statute 15.99 is November 25, 2023.

Recommendation:

City staff recommends that the City of Mounds View Planning Commission recommend approval of the preliminary plat for the *Alexander Gardens* plat to adjust the lot line between 8441 Fairchild Avenue and 8492 Long Lake Road as depicted on the Preliminary Plat prepared by Lake and Land Surveying Inc received by the City September 25, 2023 with the following findings of fact:

Findings of Fact for Approval

- 1) The request involves a lot line adjustment between two existing lots of record, the properties at 8441 Fairchild Avenue and 8492 Long Lake Road. No new lots are being created.
- 2) The plat does not involve the installation or modification to any public infrastructure or site grading.
- 3) The preliminary plat meets the requirements in Sections 158.022 and 158.023 of the City Code for preliminary plat approval.

Denial

If the Planning Commission wishes to deny the request, they need to prepare findings that would articulate the reasons for denial.

Staff requests the Planning Commission recommend the City Council to approve Resolution 9815, by a motion.

Respectfully submitted,



Phil Carlson, AICP
Interim City Planner

Attachment(s):

- 1) Application
- 2) Plat
- 3) Resolution

**COMMUNITY DEVELOPMENT DEPARTMENT****PLANNING APPLICATION**

2401 Mounds View Blvd., Mounds View, MN 55112
(763) 717-4020 * Fax (763) 717-4019
permits@moundsviewmn.org

Please Type or Print Information - Complete Both Sides of This Form

Applicant Information

Name of Applicant DALE & GAYLE ALEXANDER Work # _____
Address 8441 FAIRCHILD AVE City MOUNDS VIEW State MN Zip 55112
Home # 763-784-5316 Cell # 763-458-3097 Fax # _____ E-mail dalealex@comcast.net
Interest in Property _____

(check appropriate box)

- ☐ Owner of Property ☐ Contract for Deed Owner ☐ Lessee, Operator, Manager
☒ Agreement to Purchase ☐ Other _____

Applicants must provide evidence of interest in property at the time of application, and if you are not the owner of the property, you must either provide a letter of permission from the owner giving consent to the filing of this application or the property owner must sign this application for it to be accepted.

Property Description/Proposal

Address or General Location 8441 FAIRCHILD AVE MOUNDS VIEW, MN 55112
Legal Description _____
Property Identification # (PIN #) _____
of Acres _____ Current Zoning _____

Type of Application (Please check the appropriate boxes):

<input type="checkbox"/>	Comprehensive Plan Amendment	\$500
<input type="checkbox"/>	Rezoning	\$500
<input checked="" type="checkbox"/>	Subdivision	\$750
<input type="checkbox"/>	Planned Unit Development (PUD)	\$750
<input type="checkbox"/>	PUD Amendment	\$400
<input type="checkbox"/>	Conditional Use Permit/Amendment	R-1, R-2 \$200; all others \$400
<input type="checkbox"/>	Interim Use Permit/Amendment	\$400
<input type="checkbox"/>	Variance	R-1, R-2 \$200; all others \$400
<input type="checkbox"/>	Administrative Variance	R-1, R-2 \$100
<input type="checkbox"/>	Text Amendment, Zoning Code	\$400
<input type="checkbox"/>	Text Amendment, Other City Code	\$300
<input type="checkbox"/>	Develop Review/Site Plan Review	\$400
<input type="checkbox"/>	Wetland Alteration Permit	R-1, R-2 \$200; all others \$350
<input type="checkbox"/>	Wetland Buffer Permit	R-1, R-2 \$30; all others \$100
<input type="checkbox"/>	Easement Vacation	\$250
<input type="checkbox"/>	Re-approval of Minor Subdivision or Plat	Minor Subd. \$50; Plat \$100
<input type="checkbox"/>	Zoning Review of B-1 District Proposed Use	\$200

Application fees are non-refundable.

Present Use of Property RESIDENTIAL

Property Classification



Abstract



Torrens

Description of Proposal (attach additional supporting documentation if necessary)

Gayle + Dale 8441 Fairchild will be purchasing land split from Todd + Laurie Wilcox 8492 Long Lake Road

BY MY/OUR SIGNATURE ON THIS APPLICATION, I HEREBY DECLARE THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IS TRUE AND ACCURATE.

Please Note: Application fees are nonrefundable. Applicants are responsible for all costs in excess of the application fee incurred by the City in the processing of this application. Such excess fees are to be paid upon receipt of statement from the City of Mounds View. Excess fees may include, but shall not be limited to, photocopy costs, staff time, and fees for planning consultants, attorneys and engineers. In some cases, a deposit may be required in advance to cover any anticipated excess costs associated with this application. (If a deposit is required, the applicant shall remain responsible for all reasonable incurred costs in excess of the application fee and deposit amount.)

I ACKNOWLEDGE THAT I have read all of the information listed in the Planning Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application.

Name of Applicant (typed/printed) DALE & GAYLE ALEXANDER
Signature of Applicant Dale Alexander
Name of Property Owner (typed/printed) TODD ALAN WILCOX
Signature of Property Owner TAW
Address of Owner 8492 LONG LAKE RD
Phone Number of Owner 612-328-2057
E-mail of Owner tgbuilders@comcast.net

FOR OFFICE USE ONLY:

Date of Submittal _____ Date of Acceptance: _____
60-day Limit _____ 120-day limit: _____
Planning Case No(s) _____ Assigned to: _____

	Fees Paid:	Account #	Check/Credit #	Receipt #
Application:	_____	_____	<u>6866 \$150.00</u>	_____
Park Dedication:	_____	_____	_____	_____
Deposits:	_____	_____	_____	_____
Other:	_____	_____	_____	_____
Total:	_____	_____	_____	_____

ALEXANDER GARDENS

VICINITY MAP



C&T IRON MONUMENT, NORTH QUARTER CORNER
SECTION 6, TOWNSHIP 20 NORTH, RANGE 23 WEST,
RAMSEY COUNTY, MINNESOTA

KNOW ALL PERSONS BY THESE PRESENTS, That Todd Alan Wisco, a single person, the owner of the following
described property situated in the City of Mounds View, County of Ramsey, State of Minnesota:

The Easement 7.72 feet of the West 1/4 of the Section 6, Township 20 North, Range 23 West,
County of Ramsey, State of Minnesota.

Have caused the same to be surveyed and plotted as ALEXANDER GARDENS and does hereby dedicate to the public
for public use the drainage and utility easements as shown on this plat.

In witness whereof and Todd Alan Wisco, a single person, has hereunto set his hand this _____ day of _____, 202____.

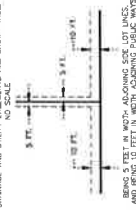
Todd Alan Wisco

STATE OF MINNESOTA

COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 202____, by Todd Alan Wisco, a single person.

Notary Public _____ County, Minnesota
My Commission Expires _____

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THIS
NO SCALE



BEING 5 FEET IN WIDTH, ALONGING SIDE LOT LINES,
AND BEING 10 FEET IN WIDTH, ALONGING PUBLIC WAYS
UNLESS OTHERWISE SHOWN ON PLAT.

C. BEARING S02°17'40" W
DISTANCE 229.34
R=825.08
L=87.71

S00°44'58"E
DISTANCE 0.53

DETAIL

DETAIL

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DETAIL

KNOW ALL PERSONS BY THESE PRESENTS: That Dale F. Alexander and Gayle L. Alexander, husband and wife, owners
of the following described property situated in the City of Mounds View, County of Ramsey, State of Minnesota:
Lot 6, Block 1, CEDAR BAY ESTATES, according to the recorded plat on the or of record in the office of the
County Recorder in and for Ramsey County, Minnesota.

Have caused the same to be surveyed and plotted as ALEXANDER GARDENS and does hereby dedicate to the public
for public use the drainage and utility easements as shown on this plat.

In witness whereof and Dale F. Alexander and Gayle L. Alexander, husband and wife, have hereunto set their hands
this _____ day of _____, 202____.

Dale F. Alexander

Gayle L. Alexander

STATE OF MINNESOTA

COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 202____,
by Dale F. Alexander and Gayle L. Alexander, husband and wife.

Notary Public _____ County, Minnesota
My Commission Expires _____

I, Ryan M. Peterson, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the
survey of the property depicted on this plat, and that the plat is a true and correct representation of the survey.
The boundaries shown on this plat, that all monuments employed on this plat have been correctly set and shown
on this plat, and that the survey has been completed in accordance with the laws of the State of Minnesota,
and that the surveyor's certification are shown and located on this plat, and of public ways are shown
and located on this plat.

Dated this _____ day of _____, 202____.

Ryan M. Peterson, Professional Land Surveyor
Minnesota License No. 60424

STATE OF MINNESOTA

COUNTY OF _____
The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____,
202____, by Ryan M. Peterson, a Licensed Land Surveyor.

Notary Public _____ County, Minnesota
My Commission Expires _____

City of Mounds View
I do hereby certify that on the _____ day of _____, 202____, the City Council of the
City of Mounds View, Minnesota, approved this plat.

City Clerk

Property Tax, Records and Election Services Department

Pursuant to Minnesota Statutes, Section 524.021, Subd. 9, taxes payable in the year 202____ on the land hereinafter
described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and
transfer entered this _____ day of _____, 202____.

Ramsey County Auditor/Treasurer

By _____ Deputy

County Recorder, County of Ramsey, State of Minnesota

I hereby certify that this plat of ALEXANDER'S ADDITION was filed in the office of the County Recorder for public record
on this _____ day of _____, 202____, at _____ o'clock _____ M., and was duly kept in Book _____ of Page _____
Page _____ as Document Number _____.

County Recorder

County Surveyor

Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this _____ day of _____, 202____.

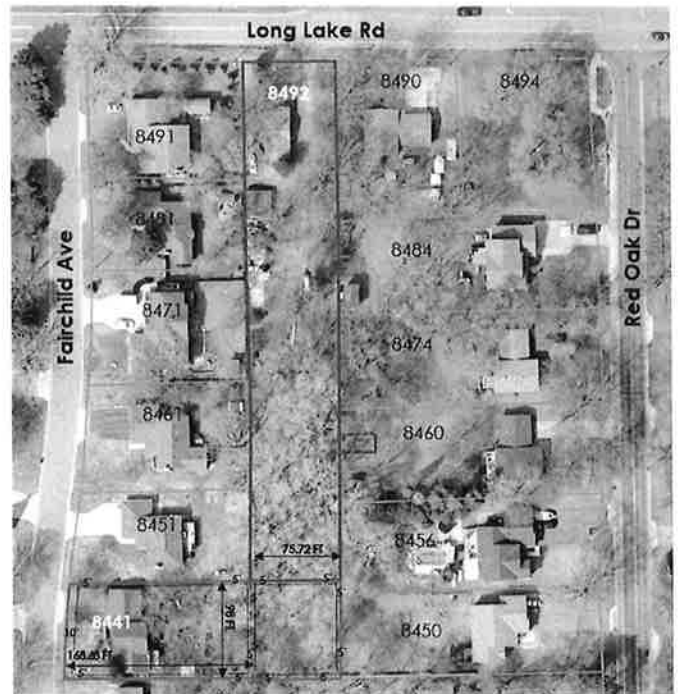
LAKE & LAND SURVEYING, INC.
1200 CHURCH STREET, SUITE 375
SHANTY TOWN, MINNESOTA 55118
PHONE: 651-776-6211

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

NOTICE IS HEREBY GIVEN that the Mounds View City Council will hold a public hearing on Monday, October 23, 2023 at 6:30 p.m. at the Mounds View City Hall, 2401 Mounds View Boulevard, Mounds View, Minnesota, 55112 to consider a request from Dale and Gayle Alexander for preliminary plat approval of Alexander Gardens, a subdivision involving a lot line adjustment between properties at 8441 Fairchild Avenue and 8492 Long Lake Road. The properties are legally known as:

The Easterly 75.72 feet of the West 264.04 feet of the NE $\frac{1}{4}$ of Section 6, Township 30, Range 23, excepting therefrom the South 2835 feet, Ramsey County, Minnesota; PIN 063023120009; and

Lot 6, Block 1, Cedar Bay Estates;
PIN 063023120001



Anyone wanting to speak about this matter may be heard at this meeting. If you are unable to attend the meeting, contact City Administrator Nyle Zikmund. City staff will forward any comments to the City Council. Information regarding the request is available for review at City Hall. If you have any questions about the meeting or if you want to make an appointment to review the application, please contact Nyle Zikmund, City Administrator.

Phone: (763) 717-4001

Email: nyle.zikmund@moundsviewmn.org

Mail: 2401 Mounds View Blvd., Mounds View, MN 55112

The City is mailing this notice to all property owners within 500 feet of the subject property. Published one time in the Shoreview Press on Oct 12, 2023.

The location of the property and the request are illustrated generally above.

MYUNG SUP KANG
8392 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6121

SHAWNA K LAYLAND
8424 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6123

KYLE FLOREY
8434 RED OAK DR
MOUNDS VIEW MN 55112-6147

STEVEN T OBRIEN
8491 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

GLEN R HAMMOND
8400 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6123

VIRGIL D BEYER TR
8490 LONG LAKE RD
MOUNDS VIEW MN 55112-6107

VIRGIL D BEYER TR
8490 LONG LAKE RD
MOUNDS VIEW MN 55112-6107

MICHAEL PRZETYCKI
8496 LONG LAKE RD
NEW BRIGHTON MN 55112-6106

DALE F ALEXANDER
8441 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

NANCY L MURPHY
PO BOX 490186
BLAINE MN 55449-0186

MARIA LYNN KANGAS
8450 RED OAK DR
MOUNDS VIEW MN 55112-6147

ANGEL G BRAVO
8471 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

MOURSSALOU BOUKARI
8474 RED OAK DR
MOUNDS VIEW MN 55112-6147

ROSS R BENNEK
8484 RED OAK DR
SAINT PAUL MN 55112-6147

TONY J HOFFMAN
8415 GROVELAND RD
MOUNDS VIEW MN 55112-6131

TIMOTHY L FIE
8432 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6123

MATTHEW D FALCK
8460 RED OAK DR
SAINT PAUL MN 55112-6147

MOLLY A KOSTECKY
8409 GROVELAND RD
MOUNDS VIEW MN 55112-6131

JILL M MEGAHAN
8470 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6123

JOSEPH H PODOLSKY
8401 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

JANIS M JABLONSKI
8455 RED OAK DR
MOUNDS VIEW MN 55112-6148

PAUL J EGGERT
8461 GROVELAND RD
MOUNDS VIEW MN 55112-6131

JACOB DEUTSCH
8400 RED OAK DR
MOUNDS VIEW MN 55112-6147

CHEE MING YONG
8431 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

VICKI BENESCH
1031 273RD AVE NE
ISANTI MN 55040-5247

LEONARD M MAJOR
8435 RED OAK DR
MOUNDS VIEW MN 55112-6148

ALLAN J KOSLOWSKI
8461 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

DAVID VINCENT
8389 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6122

WILLIAM B MCMAHON
8425 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

KENDRA S ANDERBERG
8415 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

JASON K PIEHL
8420 RED OAK DR
MOUNDS VIEW MN 55112-6147

WILLIAM HUSTON
8384 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6121

JEREMY WILCOX
8444 RED OAK DR
SAINT PAUL MN 55112-6147

DEAN W SPRUNG
8465 GROVELAND RD
MOUNDS VIEW MN 55112-6131

REBEKAH A ANDERSON
8389 GROVELAND CT
MOUNDS VIEW MN 55112-6125

ROY A LAPOINT
8431 GROVELAND RD
MOUNDS VIEW MN 55112-6131

VLADIMIR POVEDA
8456 RED OAK DR
MOUNDS VIEW MN 55112-6147

NATHAN T BUSS
8440 FAIRCHILD AVE
SAINT PAUL MN 55112-6123

TODD WILCOX
8492 LONG LAKE RD
SAINT PAUL MN 55112-6107

MARGARET ZAUNER
8419 GROVELAND RD
MOUNDS VIEW MN 55112-6131

BRIDGET M BISTRAM
8481 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

LEONARD F HAUSLADEN TR
8460 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6123

CHRYSTAL L ALCAZAR
8406 RED OAK DR
MOUNDS VIEW MN 55112-6147

TERRY J SHERMAN
8443 RED OAK DR
MOUNDS VIEW MN 55112-6148

GEORGEANNE MONA FALK
2208 E 43RD ST
MINNEAPOLIS MN 55407-3051

JASON TRAEGER TR
8451 FAIRCHILD AVE
MOUNDS VIEW MN 55112-6124

RESOLUTION 1166-23

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

**RESOLUTION RECOMMENDING APPROVAL OF THE ALEXANDER GARDENS
PRELIMINARY PLAT AT 8441 FAIRCHILD AVENUE AND 8492 LONG LAKE ROAD;
MOUNDS VIEW PLANNING CASE MA2023-001**

WHEREAS, Dale and Gayle Alexander own the single family lot at 8441 Fairchild Avenue, legally described as:

Lot 6, Block 1, Cedar Bay Estates;
PIN 063023120001; and,

WHEREAS, Todd and Laurie Ann Wilcox own the single family lot at 8492 Long Lake Road, legally described as:

The Easterly 75.72 feet of the West 264.04 feet of the NE $\frac{1}{4}$ of Section 6, Township 30, Range 23, excepting therefrom the South 2835 feet, Ramsey County, Minnesota;
PIN 063023120009; and,

WHEREAS, Dale Alexander has applied for a preliminary plat to be called ALEXANDER GARDENS adjusting the lot line between the above two named properties, and,

WHEREAS, the Mounds View Planning Commission has reviewed this request at its meeting of October 18, 2023 and the Planner's report of the same date and considered the code requirements and potential impacts of this plat.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View Planning Commission makes the following finding of fact related to this request:


1. The request involves a lot line adjustment between two existing lots of record, the properties at 8441 Fairchild Avenue and 8492 Long Lake Road. No new lots are being created.
2. The plat does not involve the installation or modification to any public infrastructure or site grading.
3. The preliminary plat meets the requirements in Sections 158.022 and 158.023 of the City Code for preliminary plat approval.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Mounds View Planning Commission, based upon the above findings of fact, does hereby recommend that the City Council approve the preliminary plat for ALEXANDER GARDENS


Adopted this 18th day of October, 2023.

ATTEST:

(SEAL)



Gary Rundle, Planning Commission Chair



Nyle Zikmund, City Administrator

**AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA
COUNTY OF RAMSEY**

Kayla Tsuchiya, being duly sworn on oath, says:
that she is, and during all times herein state has been,
Inside Sales Representative of Northwest Publication,
LLC., Publisher of the newspaper known as the Saint
Paul Pioneer Press, a newspaper of General circulation
within the City of St. Paul and the surrounding Counties
of Minnesota and Wisconsin including Ramsey and
Kanabec. That the notice hereto attached was cut from
the columns of said newspaper and was printed and
published therein on the following date(s):

Thursday, October 12, 2023

Newspaper Ref./AD Number#: 71509370

Client/Advertiser: City of Mounds View

Kayla Tsuchiya
Kayla Tsuchiya (Oct 12, 2023 10:08 CDT)

AFFIANT SIGNATURE

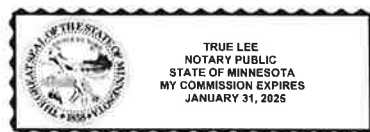
**Subscribed and sworn to before me this
12th day of October, 2023**

True Lee

True Lee
True Lee (Oct 12, 2023 10:41 CDT)

NOTARY PUBLIC

**Ramsey County, MN
My commission expires January 31, 2025**



**CITY OF MOUNDS VIEW
RAMSEY COUNTY, MINNESOTA
PUBLIC HEARING NOTICE**

NOTICE IS HEREBY GIVEN that the Mounds View City Council will hold a public hearing on Monday, October 23, 2023 at 6:00 p.m. at the Mounds View City Hall, 2401 Mounds View Boulevard, Mounds View, Minnesota, 55112 to consider a request from Dale and Gayle Alexander for preliminary plat approval of Alexander Gardens, a subdivision involving a lot line adjustment between properties at 8441 Fairchild Avenue and 8492 Long Lake Road. The properties are legally known as:

The Easterly 75.72 feet of the West 264.04 feet of the NE 1/4 of Section 6, Township 30, Range 23, excepting therefrom the South 2835 feet, Ramsey County, Minnesota; PIN 063023120009; and

Lot 6, Block 1, Cedar Bay Estates; PIN 063023120001

Anyone wanting to speak about this matter may be heard at this meeting. If you are unable to attend the meeting, contact City Administrator Nyle Zikmund. City staff will forward any comments to the City Council. Information regarding the request is available for review at City Hall. If you have any questions about this meeting or if you want to make an appointment to review the application, please contact Nyle Zikmund, City Administrator. Phone: (763) 717-4001 Email: nyle.zikmund@moundsviwmn.org Mail: 2401 Mounds View Blvd., Mounds View, MN 55112 The City is mailing this notice to all property owners within 500 feet of the subject property. Published one time in the St. Paul Pioneer Press on Oct. 12, 2023.

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Item No: 8.F.
Meeting Date: October 23, 2023
Type of Business: Council Business
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Gayle Bauman, Finance Director
Item Title/Subject: Resolution 9817 Relating to the Issuance of Conduit Revenue Bonds to Finance the Costs of a Multifamily Rental Housing Facility and Under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (Central Towers Apartments Project)

Introduction:

The City Council is asked to consider a proposal to use conduit debt financing to finance the acquisition, renovation, construction and equipping of an existing 193-unit apartment community and related amenities all located at 20 E Exchange Street in Saint Paul, Minnesota; to fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; to pay interest on the Bonds during the construction of the Project, if necessary; and to pay certain costs of issuing the Bonds. The preliminary revenue bond amount is \$16,500,000 and the City will receive a 1% issuance fee for the use of the City's lending authority. The revenue bonds will not constitute a general or moral obligation of the City and will not be secured by or payable from any property or assets of the City and will not be secured by any taxing power of the City.

Discussion:

There are a number of steps that will need to happen before the revenue bonds can be issued. The first steps for the City Council is to grant preliminary approval for the project to receive an allocation of bonding authority from Minnesota Management and Budget (MMB). This later step will be the challenge as there is a limited allocation available. Final approval would occur at a future Council Meeting at a Public Hearing. The City Council is not obligated to issue the revenue bonds by this resolution this is just one of the steps necessary to move toward that objective. If at any time during the review process, the City Council determines that this is not in the City's best interest we can withdraw support for the bond issuance. The City is represented by Jenny Bolton as bond council from Kennedy & Graven.

Recommendation:

Staff recommends that Council review the information, ask questions and if comfortable approve Resolution 9817.

Respectfully submitted,

Gayle Bauman

Gayle Bauman
Finance Director

RESOLUTION 9817

RESOLUTION RELATING TO THE ISSUANCE OF CONDUIT REVENUE BONDS TO FINANCE THE COSTS OF A MULTIFAMILY RENTAL HOUSING FACILITY AND UNDER MINNESOTA STATUTES, CHAPTER 462C, AS AMENDED; GRANTING PRELIMINARY APPROVAL THERETO; CALLING FOR A PUBLIC HEARING; ESTABLISHING COMPLIANCE WITH CERTAIN REIMBURSEMENT REGULATIONS UNDER THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; AND TAKING CERTAIN OTHER ACTIONS WITH RESPECT THERETO (CENTRAL TOWERS APARTMENTS PROJECT)

BE IT RESOLVED by the City Council (the “Council”) of the City of Mounds View, Minnesota (the “City”), as follows:

Section 1. Recitals.

1.01. The City is a home rule charter city and political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota.

1.02. Pursuant to Minnesota Statutes, Chapter 462C, as amended (the “Act”), the City is authorized to carry out the public purposes described in the Act by providing for the issuance of revenue bonds to provide funds to finance or refinance multifamily rental housing developments located within the City or under a joint powers agreement with the jurisdiction in which the development is located and pursuant to Minnesota Statutes, Section 471.59 and 471.656, as amended.

1.03. Schuett Central Towers, LLLP, a Minnesota limited liability limited partnership (or another entity to be formed by or affiliated with The Schuett Companies, Inc., the “Borrower”), has proposed that the City issue its revenue bonds, pursuant to the Act, in an aggregate principal amount not to exceed \$16,500,000, in one or more series at one time or from time to time (the “Bonds”).

1.04. The proceeds of the Bonds are proposed to be loaned by the City to the Borrower to be applied by the Borrower to (i) finance the acquisition, renovation, construction and equipping of an existing 193-unit apartment community and related amenities all located at 20 E Exchange Street in Saint Paul, Minnesota (the “Project”); (ii) fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) pay interest on the Bonds during the construction of the Project, if necessary; and (iv) pay certain costs of issuing the Bonds.

1.05. The City may the issue the Bonds only after adopting a housing program providing the information required by Section 462C.03, subdivision 1a of the Act (the “Housing Program”).

1.06. Under Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), the City may the issue the Bonds only after the City Council holds a duly noticed public hearing.

1.07. Under Section 146 of the Code, the Bonds must receive an allocation of the bonding authority of the State of Minnesota. An application for such an allocation must be made pursuant to the requirements of Minnesota Statutes, Chapter 474A, as amended (the “Allocation Act”) and preliminary approval of the issuance of the Bonds by the Council is sufficient to authorize the submission of an application to the State

of Minnesota Management and Budget for an allocation of bonding authority with respect to the Bonds to finance the Project.

1.08. The Act confers upon cities the power to issue revenue bonds to finance or refinance a program for the purposes of planning, administering, making or purchasing loans with respect to one or more multifamily housing developments within the boundaries of the city or under a joint powers agreement with the jurisdiction in which the development is located and pursuant to Minnesota Statutes, Section 471.59, as amended. By the terms of a joint powers agreement entered into through action of their governing bodies, two cities may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised. Prior to the issuance of the Bonds, pursuant to Minnesota Statutes, Sections 471.59 and 471.656, as amended, and Section 147(f) of the Code, the City of Saint Paul, Minnesota (“St. Paul”) will hold a public hearing on the proposed issuance of the Bonds to, among other things, finance the Project, which is located within the jurisdictional limits of St. Paul, and St. Paul will consider authorizing the issuance by the City of the Bonds to finance the Project and authorizing the execution of a cooperative joint powers agreement between the City and St. Paul (the “Cooperative Agreement”).

Section 2. Preliminary Findings. Based on representations made by the Borrower to the City to date, the Council hereby makes the following preliminary findings, determinations, and declarations:

(a) The Project consists of the acquisition, renovation, construction, and equipping of a multifamily rental housing development designed and intended to be used for rental occupancy.

(b) The proceeds of the Bonds will be loaned to the Borrower and the proceeds of the loan will be applied to: (i) the acquisition, construction, and equipping of the Project; (ii) the funding of one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) the payment of interest on the Bonds during the construction of the Project, if necessary; and (iv) the payment of the costs of issuing the Bonds. The City will enter into one or more loan agreements (or other revenue agreement) with the Borrower requiring loan repayments from the Borrower in amounts sufficient to repay the loan when due and requiring the Borrower to pay all costs of maintaining and insuring the Project, including taxes thereon.

(c) In preliminarily authorizing the issuance of the Bonds and the financing of the acquisition, renovation, construction, and equipping of the Project and related costs, the City’s purpose is to further the policies of the Act.

(d) The Bonds will be special, limited obligations of the City payable solely from the revenues pledged to the payment thereof under the loan agreements (or other revenue agreement) referred to above, and will not be a general or moral obligation of the City and will not be secured by or payable from revenues derived from any exercise of the taxing powers of the City.

Section 3. Public Hearing. The City Council will conduct a public hearing on the Housing Program, the Project, and the issuance of the Bonds by the City at a regular or special meeting on a date to be determined by the City staff in order to meet publication requirements in accordance with applicable law. Notice of such hearing (the “Public Notice”) will be published as required by Section 462C.04, subdivision 2 of the Act and Section 147(f) of the Code. City staff is hereby authorized to cause the Public Notice, in substantially the form attached hereto as **EXHIBIT A**, to be published in a newspaper circulating generally in the City in accordance with applicable law. The Public Notice is authorized to be published in the *Pioneer Press* on a date at least 15 days before the meeting of the City Council at which the public hearing will take place. At the public hearing reasonable opportunity will be provided for interested individuals to express their views, both orally and in writing, on the Project and the proposed issuance of such revenue obligations.

Section 4. Housing Program. Kennedy & Graven, Chartered, acting as bond counsel with respect to the Project and the Bonds (“Bond Counsel”) shall prepare and submit to the Metropolitan Council for its review a draft Housing Program to authorize the issuance by the City of up to approximately \$16,500,000 in revenue bonds in one or more series, at one time or from time to time, to finance the acquisition, construction, and equipping of the Project by the Borrower. City staff is hereby authorized to review, approve and submit the Housing Program to the Metropolitan Council for its review on or before the date of publication of the Public Notice.

Section 5. Submission of an Application for an Allocation of Bonding Authority. Under Section 146 of the Code, the Bonds must receive an allocation of the bonding authority of the State of Minnesota. The City Council hereby authorizes the submission of an application for allocation of bonding authority pursuant to Section 146 of the Code and the Allocation Act in accordance with the requirements of the Allocation Act. The Mayor of the City or the City Administrator and Bond Counsel are hereby authorized and directed to take all actions, in cooperation with the Borrower, as are necessary to submit an application for an allocation of bonding authority to Minnesota Management & Budget.

Section 6. Preliminary Approval. The City Council hereby provides preliminary approval to the issuance of the Bonds in the approximate aggregate principal amount of up to \$16,500,000 to finance all or a portion of the costs of the Project pursuant to the Housing Program of the City, subject to: (i) review of the Housing Program by the Metropolitan Council; (ii) a public hearing as required by the Act and Section 147(f) of the Code; (iii) receipt of an allocation of the bonding authority from the State of Minnesota; (iv) final approval by the City Council following the preparation of bond documents; (v) approval by St. Paul of the issuance of the Bonds pursuant to a Cooperative Agreement; and (vi) final determination by the City Council that the financing of the Project and the issuance of the Bonds are in the best interests of the City.

Section 7. Reimbursement of Costs under the Code.

7.01. The United States Department of the Treasury has promulgated regulations governing the use of the proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City or the Borrower for project expenditures paid prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds occur within 18 months after the later of: (i) the date the expenditure is paid; or (ii) the date the project is placed in service or abandoned, but in no event more than 3 years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

7.02. To the extent any portion of the proceeds of the Bonds will be applied to expenditures with respect to the Project, the City reasonably expects to reimburse the Borrower for the expenditures made for costs of the Project from the proceeds of the Bonds after the date of payment of all or a portion of such expenditures. All reimbursed expenditures shall be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations and also qualifying expenditures under the Act.

Based on representations by the Borrower, other than (i) expenditures to be paid or reimbursed from sources other than the Bonds, (ii) expenditures permitted to be reimbursed under prior regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2)(i)(B) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the

Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures with respect to the Project to be reimbursed with the proceeds of the Bonds have been made by the Borrower more than 60 days before the date of adoption of this resolution of the City.

7.03. Based on representations by the Borrower, as of the date hereof, there are no funds of the Borrower reserved, allocated on a long term-basis, or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside), to provide permanent financing for the expenditures related to the Project to be financed from proceeds of the Bonds, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the budgetary and financial circumstances of the Borrower as they exist or are reasonably foreseeable on the date hereof.

Section 8. Costs. The Borrower will pay the administrative fees of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the Project and the issuance of the Bonds, whether or not the Bonds are issued.

Section 9. Commitment Conditional. The adoption of this resolution does not constitute a guarantee or a firm commitment that the City will issue the Bonds as requested by the Borrower. If, as a result of information made available to or obtained by the City during its review of the Project, it appears that the Project or the issuance of Bonds to finance or refinance the costs thereof is not in the public interest or is inconsistent with the purposes of the Act, the City reserves the right to decline to give final approval to the issuance of the Bonds. The City also retains the right, in its sole discretion, to withdraw from participation and accordingly not issue the Bonds should the City Council, at any time prior to the issuance thereof, determine that it is in the best interests of the City not to issue the Bonds or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents for the transaction.

Section 10. Effective Date. This Resolution shall be in full force and effect from and after its passage.

Adopted by the City Council of the City of Mounds View, Minnesota this 23rd Day of October, 2023.

Gary Meehlhause, Acting Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A HOUSING PROGRAM FOR A MULTIFAMILY HOUSING PROJECT (CENTRAL TOWERS APARTMENTS PROJECT)

NOTICE IS HEREBY GIVEN that the City Council of the City of Mounds View, Minnesota (the “City”) will conduct a public hearing on _____, 2024 at 6:00 p.m., or as soon thereafter as the matter may be heard, at the City Hall at 2401 Mounds View Boulevard in the City on a proposal of the Schuett Central Towers, LLLP, a Minnesota limited liability limited partnership (or another entity to be formed by or affiliated with The Schuett Companies, Inc., the “Borrower”) that the City finance the acquisition, renovation, construction, and equipping of certain rental housing developments, hereinafter described, by the issuance of conduit revenue bonds or other obligations (the “Bonds”) pursuant to Minnesota Statutes, Chapter 462C, as amended, and Minnesota Statutes, Sections 471.59 and 471.656, as amended, and that the City adopt a housing program for such bonds.

The Bonds are proposed to be issued to (i) finance the acquisition, renovation, construction and equipping of an existing 193-unit apartment community and related amenities all located at 20 E Exchange Street in Saint Paul, Minnesota (the “Project”); (ii) fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) pay interest on the Bonds during the construction of the Project, if necessary; and (iv) pay the costs of issuing the Bonds (collectively, the “Project”). The Project will be owned and operated by the Borrower.

The estimated maximum aggregate principal amount of the Bonds to be issued to finance the Project is \$16,500,000.

The Bonds if and when issued will be special, limited obligations of the City, and the Bonds and interest thereon will be payable solely from the revenues and assets pledged to the payment thereof. No holder of any Bond will have the right to compel any exercise of the taxing power of the City to pay the Bonds or the interest thereon, nor to enforce payment against any property of the City except money payable by the Borrower to the City and pledged to the payment of the Bonds. Before issuing the Bonds, the City will enter into an agreement with the Borrower, whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on the Bonds when due.

Following the public hearing, the Council will consider a resolution approving a housing program prepared in accordance with the requirements of the Act and granting approval to the issuance of the Bonds. A copy of the housing program will be on file at City Hall, Monday through Friday during the City’s normal business hours until the date of the Public Hearing.

At the time and place fixed for the Public Hearing, the City Council will give all persons who appear or submit comments in writing to the City Council prior to the hearing, an opportunity to express their views with respect to the proposal. In addition, interested persons may file written comments respecting the proposal with the City to the attention of Gayle Bauman, at (763) 717-4000 at or prior to said public hearing.

Publish _____, 2024.



Offices in Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis Minneapolis MN 55402-1299
St. Cloud (612) 337-9300 telephone
(612) 337-9310 fax
<http://www.kennedy-graven.com>
Affirmative Action, Equal Opportunity
Employer

SCOTT J. RIGGS

Attorney at Law

Direct Dial (612) 337-9260

Email: sriggs@kennedy-graven.com

MEMORANDUM

Date: October 19, 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.

MU125-14/MU125-47: Public Works/Planning Matters. Review and revise agreement for building services, staff report and ordinance and forward all documents to City staff. 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. Review title commitments and documents forwarded to us from developer. 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 petitions received regarding matter and provide comments to City staff. Set up and participate in meetings with haulers. 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.
- MU210-318: SRO Matter. Legal research regarding matter. Consult with City staff regarding matter. Matter is presently pending.
- MU210-319: PFAS Matter. Legal research regarding matter. Draft and finalize memorandum to City staff. Draft and finalize notice of closed meeting. Consult with City staff. Matter is presently pending.

EDA:

- MU205-13: General Matters. Review documentation for several upcoming projects. Matter is presenting pending.
- MU205-52: MWF Properties Project/Villas of Mounds View. Review recent correspondence regarding request to finalize several documents. Matter is presently pending.
- MU205-62: 2716 Hillview Road. Draft notice of closed meeting and forward to City staff. Work on purchase agreement. Matter is presently pending.
- MU205-63: 2833 Mounds View Boulevard. Draft notice of closed meeting and forward to City staff. Work on purchase agreement. Matter is presently pending.

SJR:jms