

SPECIAL CITY COUNCIL MEETING AGENDA
MOUNDS VIEW CITY HALL
Tuesday, January 2, 2024
6:00 p.m.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. OATH OF OFFICE:** Mayor Lindstrom, Council Members, Cermak, Gunn, Meehlhause
- 4. ROLL CALL:** Lindstrom, Cermak, Gunn, Meehlhause
- 5. COUNCIL BUSINESS**
 - A. Resolution 9849 Selection of the Acting Mayor, Treasurer and Official Newspaper and Depositories for 2024
 - B. Resolution 9850 Appointing City Council Members and City Staff as Representatives for City Commissions and Other Organizations for 2024
- 6. NEXT COUNCIL WORK SESSION: Immediately Following This Meeting**
NEXT COUNCIL MEETING: January 8, 2024 at 6:00 p.m.
- 7. ADJOURNMENT**

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Item No: 05A
Meeting Date: January 2, 2024
Type of Business: CB
City Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: Resolution 9849, Approving Acting Mayor, Treasurer, City's Official Newspaper and Official Depositories for 2024

Introduction:

Minnesota state law requires the City Council to annually select an official depository for City funds and designate a legal newspaper of general circulation in the City as its official newspaper.

Minnesota state law also requires the City Council to select an Acting Mayor from its existing Council Members on an annual basis. In 2023, the Acting Mayor was Council Member Gary Meehlhouse.

In addition, the Mounds View City Charter, Section 6.04, requires the City Council to appoint a City Treasurer each year.

Discussion:

The St. Paul Pioneer Press, The Life, and the Shoreview Press have each submitted proposals to be the City's official newspaper for 2024 (proposal letters attached). The Council selected the St. Paul Pioneer Press as the City's primary newspaper for 2023.

St. Paul Pioneer Press	\$7.28 per column inch (\$0.052 per line and there are 14 lines per column inch)	Basically, the deadline to submit a standard text notice is 12 pm the day prior to the day of publication. However, Friday at 11 am is the deadline to submit a notice running on Saturday and 4 pm for Monday. Thursday at 4 pm is the deadline for Sunday. If the notice includes a chart, graph, map, financial report or any special formatting, the deadline is slightly different as it is for ads.
The Life, previously the Sun-Focus	\$7.50 per column inch (320 characters per inch, 9 lines per inch)	Deadline is 10 am Tuesday for the following Friday's <i>weekly</i> publication.
Press Publications (Shoreview Press)	\$7.40 per column inch (300 character per inch, 9 lines per inch)	Deadline is every other Wednesday by 5pm for following Tuesday's <i>bi-weekly</i> publication. (They have indicated that they would do their best to accommodate a notice that is submitted after the deadline).

There is an increase for publication in the Twin Cities Pioneer Press from \$6.86 to \$7.28 per column, inch and for the Shoreview Press from \$7.05 to \$7.40 per column inch. There is no increase for publication in The Life. For 2023 the City Council selected the Shoreview Press as the City's secondary newspaper.

The attached resolution also appoints the treasurer consistent with Section 6.04 of the City Charter. The City Council approved a new treasurer, Gayle Bauman, and deputy treasurer, Amanda Bruzer, in August of 2023 for the remainder of the year due to the previous employees' retirements. The resolution also lists the city job positions authorized to conduct banking and investment business on behalf of the City. Staff recommends no changes for 2024. In addition, staff also recommends the City's official depositories remain the same for 2024. (See attached resolution).

Recommendation:

Designate the City's Official Newspapers (primary and secondary), Official Depositories, Treasurer and Deputy Treasurer, and Acting Mayor by adopting Resolution 9849.

Respectfully submitted,

Nyle Zikmund

RESOLUTION NO. 9849

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

**RESOLUTION APPOINTING THE OFFICIAL NEWSPAPER, ACTING MAYOR, OFFICIAL
DEPOSITORY AND TREASURER FOR THE CITY OF
MOUNDS VIEW FOR THE YEAR 2024**

WHEREAS, Minnesota state law requires that the City Council annual select and official city newspaper; and

WHEREAS, Minnesota state law requires that the City Council annually select an official depository for City funds; and

WHEREAS, Minnesota state law requires that the City Council annually elect an Acting Mayor from among existing City Council Members; and

WHEREAS, Chapter 6, Section 6.04 of the City Charter states the City Council shall appoint a City Treasurer whose duties shall be as specified by State Law.

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

Official City Newspaper	Primary: _____ Secondary: _____
Primary Depository	American National Bank for checking accounts, savings accounts and investments
Secondary Depositories	Minnesota Municipal Money Market Fund, PMA-4M Fund, Wells Fargo Advisors, LLC, RBC Dain Rauscher, Inc., Morgan Stanley/Smith Barney, LLC, U.S. Bank Systems Investment Services; Wells Fargo Bank N.A.; US Bank Corporate Trust Services; Federal Reserve Bank of Minneapolis; US Bank N.A.
Acting Mayor	_____

BE IT FURTHER RESOLVED that the City Administrator, the Treasurer, or the Deputy Treasurer are authorized to conduct banking and investment business on behalf of the City and the persons appointed to these positions are the following:

Nyle Zikmund, City Administrator
Gayle Bauman, Treasurer
Amanda Bruzer, Deputy Treasurer

Adopted this 2nd day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



10 River Park Plaza • Suite 700 • St. Paul, MN 55107

Barb Benesch
City of Mounds View

Hi Barb,

Thank you for the opportunity to bid on the public notice publications for City of Mounds View.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, Washington, and Anoka counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2024 are as follows:

\$7.28 per column inch per publication (this = \$0.52 per line, there are 14 lines per column inch)

Sunday full circulation is 136,492 – however, you may publish a notice on any day of the week.

Deadline to submit legal notices (please note, holidays will have early deadlines):

Deadlines for Liner (text only) ads.	
Publication day	Deadline to submit materials
Monday	Friday 4 pm
Tuesday	Monday 12 pm
Wednesday	Tuesday 12 pm
Thursday	Wednesday 12 pm
Friday	Thursday 12 pm
Saturday	Friday 11 am
Sunday	Thursday 4 pm

Deadlines for Display ads.	
Notice includes chart, graphics, map, or any special formatting.	
Publication day	Deadline to submit materials.
Monday	Friday 3 pm
Tuesday	Monday 11 am
Wednesday	Tuesday 11 am
Thursday	Wednesday 11 am
Friday	Thursday 11 am
Saturday	Friday 10 am
Sunday	Thursday 3 pm

All legal notices should be emailed to legals@pioneerpress.com. Once we receive your request, you'll receive a confirmation email and will be contacted shortly. You will be emailed a proof (which includes the cost) and an affidavit will be emailed within 7 days of publication.

Thank you for considering the Saint Paul Pioneer Press as the official legal newspaper for City of Mounds View. Please let me know if you have any questions, we look forward to partnering with you in the coming year.

Thank you,

True Lee – Advertising
tlee@pioneerpress.com

Always delivering the best local news. All Ways.

Affirmative Action, Equal Opportunity Employer.



December 4, 2023

Nyle Zikmund
City Administrator
City of Mounds View
2401 County Road 10
Mounds View, MN 55112

Dear Nyle:

The *Shoreview Press* wishes to be considered as your official newspaper for 2024.

Here is what our subscribers are saying, "Thank you for your publication. I find the community newspaper essential to the education of our residents." "I appreciate your coverage of Mounds View High School sports!"

We meet all the legal publication requirements under state statutes. Our circulation is audited by Circulation Verification Council, an independent firm.

We prefer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail your notices to legals@presspubs.com - clearly labeling them as "Legal Notices."

Due to increased costs, we are asking for \$7.40 per column inch, in 7 point type at 9 lines per inch.

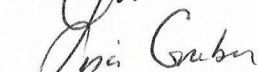
The *Shoreview Press* is an every-other-week newspaper.

Our deadline for legal notices for the *Shoreview Press* is every other Wednesday by 5:00 p.m. for the following Tuesday's publication. We will do our best to accommodate a notice that would be submitted after deadline if we are advised by email and a phone call by the deadline.

If we are not chosen, please consider us as a second publication as part of the city's ongoing efforts to inform residents.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,



Lisa Graber
Legal Notice Coordinator

LG:mkk

Enclosure: Total Weekly Audience

Misc: Mounds View 2024.doc

Your Best Source For Community Information

www.presspubs.com

White Bear Press • Vadnais Heights Press • Quad Community Press • Shoreview Press • The Citizen • The Lowdown • North Oaks News
ppinfo@presspubs.com news@presspubs.com circ@presspubs.com marketing@presspubs.com artmanager@presspubs.com

Reach more potential customers through the Shoreview Press

Total Weekly Audience: 23,516

Print Audience

Shoreview Press 14,295

Digital Audience

Weekly Digital Audience 8,334
Weekly Network Digital Audience 113,714
Social Media Audience 867



4779 Bloom Ave. | White Bear Lake | 651-407-1200 | www.presspubs.com

The Life



4095 Coon Rapids Blvd., Coon Rapids, MN 55433

November 6, 2023

City of Mounds View
2401 Mounds View Boulevard
Mounds View, MN 55112

Dear City Council Members,

Per your request, please accept the following bid from **The Life** for legal newspaper designation for the *City of Mounds View*. This newspaper is qualified by the State of Minnesota as a legal publication under Minnesota Statutes Section 331 A.02, Subd. 1 and is registered as a legal publication in Ramsey and Anoka Counties.

The following rate structure for legal notices is effective **January 1, 2024**:

Per Column Inch Rate: \$7.50

Characters per inch: 320

Lines per inch: 9

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on abcnewspapers.com website at no additional charge.

The Life is published weekly on Fridays. The deadline is 10:00 a.m. on Tuesday for publication the following Friday, early deadlines will apply during holiday weeks. Please email all legal notices to publicnotice@apgecm.com.

Thank you for considering **The Life** as the official newspaper for the City of Mounds View. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'.

Tonya Orbeck
Legal Notice Department Manager
ECM Publishers, Inc. /Adams Publishing Group

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Item No: 05B
Meeting Date: January 2, 2024
Type of Business: CB
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: Resolution 9850, Appointing City Council Members and Staff as Representatives for City Commissions and Other Organizations for 2024

Introduction:

The City Council annually reviews the various Council and Staff appointments to City commissions and other organizations. Below are the **2023** Council and Staff appointments for your reference.

Ramsey County League of Local Government

Council Member Lindstrom
City Administrator Zikmund

League of Minnesota Cities

Mayor
City Administrator Zikmund
Council Member Lindstrom, Alternate

North Metro Mayors Association

Mayor
City Administrator Zikmund
Council Member Meehlhause, Alternate

Mounds View Business Council

City Council
City Administrator Zikmund
Assistant City Administrator Beeman

Development Review Committee

Mayor
Council Member Lindstrom

NSCC/NSAC Commission

Council Member Gunn
Finance Director Beer, Alternate

Festival in the Park

Council Member Lindstrom

Northeast Youth and Family Services

Council Member Meehlhause
City Administrator Zikmund, Alternate

Human Resources Committee

Council Member Meehlhause
Council Member Gunn
City Administrator Zikmund
Human Resource Director Ewald

Minnesota Metro North Tourism

Council Member Meehlhause
Assistant City Administrator Beeman
City Administrator Zikmund

Metro Cities

Mayor
City Administrator Zikmund

Anoka County Fire Protection Board

Council Member Cermak
Council Member Gunn, Alternate

Council Representative to Commissions and Committees

Council Member Meehlhause

Police Foundation

Council Member Cermak

Tribute Park Committee

Council Member Gunn

Attached is proposed Resolution 9850 showing the 2024 commission and organizations that require Council/Staff representation. Appointments are needed from the Council for the items highlighted in yellow.

Recommendation:

Please make the appointments as necessary and approve attached Resolution 9850.

Nyle Zikmund
City Administrator

RESOLUTION NO. 9850

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

**RESOLUTION APPOINTING CITY COUNCIL MEMBERS AND CITY STAFF AS
REPRESENTATIVES FOR CITY COMMITTEES AND OTHER ORGANIZATIONS FOR 2024**

WHEREAS, members of the City Council act as representatives to City Committees and other organizations; and

WHEREAS, the following representatives of the City have been named to act as representatives to the City committees and other organizations for the year 2024:

**Ramsey County League of Local
Government**

Mayor Lindstrom
City Administrator Zikmund

Northeast Youth and Family Services

Council Member [REDACTED]
Council Member [REDACTED], Alternate

League of Minnesota Cities

Mayor Lindstrom
City Administrator Zikmund
Council Member [REDACTED], Alternate

Human Resources Committee

Council Member [REDACTED]
Council Member [REDACTED]
City Administrator Zikmund
Human Resource Director Ewald

North Metro Mayors Association

Mayor Lindstrom
City Administrator Zikmund
Council Member [REDACTED], Alternate

Minnesota Metro North Tourism

Council Member [REDACTED]
Assistant City Administrator Beeman
City Administrator Zikmund

Mounds View Business Council

Council Member [REDACTED]
City Administrator Zikmund
Assistant City Administrator Beeman

Metro Cities

Mayor Lindstrom
City Administrator Zikmund

Development Review Committee

Council Member [REDACTED]
Council Member [REDACTED]

Anoka County Fire Protection Board

Council Member [REDACTED]
Council Member [REDACTED], Alternate

NSCC/NSAC Commission

Council Member [REDACTED]
Finance Director Bauman, Alternate

**Council Representative to
Commissions and Committees**

Council Member [REDACTED]
Council Member [REDACTED], Alternate

Festival in the Park

Council Member [REDACTED]

Police Foundation

Council Member [REDACTED]

Tribute Park Committee

Council Member [REDACTED]

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mounds View that the aforementioned appointments are hereby approved.

Adopted this 2nd day of January, 2024.

ATTEST:

Zach Lindstrom, Mayor

(SEAL)

Nyle Zikmund, City Administrator