

**CITY OF MOUNDS VIEW
CITY COUNCIL MEETING AGENDA
MOUNDS VIEW CITY HALL
Monday, February 27, 2023
6:00 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- A. Approval of Minutes: February 13, 2023
- B. Just and Correct Claims
- C. Resolution 9710, Approving Authorizing the Execution and Delivery of the Ramsey County Critical Corridors Predevelopment Planning Grant Agreement
- D. Resolution 9706, Authorize Recruitment Process for 2023 Public Works Seasonal Positions
- E. Resolution 9707, Authorize Recruitment Process for 2023 Parks and Recreation Seasonal Positions and Update Job Descriptions
- F. Resolution 9708, Authorize Ongoing Recruitment of 2023 Parks and Recreation Part Time Positions

6. PUBLIC COMMENT

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

7. SPECIAL ORDER OF BUSINESS

- A. MVPD Life Saving Awards- Deputy Chief Zender
- B. MVPD Fourth Quarter/Year End Report – Deputy Chief Zender

8. COUNCIL BUSINESS

- A. Resolution 9699, Approval of Revocation of Rental License; 5661, 5671, and 5691 Quincy Street
- B. Resolution 9705 Allocating American Rescue Plan Act Funding

- C. 2020-2022 Strategic Plan Results
- D. Second Reading and Adoption of Ordinance 1000, Amending the 2023 City of Mounds View Fee Schedule **ROLL CALL VOTE**
- E. First Reading Ordinance 1001, Amending Chapter 90, Section 90.005 of the City Code, increasing number of allowed chickens from 8 to 12.
- F. Resolution 9711, Authorization for a Chemical Storage Addition to the Splash Pad Building
- G. Resolution 9712, Approval of the purchase of a Trac-Skid Steer

9. REPORTS

- A. Reports of Mayor and Council
- B. Reports of Staff
 - 1. Planning Commission Vacancy
- C. Reports of City Attorney

10. NEXT COUNCIL WORK SESSION: Monday, March 6, 2023 at 6:00 pm
NEXT COUNCIL MEETING: Monday, March 13, 2023 at 6:00 pm

11. ADJOURNMENT

1 Public Works/Parks and Recreation Director Peterson read a Resolution in full for the record
2 recognizing Colleen Sullivan for her dedicated service on the Parks, Recreation and Forestry
3 Commission.

4
5 Colleen Sullivan thanked the Council for this recognition. She stated she enjoyed participating in
6 City government and learning about the community. A round of applause was offered by all in
7 attendance.

8
9 MOTION/SECOND: Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 9697,
10 Appreciation for Colleen Sullivan for her Service on the Parks, Recreation and Forestry
11 Commission.

12
13 Ayes – 5 Nays – 0 Motion carried.

14
15 **B. Resolution 9698, Appreciation for Dan Larson for his Service on the Economic**
16 **Development Commission.**

17
18 This item was removed from the agenda.

19
20 **C. John Connelly – Twin Cities North Chamber of Commerce.**

21
22 John Connelly, President of Twin Cities North Chamber of Commerce, introduced himself to the
23 Council and thanked them for their time. He explained the vision for the Chamber was to promote
24 business, development and connect communities. He noted the Chamber currently had just over
25 300 members from seven different cities. He reported the Chamber had a healthy fund balance
26 with five months reserves and no debt. He encouraged the Council to consider attending an
27 upcoming program or event. He thanked Assistant City Administrator Beeman, Councilmember
28 Meehlhause and Councilmember Cermak for attending events on behalf of the City of Mounds
29 View. He commented on the makeup of the nine member Chamber Board. He then discussed the
30 new initiatives the Chamber was pursuing which included the manufacturing cohort. He
31 commented on the Chamber opportunities noting he enjoyed participating in grand openings,
32 engaging in new initiatives, bringing important items to businesses and sharing vital news with the
33 community. He thanked Mounds View for being an inviting City for the community and its
34 businesses.

35
36 Mayor Hull thanked Mr. Connelly for his presentation.

37
38 **8. COUNCIL BUSINESS**

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

42
43 Public Works/Parks and Recreation Director Peterson requested the Council approve and authorize
44 a Memorandum of Agreement with Rice Creek Watershed District Regarding Inspection and
45 Maintenance of Public Drainage Systems. He commented on the work that needed to be done on
46 the ditch system and recommended approval of the agreement.

Council Member Gunn stated she supported this work moving forward. She thanked staff for their efforts on this project. City Administrator Zikmund commented on how this agreement would bring about a proper system for ditch maintenance in the City going forward.

Council Member Lindstrom asked how much of Rice Creek runs through the City of Mounds View. City Administrator Zikmund estimated a mile of the creek runs through the City. Public Works/Parks and Recreation Director Peterson discussed how the ditch and the creek were separate.

MOTION/SECOND: Meehlhause/Lindstrom. To Waive the Reading and Adopt Resolution 9703, Approving and Authorization for a Memorandum of Agreement with Rice Creek Watershed District Regarding Inspection and Maintenance of Public Drainage Systems.

Council Member Meehlhause thanked Public Works/Parks and Recreation Director Peterson for his efforts on this agreement with the Rice Creek Watershed District.

Ayes – 5 Nays – 0 Motion carried.

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

City Administrator Zikmund requested the Council approve a Resolution adopting a Minnesota Government Data Practices Act Policy and Designating the Responsible Authority and Compliance Official. He commented on the proposed changes and recommended approval of the policy.

MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9696, Adopting a Minnesota Government Data Practices Act Policy and Designating the Responsible Authority and Compliance Official.

Ayes – 4 Nays – 1 (Lindstrom) Motion carried.

Council Member Lindstrom stated he voted against this matter because he believed the policy should be reviewed on a regular basis and not periodically. City Administrator Zikmund reported the League of Minnesota Cities publishes a report at the end of every legislative session that addresses changes. He explained staff relies on this information to address any necessary changes to the data practices act policy.

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

City Administrator Zikmund requested the Council approve an amendment to the City of Mounds

1 View 2023 Fee Schedule Regarding Building Permit Fees and Surcharges and that the Council
2 introduce an Ordinance that would amend the City of Mounds Views 2023 fee schedule regarding
3 building permit fees and surcharges. Staff commented further on the proposed changes to the fee
4 schedule and recommended approval.

5
6 MOTION/SECOND: Lindstrom/Meehlhause. To Waive the Reading and Adopt Resolution 9699,
7 Approving an Amendment to the City of Mounds View 2023 Fee Schedule Regarding Building
8 Permit Fees and Surcharges.

9
10 Ayes – 5 Nays – 0 Motion carried.

11
12 MOTION/SECOND: Gunn/Meehlhause. To Waive the First Reading and Introduce Ordinance
13 1000, Amending the City of Mounds View 2023 Fee Schedule Regarding Building Permit Fees
14 and Surcharges.

15
16 Ayes – 5 Nays – 0 Motion carried.

17
18 **D. Resolution 9700, Approving Transfers between Funds for 2022.**

19
20 Finance Director Beer requested the Council approve transfers between funds for 2022. He
21 commented further on the proposed transfers and recommended approval.

22
23 MOTION/SECOND: Meehlhause/Lindstrom. To Waive the Reading and Adopt Resolution 9700,
24 Approving Transfers between Funds for 2022.

25
26 Ayes – 5 Nays – 0 Motion carried.

27
28 **E. Resolution 9701, Human Dignity Task Force and Declaration.**

29
30 City Administrator Zikmund requested the Council adopt a Resolution approving the Human
31 Dignity Task Force and Declaration. He explained former Council Member Bergeron
32 recommended the City pursue a Human Dignity Task Force. Staff reviewed the proposed
33 declaration in further detail and recommended approval.

34
35 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9701, Human
36 Dignity Task Force and Declaration.

37
38 Former Council Member Bergeron read the responsibilities of the Human Dignity Task Force in
39 full for the record.

40
41 Council Member Meehlhause thanked former Council Member Bergeron for all of his efforts on
42 this item.

43
44 Council Member Lindstrom stated he appreciated the fact the task force would be representative
45 of all members in the community.

46

Ayes – 5

Nays – 0

Motion carried.

F. Resolution 9702, Approving a JPA with the City of Fridley for the 2023 Street Project.

Public Works/Parks and Recreation Director Peterson requested the Council approve a JPA with the City of Fridley for the 2023 Street Project. He reported staff and the City Attorney had reviewed the JPA and recommended approval.

MOTION/SECOND: Meehlhause/Lindstrom. To Waive the Reading and Adopt Resolution 9702, Approving a JPA with the City of Fridley for the 2023 Street Project.

Council Member Lindstrom asked if the trail was included in this project. Public Works/Parks and Recreation Director Peterson reported this portion of the project would be bid as an alternate to this project.

Ayes – 5

Nays – 0

Motion carried.

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

Public Works/Parks and Recreation Director Peterson requested the Council approve and authorize a Joint Powers Agreement with the City of Spring Lake Park for the 2022-2023 Street Rehabilitation Project – Trail Section along Mounds View Boulevard. He commented on the proposed trail noting the City would be installing the trail and Spring Lake Park would be responsible for all future maintenance. Staff reported the City Attorney had reviewed this JPA agreement and recommends approval.

MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9704, Approving and Authorization for a Joint Powers Agreement with the City of Spring Lake Park for the 2022-2023 Street Rehabilitation Project – Trail Section along Mounds View Boulevard.

Council Member Meehlhause recommended Item 1 be amended removing City of Fridley and replacing this with the City of Spring Lake Park.

Ayes – 5

Nays – 0

Motion carried.

9. REPORTS

A. Reports of Mayor and Council.

Mayor Hull stated he would be interested in the City purchasing the mermaid statue from The Mermaid. City Administrator Zikmund reported staff could investigate this and report back to the Council at a future meeting. He indicated the mermaid may not be for sale and the Council would have to consider restoration costs.

1 Council Member Gunn reported the Daddy Daughter Dance was held on Saturday, February 4 and
2 it was a tremendous success. She thanked Council Member Cermak for all of her efforts on this
3 event.

4
5 Council Member Gunn explained she attended the first Tribute Park Committee meeting and there
6 were five individuals in attendance. She noted this group was in need of more volunteers and
7 would be meeting next on Tuesday, April 4 at 6:30 p.m.

8
9 Council Member Gunn stated on Thursday, March 2 she would be attending a Cable Commission
10 meeting.

11
12 Council Member Meehlhause reported he would be attending an NYFS Financing meeting on
13 Wednesday, February 15 along with an NYFS Board meeting on Thursday, February 23.

14
15 Council Member Meehlhause provided the Council with an update from Twin Cities Gateway
16 noting 2022 was the best year in the convention bureau's history.

17
18 Council Member Cermak stated Princess Kay of the Milky Way sends her thanks for the invitation
19 to the Daddy Daughter Dance.

20
21 Council Member Cermak explained the Mounds View Police Foundation would be meeting next
22 on Tuesday, March 14 at Hodges Park at 5:30 p.m.

23
24 Council Member Lindstrom reported the Festival in the Park Committee would be meeting next
25 on Tuesday, February 21 at 7:00 p.m.

26
27 Council Member Lindstrom noted he would be attending the newly elected leadership training on
28 February 24 and February 25.

29
30 Council Member Lindstrom commented on a recent pardon he received from Governor Walz.

31
32 Council Member Meehlhause thanked Council Member Cermak for arranging to have Princess
33 Kay at the Daddy Daughter Dance.

34
35 Council Member Meehlhause reported last week Council Member Lindstrom, Mayor Hull, City
36 Administrator Zikmund, our lobbyists, and himself met with Representative Kelly Moller to
37 discuss the community center expansion. He noted Representative Moller is supportive of a bill
38 that would provide the City with half of the bonding money for this project.

39
40 **B. Reports of Staff.**

41
42 Finance Director Beer reported the 2022 audit would begin next week.

43
44 Community Development Director Sevald explained the Council would be holding a joint
45 workshop meeting with the Planning Commission on Wednesday, February 15 at 6:30 p.m.

46

1 City Administrator Zikmund stated the legislation jackets for the bonding are back. He reported
2 the lobbyists would be working with coauthors going forward.

3
4 City Administrator Zikmund reported the Council would be holding a strategic planning session
5 meeting at Hodges Park on Monday, February 20 at 6:00 p.m.

6
7 **10. Council Strategic Retreat: Monday, February 20, 2023, at 6:00 p.m.**
8 **Next Council Work Session: Monday, March 6, 2023, at 6:00 p.m.**
9 **Next Council Meeting: Monday, February 27, 2023, at 6:00 p.m.**

10
11 **11. ADJOURNMENT**

12
13 The meeting was adjourned at 7:23 p.m.

14
15 Transcribed by:

16
17 Heidi Guenther

18 *Minute Maker Secretarial*

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

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

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

WHEREAS, the City Council has reviewed the claim number

<u>20178</u>	<u>through</u>	<u>20193</u>	<u>in the amount of</u>	<u>\$8,120.79</u>
<u>479</u>	<u>through</u>	<u>484</u>	<u>in the amount of</u>	<u>\$100,281.97</u>
<u>152372</u>	<u>through</u>	<u>152445</u>	<u>in the amount of</u>	<u>\$206,933.09</u>

TOTAL AMOUNT OF CLAIMS PRESENTED **\$315,335.85**

And has found said claims to be just and correct;

It was moved that the City Council of Mounds View hereby approve the Attached list of claims dated 02/28/23 by vote _____ ayes _____ nays.



Finance Director

2/21/2023 8:48 AM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03335 Ck Date 2-23-2023 - 8

VENDOR SET: 01 City of Mounds View

**** CHECK LISTING ****

BANK: PYBNK Western Bank

Page 1-A

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C4300		Life Insurance Company of North						
	I-52020230223	AccCare, Hosp, Critical Ill	R	2/23/2023		206.51	020179	206.51
E9000		Fidelity Security Life Insuranc						
	I-62020230223	5000832-Eyemed	R	2/23/2023		103.36	020180	103.36
L0549		Law Enforcement Labor Services,						
	I-70020230223	Police Union Dues	R	2/23/2023		573.75	020181	573.75
L7160		The Lincoln Nat'l Life Insuranc						
	I-61020230223	LTD #1588135	R	2/23/2023		341.00	020182	341.00
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020230223	STD # 10249130	R	2/23/2023		274.40	020183	274.40
L7165		The Lincoln National Life Insur						
	I-30120230223	Life Ins #400238774	R	2/23/2023		754.53	020184	754.53
VOID	020185	VOID CHECK	V	2/23/2023			020185	**VOID**
VOID	020186	VOID CHECK	V	2/23/2023			020186	**VOID**
M7152		MN Child Support Payment Center						
	I-99520230223	Case #0015244278	R	2/23/2023		838.94	020187	838.94
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020230223	NCPERS Life Ins	R	2/23/2023		56.00	020188	56.00
S4107		Secure Benefits Systems Corp.						
	I-50020230223	Flex Medical	R	2/23/2023		92.47	020189	
	I-50320230223	Flex Daycare	R	2/23/2023		583.32	020189	675.79

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	3,824.28	3,824.28
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	2	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	11	0.00	3,824.28	3,824.28

2/21/2023 3:56 PM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03334 Ck Date 2-23-2023 - 7

VENDOR SET: 01 City of Mounds View

**** CHECK LISTING ****

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
H3000		HealthPartners Inc.						
	I-20020230209	Dental Expense	R	3/01/2023		2,387.33	020190	
	I-20020230223	Dental Expense	R	3/01/2023		1,909.18	020190	4,296.51
VOID	020191	VOID CHECK	V	3/01/2023			020191	**VOID**
VOID	020192	VOID CHECK	V	3/01/2023			020192	**VOID**
VOID	020193	VOID CHECK	V	3/01/2023			020193	**VOID**

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	4,296.51	4,296.51
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	3	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	4	0.00	4,296.51	4,296.51

2/21/2023 10:58 AM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03336 Ck Date 2-23-2023 - 9

VENDOR SET: 01 City of Mounds View

*** DRAFT/OTHER LISTING ***

BANK: PYBNK Western Bank

Page 1-C

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20230223	Income Tax W/H	D	2/23/2023		15,792.62	000479	
	I-T3 20230223	FICA W/H	D	2/23/2023		13,296.16	000479	
	I-T4 20230223	Medicare W/H	D	2/23/2023		5,296.48	000479	34,385.26
H1016		HSA Bank						
	I-12520230223	CI211 HSA CONTRIBUTIONS	D	2/23/2023		9,765.89	000480	9,765.89
I0025		ICMA Retirement Trust - 457						
	I-40020230223	Payroll W/H	D	2/23/2023		1,621.15	000481	
	I-40220230223	Roth Payroll W/H	D	2/23/2023		355.00	000481	
	I-40320230223	Payroll W/H	D	2/23/2023		295.12	000481	
	I-41520230223	Payroll W/H	D	2/23/2023		3,508.90	000481	5,780.17
M0658		MN State Retirement System						
	I-40120230223	#98995-01 MN	D	2/23/2023		3,935.70	000482	
	I-40420230223	#98995-01 MN ROTH	D	2/23/2023		150.00	000482	
	I-40520230223	#98995-01 MN	D	2/23/2023		616.52	000482	4,702.22
M7342		MN Dept of Revenue						
	I-T2 20230223	State Income Tax	D	2/23/2023		7,555.80	000483	7,555.80
P9250		Public Employees Retirement Ass						
	I-00120230223	PERA 643400	D	2/23/2023		14,169.28	000484	
	I-00220230223	PERP 643400	D	2/23/2023		23,810.83	000484	
	I-01020230223	DCP 643400	D	2/23/2023		112.52	000484	38,092.63

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	100,281.97	100,281.97
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	100,281.97	100,281.97

VENDOR SET: 01 City of Mounds View

BANK: * , ALL BANKS

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/28/2023			152389		
C-CHECK	VOID CHECK	V	2/28/2023			152390		
C-CHECK	VOID CHECK	V	2/28/2023			152406		
C-CHECK	VOID CHECK	V	2/28/2023			152409		
C-CHECK	VOID CHECK	V	2/28/2023			152415		

* * 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:	5 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	5	0.00	0.00	0.00
BANK: * TOTALS:	5	0.00	0.00	0.00

VENDOR SET: 01 City of Mounds View

BANK: AFBK 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
F7300	Freeway Towing							
I-01102023-B	PW# 458 MACK Dump Truck	R	2/15/2023			152372		
100 4465-5120	REPAIRS, VEHICLES	PW# 458 MACK Dump Tr		500.00				
I-77397	1999 Lincoln/Town Car	R	2/15/2023			152372		
225 4200-3030	OTHER PROFESSIONAL SERVICES	1999 Lincoln/Town Ca		330.00				
I-78216	2002 Honda/Odyssey	R	2/15/2023			152372		
225 4200-3030	OTHER PROFESSIONAL SERVICES	2002 Honda/Odyssey		330.00				
I-80113	2012 / V W / Jetta	R	2/15/2023			152372		
225 4200-3030	OTHER PROFESSIONAL SERVICES	2012 / V W / Jetta		330.00				1,490.00
1	BELDEN RIVER VIEW PR							
I-000202302229056	US REFUND	R	2/28/2023			152373		
700 1152	UTILITY DELQ. RECIEVABLE	09-2090-00		45.53				45.53
1	CU, VU							
I-000202302229057	US REFUND	R	2/28/2023			152374		
700 1152	UTILITY DELQ. RECIEVABLE	08-1540-02		22.51				22.51
1	SCHULDT, JANET							
I-000202302229058	US REFUND	R	2/28/2023			152375		
700 1152	UTILITY DELQ. RECIEVABLE	09-2040-00		32.31				32.31
1	Evelyn Vowal							
I-2023022229052	Event Center Rfnd	R	2/28/2023			152376		
252 3645	BANQUET RENTAL	Evelyn Vowal:Event C		537.37				
252 2077	DUE TO STATE MN - SALES TAX	Evelyn Vowal:Event C		39.63				577.00
A2300	AE2S							
I-85617	01/01 to 01/27/23 Gen I&C	R	2/28/2023			152377		
700 4823-7050	CONSTRUCTION	01/01 to 01/27/23 Ge		3,519.00				3,519.00
A5520	Ancom Technical Center							
I-113174	Broken Headband	R	2/28/2023			152378		
700 4823-1600	OPERATING SUPPLIES	Broken Headband		81.00				
730 4823-1600	OPERATING SUPPLIES	Broken Headband		81.00				
745 4415-1600	OPERATING SUPPLIES	Broken Headband		83.00				245.00
A7117	Architect Mechanical, Inc.							
I-23101	Random: HVAC PM 01/31/23	R	2/28/2023			152379		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Random: HVAC PM 01/3		180.00				
I-23102	Hillview: HVAC PM 01/31/23	R	2/28/2023			152379		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Hillview: HVAC PM 01		180.00				
I-23103	Groveland:HVAC PM 01/31/23	R	2/28/2023			152379		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Groveland:HVAC PM 01		180.00				
I-23104	Lambert: HVAC PM 01/31/23	R	2/28/2023			152379		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Lambert: HVAC PM 01/		180.00				
I-23105	PW: HVAC PM 01/31/23	R	2/28/2023			152379		
100 4460-3030	OTHER PROFESSIONAL SERVICES	PW: HVAC PM 01/31/23		1,100.00				1,820.00

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
A7585	Aspen Mills							
I-309400	PD Issued Jacket: HK	R	2/28/2023			152380		
100 4200-2400	UNIFORM & CLOTHING	PD Issued Jacket: HK		119.80				119.80
A8210	Athletic Outfitters							
I-103581	Black Trucker Caps	R	2/28/2023			152381		
700 4823-2400	UNIFORM & CLOTHING	Black Trucker Caps		75.12				
730 4823-2400	UNIFORM & CLOTHING	Black Trucker Caps		75.12				
100 4470-2400	UNIFORMS & CLOTHING	Black Trucker Caps		75.12				
745 4415-2400	UNIFORM & CLOTHING	Black Trucker Caps		75.12				
100 4360-2400	UNIFORM & CLOTHING	Black Trucker Caps		75.12				375.60
B2700	Barton Sand & Gravel Co.							
I-230131	Class 5 for Main Repairs	R	2/28/2023			152382		
700 4823-5160	REPAIRS, SYSTEM MAINTENANCE	Class 5 for Main Rep		596.00				596.00
B4000	Beisswenger's Do It Best							
I-687263	Woodcutter Bar Oil, Winter Oil	R	2/28/2023			152383		
100 4380-1200	SUPPLIES, LANDSCAPING	Woodcutter Bar Oil,		124.83				
I-687431	Key House / Lock Single Cut	R	2/28/2023			152383		
100 4470-1600	OPERATING SUPPLIES	Key House / Lock Sin		17.94				
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Key House / Lock Sin		17.94				
I-689325	Vactor Tools Refinish. Paint	R	2/28/2023			152383		
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	Vactor Tools Refinis		21.98				
I-689599	Grinding Wheel: 5 3/4 x 3/16	R	2/28/2023			152383		
100 4380-1200	SUPPLIES, LANDSCAPING	Grinding Wheel: 5 3/		24.39				207.08
B7055	Bredemus Hardware Co., Inc.							
I-271374	Door Sweep Replacement	R	2/28/2023			152384		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	Door Sweep Replaceme		656.62				656.62
B8847	BS& A Software							
I-145699	Comm Dev/Business Licensing...	R	2/28/2023			152385		
100 4180-3030	OTHER PROFESSIONAL SERVICES	Comm Dev/Business Li		10,685.00				
I-145722	Cash Receipting Cloud Saas	R	2/28/2023			152385		
100 4180-3030	OTHER PROFESSIONAL SERVICES	Cash Receipting Clou		3,475.00				14,160.00
C0080	Center for Energy and Environm							
I-22200	2023 Annual Fee	R	2/28/2023			152386		
230 4650-3030	OTHER PROFESSIONAL SERVICES	2023 Annual Fee		5,000.00				5,000.00
C3221	Central Turf & Irrigation Supp							
I-6082212-00	Irr. Pump, Salt	R	2/28/2023			152387		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Irr. Pump, Salt		1,084.16				
100 4472-1600	OPERATING SUPPLIES	Irr. Pump, Salt		72.16				
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Irr. Pump, Salt		39.00				
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Irr. Pump, Salt		39.00				1,234.32

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas							
I-4145184974	MVCC Linens, Mats, Towels...	R	2/28/2023			152388		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		40.20				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC	Linens, Mats, T		50.18				
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		17.80				
I-4145897687	MVCC Linens, Mats, Towels...	R	2/28/2023			152388		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		6.76				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC	Linens, Mats, T		50.18				
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		73.80				
I-4146214621	Mats & Towels	R	2/28/2023			152388		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.36				
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.50				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.17				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.84				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.51				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.95				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.18				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			4.13				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.06				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			11.31				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.39				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.83				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels							
I-4146214784	Uniforms & Clothing	R	2/28/2023			152388		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		31.18				
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.54				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		2.42				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.81				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.75				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.90				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.09				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.32				
252 4350-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.90				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		12.40				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		8.13				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		20.10				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		0.81				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		6.21				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		10.10				
I-4146600147	MVCC Linens, Mats, Towels...	R	2/28/2023			152388		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Linens, Mats, T		6.76				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMVCC	Linens, Mats, T		50.18				
252 4350-1600	OPERATING SUPPLIES	MVCC Linens, Mats, T		17.80				
I-9211885462	MVCC Table Covers	R	2/28/2023			152388		
252 4730-3030	OTHER PROFESSIONAL SERVICES	MVCC Table Covers		57.20				536.81

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C6900	Compass Minerals America							
I-1125864	Road Salt	R	2/28/2023			152391		
100 4472-1600	OPERATING SUPPLIES	Road Salt		3,329.62				3,329.62
C7219	Braeden Cordts							
I-202302229053	Assault Bike for City Hall Gym	R	2/28/2023			152392		
100 4160-1230	SUPPLIES, EQUIPMENT	Assault Bike for Cit		550.00				550.00
D2001	Davis Lock & Safe							
I-89615	12 Compost Key (Parks)	R	2/28/2023			152393		
100 4470-1600	OPERATING SUPPLIES	12 Compost Key (Park		39.00				
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	12 Compost Key (Park		39.00				78.00
E1420	ECM - Specialty Pubs							
I-930770	Ad: MVCC Voted Best in 2022	R	2/28/2023			152394		
252 4730-3420	ADVERTISING	Ad: MVCC Voted Best		375.00				375.00
E4050	Ehlers & Associates, Inc							
I-93292	2nd Half TIF Payment	R	2/28/2023			152395		
230 4650-3030	OTHER PROFESSIONAL SERVICES	Prep		137.50				
441 4650-3030	OTHER PROFESSIONAL SERVICES	Calculation		103.12				
450 4650-3030	OTHER PROFESSIONAL SERVICES	Calculation		103.13				343.75
E5426	Environmental Systems Research							
I-94421065	ARC GIS Renewal	R	2/28/2023			152396		
700 4823-3030	OTHER PROFESSIONAL SERVICES	ARC GIS Renewal		2,039.50				
730 4823-3030	OTHER PROFESSIONAL SERVICES	ARC GIS Renewal		2,039.50				4,079.00
F2056	First Call							
I-3285-425606	PW# 307 ACCY Relay	R	2/28/2023			152397		
100 4360-1220	SUPPLIES, VEHICLES	PW# 307 ACCY Relay		34.37				
I-3298-115714	PW# 730 & 708 Oil Filters	R	2/28/2023			152397		
100 4465-1230	SUPPLIES, EQUIPMENT	PW# 730 & 708 Oil Fi		52.32				86.69
G5600	Gopher State One-Call, Inc.							
I-3010616	Locates	R	2/28/2023			152398		
700 4823-3030	OTHER PROFESSIONAL SERVICES	Locates		21.60				
730 4823-3030	OTHER PROFESSIONAL SERVICES	Locates		21.60				43.20
G8020	Grainger							
I-9607647402	Sprayer for Parks	R	2/28/2023			152399		
100 4360-1220	SUPPLIES, VEHICLES	Sprayer for Parks		162.65				162.65

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H2805	Hawkins, Inc.							
I-6393407	Chemicals	R	2/28/2023			152400		
700 4825-1600	OPERATING SUPPLIES	Chemicals		3,894.74				
I-6401803	Chemicals	R	2/28/2023			152400		
700 4825-1600	OPERATING SUPPLIES	Chemicals		100.00				3,994.74
H7202	Hotsy Minnesota							
I-16038	Truck & Equip Wash Bulk	R	2/28/2023			152401		
700 4823-1230	SUPPLIES, EQUIPMENT	Truck & Equip Wash B		87.79				
730 4823-1230	SUPPLIES, EQUIPMENT	Truck & Equip Wash B		87.00				
745 4415-1230	SUPPLIES, EQUIPMENT	Truck & Equip Wash B		87.00				
100 4470-1230	SUPPLIES, EQUIPMENT	Truck & Equip Wash B		87.00				
100 4360-1230	SUPPLIES, EQUIPMENT	Truck & Equip Wash B		87.00				435.79
I2000	Ideal Services, Inc.							
I-12222	PM & Blower: WTP #3	R	2/28/2023			152402		
700 4823-5130	REPAIRS, EQUIPMENT	PM & Blower: WTP #3		372.50				372.50
I6560	Innovative Office Solutions, L							
I-IN4084745	CH: Colored Paper, Tape...	R	2/28/2023			152403		
100 4160-1600	OPERATING SUPPLIES	CH: Colored Paper, T		96.15				
I-IN4096064	PW: Toner, DeskTP Trays...	R	2/28/2023			152403		
730 4823-1600	OPERATING SUPPLIES	PW: Toner, DeskTP Tr		42.93				
700 4823-1600	OPERATING SUPPLIES	PW: Toner, DeskTP Tr		335.84				
I-IN4097406	PW: Steno Pads	R	2/28/2023			152403		
100 4160-1600	OPERATING SUPPLIES	PW: Steno Pads		40.52				515.44
I6680	Instrumental Research, Inc.							
I-4661	Jan 2023 Water Testing	R	2/28/2023			152404		
700 4825-3030	OTHER PROFESSIONAL SERVICES	Jan 2023 Water Testi		165.00				165.00
K3000	Kennedy & Graven, Chartered							
I-172587	Retainer	R	2/28/2023			152405		
100 4160-3010	GENERAL LEGAL SERVICES	Administration		1,986.98				
100 4160-3010	GENERAL LEGAL SERVICES	Finance Department		13.02				
I-172588	EDA	R	2/28/2023			152405		
230 4650-3030	OTHER PROFESSIONAL SERVICES	General Matters		243.65				
I-172589	Non Retainer	R	2/28/2023			152405		
100 4110-3030	OTHER PROFESSIONAL SERVICES	Charter Comm		84.40				
100 4160-3010	GENERAL LEGAL SERVICES	Gen Real Estate Matt		105.50				
100 4160-3010	GENERAL LEGAL SERVICES	Code Update/Revision		1,329.30				
100 4160-3010	GENERAL LEGAL SERVICES	Enforcmt: 5691 Quinc		485.30				
100 2320	DEPOSIT PAYABLE	Stellmaker Addition		75.00				
485 4470-7050-324	2022 STREET PROJECT	2023 Street Rehab: P		654.10				
100 4160-3010	GENERAL LEGAL SERVICES	Enforcmt: 5661 Quinc		126.60				
100 4160-3010	GENERAL LEGAL SERVICES	Enforcemt: 5671 Quin		295.40				
100 4160-3010	GENERAL LEGAL SERVICES	License Violation: 8		147.70				
100 4160-3010	GENERAL LEGAL SERVICES	License Violation: 2		84.40				5,631.35

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
K9047	Kusina LLC							
I-23129	Random Park	R	2/28/2023			152407		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Random Park		255.75				255.75
L5015	League of Minnesota Cities Ins							
I-202302169043	1st QTR 2023 Work Comp	R	2/28/2023			152408		
100 4100-0500	WORKERS COMPENSATION	Work Comp Ins.		41.09				
100 4130-0500	WORKERS COMPENSATION	Work Comp Ins.		514.78				
100 4140-0500	WORKERS COMPENSATION	Work Comp Ins.						
100 4150-0500	WORKERS COMPENSATION	Work Comp Ins.		372.84				
100 4180-0500	WORKERS COMPENSATION	Work Comp Ins.		756.42				
100 4200-0500	WORKERS COMPENSATION	Work Comp Ins.		49,667.88				
100 4360-0500	WORKERS COMPENSATION	Work Comp Ins.		4,930.72				
100 4380-0500	WORKERS COMPENSATION	Work Comp Ins.		134.71				
100 4410-0500	WORKERS COMPENSATION	Work Comp Ins.		203.11				
100 4460-0500	WORKERS COMPENSATION	Work Comp Ins.		341.56				
100 4465-0500	WORKERS COMPENSATION	Work Comp Ins.		487.24				
100 4470-0500	WORKERS COMPENSATION	Work Comp Ins.		2,261.78				
100 4472-0500	WORKERS COMPENSATION	Work Comp Ins.		1,615.09				
100 4475-0500	WORKERS COMPENSATION	Work Comp Ins.		436.81				
210 4350-0500	WORKERS COMPENSATION	Work Comp Ins.		66.54				
230 4650-0500	WORKERS COMPENSATION	Work Comp Ins.		262.41				
252 4350-0500	WORKERS COMPENSATION	Work Comp Ins.		1,260.46				
252 4730-0500	WORKERS COMPENSATION	Work Comp Ins.		565.21				
252 4732-0500	WORKERS COMPENSATION	Work Comp Ins.		1,379.29				
255 4350-0500	WORKERS COMPENSATION	Work Comp Ins.						
290 4420-0500	WORKERS COMPENSATION	Work Comp Ins.		26.61				
700 4820-0500	WORKERS COMPENSATION	Work Comp Ins.		99.92				
700 4823-0500	WORKERS COMPENSATION	Work Comp Ins.		1,652.68				
700 4825-0500	WORKERS COMPENSATION	Work Comp Ins.		294.40				
730 4820-0500	WORKERS COMPENSATION	Work Comp Ins.		99.92				
730 4823-0500	WORKERS COMPENSATION	Work Comp Ins.		3,506.83				
740 4416-0500	WORKERS COMPENSATION	Work Comp Ins.		92.45				
745 4415-0500	WORKERS COMPENSATION	Work Comp Ins.		777.20				
745 4417-0500	WORKERS COMPENSATION	Work Comp Ins.		144.05				71,992.00
M0300	MMNTB							
I-202302229055	Jan. 2023 Hotel Tax: Days Inn	R	2/28/2023			152410		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	Jan. 2023 Hotel Tax:		816.06				816.06
M1260	MMKR & Co., P.A.							
I-53722	2022 Audit thru 01/31/23	R	2/28/2023			152411		
100 4150-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		768.30				
230 4650-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		147.75				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		73.88				
252 4732-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		221.63				
441 4650-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		44.33				
450 4650-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		147.75				

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M1260	MMKR & Co., P.A. CONT							
I-53722	2022 Audit thru 01/31/23	R	2/28/2023			152411		
700 4820-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		723.98				
730 4820-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		723.98				
745 4415-3030	OTHER PROFESSIONAL SERVICES	Financial Audit		103.40				2,955.00
M1345	Mansfield Oil Company							
I-23991766	Dyed - Diesel 999 Gal	R	2/28/2023			152412		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Dyed - Diesel 999 G		3,486.94				
I-23991861	87 Oct 1,490 Gal	R	2/28/2023			152412		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	87 Oct 1,490 Gal		4,366.80				7,853.74
M2100	McClellan Sales, Inc.							
I-015564	Orange Nit Gloves	R	2/28/2023			152413		
252 4350-1600	OPERATING SUPPLIES	Orange Nit Gloves		220.00				220.00
M3505	Menards - Blaine							
I-46389	Red Tack Spray	R	2/28/2023			152414		
730 4823-1230	SUPPLIES, EQUIPMENT	Red Tack Spray		12.99				
I-46475	Seal Spray, Zinc SCR, Corr-Galv	R	2/28/2023			152414		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Seal Spray, Zinc SCR		56.59				
I-46524-B	Power Meters	R	2/28/2023			152414		
100 4360-1600	OPERATING SUPPLIES	Power Meters		25.99				
I-46557	Spray Paint, Kwik Seal, Tape..	R	2/28/2023			152414		
700 4823-1250	SUPPLIES, UTILITIES	Spray Paint, Kwik Se		33.99				
I-46560	PW: Roof / Gutter Cable	R	2/28/2023			152414		
100 4360-1230	SUPPLIES, EQUIPMENT	PW: Roof / Gutter Ca		99.98				
I-46587	Duct Wrap	R	2/28/2023			152414		
100 4460-1230	SUPPLIES, EQUIPMENT	Duct Wrap		24.99				
I-46596	Well 5 & 6: Primer, Paint...	R	2/28/2023			152414		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well 5 & 6: Primer,		62.69				
I-46814	Adhesives, Vinyl CDLS...	R	2/28/2023			152414		
100 4460-1230	SUPPLIES, EQUIPMENT	Adhesives, Vinyl CDL		54.35				
I-46865	Foamular Project Panel	R	2/28/2023			152414		
252 4350-1230	SUPPLIES, EQUIPMENT	Foamular Project Pan		6.69				378.26
M4025	Metro Products, Inc.							
I-172010	CR2450 Battery, See Snake...	R	2/28/2023			152416		
100 4465-1600	OPERATING SUPPLIES	CR2450 Battery, See		341.39				341.39
M4027	Metro-INET							
I-1080	Feb I.T. Support	R	2/28/2023			152417		
100 4160-5100	REPAIRS, COMPUTERS	Feb I.T. Support		10,682.00				
100 4200-5100	REPAIRS, COMPUTERS	Feb I.T. Support		5,718.00				
252 4350-3100	TELEPHONE	Feb I.T. Support		350.00				
252 4732-5130	REPAIRS, EQUIPMENT	Feb I.T. Support		325.00				
I-1105	Ticket: 157510-VPN Angie G.	R	2/28/2023			152417		
252 4732-5130	REPAIRS, EQUIPMENT	Ticket: 157510-VPN A		279.00				17,354.00

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M5300	Midway Ford Company							
I-757044	PD# 202 Moulding	R	2/28/2023			152418		
100 4465-1220	SUPPLIES, VEHICLES	PD# 202 Moulding		206.49				
I-758329	PD# 211 Shield, Bumper, Mould	R	2/28/2023			152418		
100 4465-1220	SUPPLIES, VEHICLES	PD# 211 Shield, Bump		201.99				
I-758597	PW# 308 BR Kit, Damper	R	2/28/2023			152418		
100 4465-1220	SUPPLIES, VEHICLES	PW# 308 BR Kit, Damp		108.78				517.26
M6300	Minneapolis Saw Company, Inc.							
I-155292	Nano Saw, Air Filters, Spools.	R	2/28/2023			152419		
100 4380-1200	SUPPLIES, LANDSCAPING	Nano Saw, Air Filter		232.10				232.10
M7315	MN Dept of Health							
I-202302229054	4th QTR 2022 Water Supply	R	2/28/2023			152420		
700 2076	DUE TO STATE MN - SAFE WATER	F4th QTR 2022 Water S		7,963.00				7,963.00
M7346	MN Dept Labor & Industry							
I-ABR0300220X	Boiler -PW Pressure Vessel	R	2/28/2023			152421		
100 4460-3030	OTHER PROFESSIONAL SERVICES	Boiler -PW Pressure		10.00				10.00
M7350	MN GFOA							
I-15521	2023-2024 Membership:MB.	R	2/28/2023			152422		
100 4150-3610	MEMBERSHIPS	2023-2024 Membership		70.00				70.00
M7635	MN Pollution Control Agency							
I-202302219044	R. Montero Collection ReF Exam	R	2/28/2023			152423		
730 4823-3630	TRAINING & CONFERENCES	R. Montero Collectio		260.00				
I-202302219045	Neil H. Wastewater ReF. Exam	R	2/28/2023			152423		
730 4823-3630	TRAINING & CONFERENCES	Neil H. Wastewater R		260.00				
I-202302219046	K Paulseth Collection ReF Exam	R	2/28/2023			152423		
730 4823-3630	TRAINING & CONFERENCES	K Paulseth Collectio		260.00				780.00
M7690	MN Rural Water Assn.							
I-202302219047	MRWA Tech Conf: B. Brisbois	R	2/28/2023			152424		
700 4823-3630	TRAINING & CONFERENCES	MRWA Tech Conf: B. B		275.00				
I-202302219048	MRWA Tech Conf: B. Meehan	R	2/28/2023			152424		
700 4823-3630	TRAINING & CONFERENCES	MRWA Tech Conf: B. M		275.00				
I-202302219049	MRWA Tech Conf: N. Hiatt	R	2/28/2023			152424		
700 4823-3630	TRAINING & CONFERENCES	MRWA Tech Conf: N. H		275.00				
I-202302219050	MRWA Tech Conf: M. Schnur	R	2/28/2023			152424		
700 4823-3630	TRAINING & CONFERENCES	MRWA Tech Conf: M. S		275.00				1,100.00
M7969	Minute Maker Secretarial							
I-M1631	1/18 Plan Comm, 1/23 CC/EDA	R	2/28/2023			152425		
100 4110-3030	OTHER PROFESSIONAL SERVICES	1/18 Plan Comm,		196.75				
100 4100-3030	OTHER PROFESSIONAL SERVICES	1/23 CC/EDA		234.50				
I-M1638	2/13 CC Meeting	R	2/28/2023			152425		
100 4100-3030	OTHER PROFESSIONAL SERVICES			196.75				628.00

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
05100	Office of MN IT Services							
I-W23010554	Jan. 2023 Voice Services	R	2/28/2023			152426		
100 4200-3055	INFORMATION SYSTEM FEES	Jan. 2023 Voice Serv		39.90				39.90
05531	Optum Health							
I-10199082617	Jan. 2023 COBRA, Direct...	R	2/28/2023			152427		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Jan. 2023 COBRA, Dir		60.50				60.50
P1565	Dave Perkins Contracting, Inc.							
I-28451	Woodcrest Park	R	2/28/2023			152428		
745 4415-5150	REPAIRS, UTILITY	Woodcrest Park		26,400.00				26,400.00
Q1047	Quadient Finance USA, Inc.							
I-202302219051	Postage Supply Purchase 01/10	R	2/28/2023			152429		
100 4160-3300	POSTAGE	Postage Supply Purch		168.59				168.59
R3002	Ramsey County							
I-EMCOM-010606	JAN. 2023 Fleet Support - PD	R	2/28/2023			152430		
100 4200-5100	REPAIRS, COMPUTERS	JAN. 2023 Fleet Supp		171.60				
I-EMCOM-010621	Jan. 2023 Fleet Support - PW	R	2/28/2023			152430		
700 4823-3100	TELEPHONE	Jan. 2023 Fleet Supp		7.28				
745 4415-3100	TELEPHONE	Jan. 2023 Fleet Supp		7.28				
730 4823-3100	TELEPHONE	Jan. 2023 Fleet Supp		7.28				
I-EMCOM-010636	JAN. 2023 CAD Services - PD	R	2/28/2023			152430		
100 4200-3050	DISPATCHING - CONTRACTUAL	JAN. 2023 CAD Servic		1,127.21				
I-EMCOM-010652	Jan 2023: 911 Dispatch - PD	R	2/28/2023			152430		
100 4200-3050	DISPATCHING - CONTRACTUAL	Jan 2023: 911 Dispat		6,774.39				8,095.04
S4224	Sensible Office Solutions							
I-0057463-001	Nameplates: MM, AP, EJ	R	2/28/2023			152431		
100 4160-1600	OPERATING SUPPLIES	Nameplates: MM, AP,		66.90				
I-0057475-001	Business Cards: AH, SG, ZL	R	2/28/2023			152431		
100 4160-1600	OPERATING SUPPLIES	Business Cards: AH,		103.50				170.40
S8022	State of MN Dept. of Public S							
I-M-127746	EPCRA Hazard Storage #3	R	2/28/2023			152432		
700 4825-3030	OTHER PROFESSIONAL SERVICES	6204000142022		100.00				
I-M-127747	EPCRA Hazard Storage #5	R	2/28/2023			152432		
700 4825-3030	OTHER PROFESSIONAL SERVICES	6204000142022		100.00				
I-M-127748	EPCRA Hazard Storage #6	R	2/28/2023			152432		
700 4825-3030	OTHER PROFESSIONAL SERVICES	6204000142022		100.00				300.00
S8802	Streicher's - Minneapolis							
I-I1615591	Law Enforcement Targets	R	2/28/2023			152433		
100 4200-1600	OPERATING SUPPLIES	Law Enforcement Targ		52.98				
I-I1616961	40 mm Projectile	R	2/28/2023			152433		
100 4200-1230	SUPPLIES, EQUIPMENT	40 mm Projectile		334.75				387.73

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
S8950	Suburban Auto Body Inc							
I-56657	#710 Bumper, Tow, Step Pad,...	R	2/28/2023			152434		
700 4823-5120	SUPPLIES, VEHICLES	#710 Bumper, Tow, St		1,963.52				1,963.52
S9010	Surplus Services							
I-00014062	Various Tools for Parks	R	2/28/2023			152435		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Various Tools for Pa		34.00				
I-20040827	Various Tools - Parks	R	2/28/2023			152435		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Various Tools - Park		2.00				
I-20040830	Garbage Can, Office Chair	R	2/28/2023			152435		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Garbage Can		15.00				
100 4460-1230	SUPPLIES, EQUIPMENT	Office Chair		15.00				66.00
T1357	Terminix							
I-209544	Feb. MVCC Pest Control	R	2/28/2023			152436		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Feb. MVCC Pest Contr		59.50				
I-209545	Feb. PW Pest Control	R	2/28/2023			152436		
100 4460-3030	OTHER PROFESSIONAL SERVICES	Feb. PW Pest Control		60.00				119.50
T4423	Titan Energy Systems Inc.							
I-191113-011	PW# 905 Generator PM Srvc	R	2/28/2023			152437		
730 4823-3030	OTHER PROFESSIONAL SERVICES	PW# 905 Generator P		598.08				598.08
T5000	Toll Gas & Welding Supply							
I-10497719	Propane Fuel Gas	R	2/28/2023			152438		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Propane Fuel Gas		77.39				
I-40168876	Propane	R	2/28/2023			152438		
730 4823-1600	OPERATING SUPPLIES	Propane		24.06				101.45
T6100	Tri State Bobcat							
I-A16378	PW# 708 Battery, Coupler	R	2/28/2023			152439		
700 4823-1230	SUPPLIES, EQUIPMENT	PW# 708 Battery, Cou		260.94				260.94
T7085	Twin Cities North Chamber of C							
I-2021734	2023-2024 Membership	R	2/28/2023			152440		
100 4160-3610	MEMBERSHIPS	2023-2024 Membership		475.00				475.00
T8505	Track Inc.							
I-IN94079	PW# 307 Engine Fan	R	2/28/2023			152441		
100 4360-1220	SUPPLIES, VEHICLES	PW# 307 Engine Fan		604.94				604.94
U7032	Unique Paving Materials							
I-71487	Hillview Main Repair	R	2/28/2023			152442		
700 4823-1240	SUPPLIES, STREETS	Hillview Main Repair		589.30				589.30

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
V5400	Viking Electric Supply, Inc.							
I-S006598880.001	Well Repair: Wire Comm SP SW	R	2/28/2023			152443		
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	Well Repair: Wire Co		5.39				5.39
W0565	Walters Recycling & Refuse Inc							
I-0006743107	Feb.Garbage and Recycling	R	2/28/2023			152444		
100 4460-3530	REFUSE COLLECTION	CH / PW		1,221.75				
252 4350-3530	REFUSE COLLECTION	MVCC		563.41				
290 4420-3530	REFUSE COLLECTION	Recycling		212.09				1,997.25
Z1000	Zacks, Inc.							
I-36002	Poly Scoop Shovels	R	2/28/2023			152445		
100 4470-1230	SUPPLIES, EQUIPMENT	Poly Scoop Shovels		131.00				
100 4360-1600	OPERATING SUPPLIES	Poly Scoop Shovels		131.69				262.69

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	69	206,933.09	0.00	206,933.09
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 2320	DEPOSIT PAYABLE	75.00
100 4100-0500	WORKERS COMPENSATION	41.09
100 4100-3030	OTHER PROFESSIONAL SERVICES	431.25
100 4110-3030	OTHER PROFESSIONAL SERVICES	281.15
100 4130-0500	WORKERS COMPENSATION	514.78
100 4150-0500	WORKERS COMPENSATION	372.84
100 4150-3030	OTHER PROFESSIONAL SERVICES	768.30
100 4150-3610	MEMBERSHIPS	70.00
100 4160-1230	SUPPLIES, EQUIPMENT	550.00
100 4160-1600	OPERATING SUPPLIES	307.07
100 4160-3010	GENERAL LEGAL SERVICES	4,574.20
100 4160-3030	OTHER PROFESSIONAL SERVICES	316.25
100 4160-3300	POSTAGE	168.59
100 4160-3610	MEMBERSHIPS	475.00

VENDOR SET: 01 City of Mounds View

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

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4160-5100	REPAIRS, COMPUTERS	10,682.00
100 4180-0500	WORKERS COMPENSATION	756.42
100 4180-3030	OTHER PROFESSIONAL SERVICES	14,160.00
100 4200-0500	WORKERS COMPENSATION	49,667.88
100 4200-1230	SUPPLIES, EQUIPMENT	334.75
100 4200-1600	OPERATING SUPPLIES	52.98
100 4200-2400	UNIFORM & CLOTHING	119.80
100 4200-3050	DISPATCHING - CONTRACTUAL	7,901.60
100 4200-3055	INFORMATION SYSTEM FEES	39.90
100 4200-5100	REPAIRS, COMPUTERS	5,889.60
100 4360-0500	WORKERS COMPENSATION	4,930.72
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	1,177.10
100 4360-1220	SUPPLIES, VEHICLES	801.96
100 4360-1230	SUPPLIES, EQUIPMENT	186.98
100 4360-1600	OPERATING SUPPLIES	157.68
100 4360-2400	UNIFORM & CLOTHING	107.84
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	6.36
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	720.00
100 4380-0500	WORKERS COMPENSATION	134.71
100 4380-1200	SUPPLIES, LANDSCAPING	381.32
100 4410-0500	WORKERS COMPENSATION	203.11
100 4410-2400	UNIFORM & CLOTHING	2.42
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.50
100 4460-0500	WORKERS COMPENSATION	341.56
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	39.00
100 4460-1230	SUPPLIES, EQUIPMENT	94.34
100 4460-2400	UNIFORMS & CLOTHING	0.81
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.17
100 4460-3030	OTHER PROFESSIONAL SERVICES	1,170.00
100 4460-3530	REFUSE COLLECTION	1,221.75
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	656.62
100 4465-0500	WORKERS COMPENSATION	487.24
100 4465-1220	SUPPLIES, VEHICLES	517.26
100 4465-1230	SUPPLIES, EQUIPMENT	52.32
100 4465-1600	OPERATING SUPPLIES	341.39
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	7,931.13
100 4465-2400	UNIFORMS & CLOTHING	5.75
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	2.06
100 4465-5120	REPAIRS, VEHICLES	500.00
100 4470-0500	WORKERS COMPENSATION	2,261.78
100 4470-1230	SUPPLIES, EQUIPMENT	218.00
100 4470-1600	OPERATING SUPPLIES	56.94
100 4470-2400	UNIFORMS & CLOTHING	85.02
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	3.84
100 4472-0500	WORKERS COMPENSATION	1,615.09
100 4472-1600	OPERATING SUPPLIES	3,401.78

VENDOR SET: 01 City of Mounds View

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4472-2400	UNIFORMS & CLOTHING	9.09
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	3.51
100 4475-0500	WORKERS COMPENSATION	436.81
100 4475-2400	UNIFORMS & CLOTHING	2.32
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.95
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	816.06
	*** FUND TOTAL ***	129,633.74
210 4350-0500	WORKERS COMPENSATION	66.54
	*** FUND TOTAL ***	66.54
225 4200-3030	OTHER PROFESSIONAL SERVICES	990.00
	*** FUND TOTAL ***	990.00
230 4650-0500	WORKERS COMPENSATION	262.41
230 4650-3030	OTHER PROFESSIONAL SERVICES	5,528.90
	*** FUND TOTAL ***	5,791.31
252 2077	DUE TO STATE MN - SALES TAX	39.63
252 3645	BANQUET RENTAL	537.37
252 4350-0500	WORKERS COMPENSATION	1,260.46
252 4350-1230	SUPPLIES, EQUIPMENT	6.69
252 4350-1600	OPERATING SUPPLIES	329.40
252 4350-2400	UNIFORM & CLOTHING	3.90
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	153.72
252 4350-3100	TELEPHONE	350.00
252 4350-3530	REFUSE COLLECTION	563.41
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	98.50
252 4730-0500	WORKERS COMPENSATION	565.21
252 4730-3030	OTHER PROFESSIONAL SERVICES	184.80
252 4730-3420	ADVERTISING	375.00
252 4732-0500	WORKERS COMPENSATION	1,379.29
252 4732-3030	OTHER PROFESSIONAL SERVICES	221.63
252 4732-5130	REPAIRS, EQUIPMENT	604.00
	*** FUND TOTAL ***	6,673.01
290 4420-0500	WORKERS COMPENSATION	26.61
290 4420-3530	REFUSE COLLECTION	212.09
	*** FUND TOTAL ***	238.70
441 4650-3030	OTHER PROFESSIONAL SERVICES	147.45
	*** FUND TOTAL ***	147.45
450 4650-3030	OTHER PROFESSIONAL SERVICES	250.88
	*** FUND TOTAL ***	250.88

VENDOR SET: 01 City of Mounds View

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
485 4470-7050-324	2022 STREET PROJECT	654.10
	*** FUND TOTAL ***	654.10
700 1152	UTILITY DELQ. RECIEVABLE	100.35
700 2076	DUE TO STATE MN - SAFE WATER F	7,963.00
700 4820-0500	WORKERS COMPENSATION	99.92
700 4820-3030	OTHER PROFESSIONAL SERVICES	723.98
700 4823-0500	WORKERS COMPENSATION	1,652.68
700 4823-1210	SUPPLIES, BUILDING & GROUNDS	139.67
700 4823-1230	SUPPLIES, EQUIPMENT	348.73
700 4823-1240	SUPPLIES, STREETS	589.30
700 4823-1250	SUPPLIES, UTILITIES	33.99
700 4823-1600	OPERATING SUPPLIES	416.84
700 4823-2400	UNIFORM & CLOTHING	87.52
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	4.13
700 4823-3030	OTHER PROFESSIONAL SERVICES	2,061.10
700 4823-3100	TELEPHONE	7.28
700 4823-3630	TRAINING & CONFERENCES	1,100.00
700 4823-5120	SUPPLIES, VEHICLES	1,963.52
700 4823-5130	REPAIRS, EQUIPMENT	372.50
700 4823-5160	REPAIRS, SYSTEM MAINTENANCE	596.00
700 4823-7050	CONSTRUCTION	3,519.00
700 4825-0500	WORKERS COMPENSATION	294.40
700 4825-1600	OPERATING SUPPLIES	3,994.74
700 4825-2400	UNIFORM & CLOTHING	8.13
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	2.06
700 4825-3030	OTHER PROFESSIONAL SERVICES	465.00
	*** FUND TOTAL ***	26,543.84
730 4820-0500	WORKERS COMPENSATION	99.92
730 4820-3030	OTHER PROFESSIONAL SERVICES	723.98
730 4823-0500	WORKERS COMPENSATION	3,506.83
730 4823-1210	SUPPLIES, BUILDING & GROUNDS	21.98
730 4823-1230	SUPPLIES, EQUIPMENT	99.99
730 4823-1600	OPERATING SUPPLIES	147.99
730 4823-2400	UNIFORM & CLOTHING	96.03
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	13.70
730 4823-3030	OTHER PROFESSIONAL SERVICES	2,659.18
730 4823-3100	TELEPHONE	7.28
730 4823-3630	TRAINING & CONFERENCES	780.00
	*** FUND TOTAL ***	8,156.88
740 4416-0500	WORKERS COMPENSATION	92.45
	*** FUND TOTAL ***	92.45
745 4415-0500	WORKERS COMPENSATION	777.20

VENDOR SET: 01 City of Mounds View

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
745 4415-1230	SUPPLIES, EQUIPMENT	87.00
745 4415-1600	OPERATING SUPPLIES	83.00
745 4415-2400	UNIFORM & CLOTHING	81.33
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.83
745 4415-3030	OTHER PROFESSIONAL SERVICES	103.40
745 4415-3100	TELEPHONE	7.28
745 4415-5150	REPAIRS, UTILITY	26,400.00
745 4417-0500	WORKERS COMPENSATION	144.05
745 4417-2400	UNIFORM & CLOTHING	10.10
	*** FUND TOTAL ***	27,694.19

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APBNK TOTALS:	69	206,933.09	0.00	206,933.09
BANK: APBNK TOTALS:	69	206,933.09	0.00	206,933.09
REPORT TOTALS:	69	206,933.09	0.00	206,933.09

RESOLUTION 9710

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

**APPROVING AUTHORIZING THE EXECUTION AND DELIVERY OF THE RAMSEY COUNTY CRITICAL
CORRIDORS PREDEVELOPMENT PLANNING GRANT AGREEMENT**

WHEREAS, Ramsey County has awarded the City of Mounds View a Critical Corridors grant to reimburse the City up to \$50,000, to create a concept plan for the redevelopment of the Mounds View Square shopping center at 2573 Mounds View Boulevard and Sunrise United Methodist Church site at 7687 Long Lake Road in the City of Mounds View into a mixed-use development with retail and residential uses (the “Project”) which will result in the removal of a blight and the construction of new housing; and,

WHEREAS, The City of Mounds View agrees to use the Funds solely for the purposes and activities described in the Project Activities. The Grant shall not be used for (a) costs in the Project Activities that are not labeled as Eligible Uses, or (b) administration expenses (each an “Ineligible Use”). Labor costs are only eligible to be covered if the labor is done by a third-party who has no financial interest in the Premises, as defined herein, other than the value of such work; and,

WHEREAS, the Project Activities shall be completed in a timely manner and all Grant funds will be expended no later than December 31, 2023; and,

NOW, THEREFORE BE IT RESOLVED, that the City of Mounds View authorizes the City Administrator to sign the Ramsey County HRA Critical Corridors Predevelopment Planning Grant Agreement, and submit it to the Ramsey County HRA.

Al Hull, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



RAMSEY COUNTY

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Ramsey County

Critical Corridors - Pre-Development Planning

Deadline: 9/28/2022

City of Mounds View Mounds View Square Redevelopment Concept Plan

Jump to: [Application Questions](#) [Documents](#)

\$ 50,000.00 Requested

Submitted: 9/27/2022 7:24:54 PM (Pacific)

Project Contact

Jon Sevald

jon.sevald@moundsviewmn.org

Tel: 7637174022

Additional Contacts

brian.beeman@moundsviewmn.org

City of Mounds View

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Telephone 7637174022

Fax

Web www.moundsviewmn.org

City Administrator

Nyle Zikmund

nyle.zikmund@moundsviewmn.org

Application Questions [top](#)

Applicant Information

1. Project Name

Mounds View Square Redevelopment Concept Plan

2. Project Location/Address

2523 Mounds View Boulevard, Mounds View, MN 55112

3. Planning Activity Type

- ☐ Land use plans, including small area plans, corridor plans, or station area plans
- ☐ Redevelopment feasibility or market analyses, including "Missing Middle" housing analysis
- ☒ Infrastructure planning and conceptual designs, including pedestrian and bike connections, public realm improvements, 'walking-oriented' development, 'Safe Routes to Transit' plans to enhance safe pedestrian access to transit, district energy and stormwater system plans
- ☐ Land use or zoning studies to reduce minimum parking standards and increase land use intensification within transit corridors
- ☐ Equitable development policy and/or plan development (including inclusive housing policy development)

4. Brief Project Description

Mounds View Square sits on 9.7 acres at the intersections of three county roads. The shopping mall was built in 1974 as the

commercial center of Mounds View. The mall is currently anchored by Aldi, Merwin Liquors, and Dollar General. About half of the mall has been vacant for several years, and exceeds the amount of retail space that the community is able to support. The City desires to create a concept plan to redevelop the property for retail and residential that will be viable, and continue to serve as the city center.

Application Questions

5. What change are you hoping to achieve in this area? What is the existing land use environment like now, and what do you hope for it to become? Please attach a map and images to give context of area.

The City solicited public comments during the Comprehensive Plan update. There were many negative comments about the lack of a city center, including;

"Character. We are bland with one stupid wide treeless canal-like highway of cement cutting down the middle with some of the worst-timed stop lights in the Twin Cities. Nowhere to go, nothing to do, no place to meet. We live here, but go elsewhere for any kind of social life."

The intent of the concept plan is to provide inspiration, converting "space" into a "place" that serves the community. Mounds View Square was built in 1974 intending to be the center of commerce. As demonstrated by the amount of vacant space, the mall is failing. A concept plan will inspire private development to create a destination place.

6. Ramsey County's Economic Competitiveness and Inclusion Plan calls for intentional investment in racially and ethnically diverse communities. How will the proposed activity advance racial equity?

Mounds View's population is 32% non-white. 11% of residents are foreign born (US Census). The intent of the Concept Plan is to serve the needs of the residents (to be determined). Preparation for the concept plan will include outreach efforts to neighborhood residents, with the intent of discovering what the neighborhood, and larger community want. Outreach methods are to be determined.

7. How will affected communities be involved in the proposed activity? How will a racial equity lens be used in the design and implementation of the proposed activity?

To be determined, with assistance from a consultant completing the concept plan. The Concept Plan is intended to include public input, reflective of the community.

8. Describe how this proposed activity fits within your community and organization's goals, priorities and/or long-range plans. Provide links to supporting documentation as applicable (i.e. relevant comprehensive plan sections, letters of support, previous work done in relation to proposed project). Describe how the proposed activity will lead to actions that will further these goals.

The Mounds View Comprehensive Plan includes policies, goals, and implementation timelines. The project relates to; Land Use Policies Goals 1, 2, and 3 (p. 7-7, 7-8); and Housing Policies Goals 1, 2, and 3 (p. 7-9); and Parks, Trails and Community Facilities Policy Goal 2 (p. 7-10); and Transportation Policies Goal 3 (p. 7-12, 7-13). It is the intent that a concept plan will reflect the needs and desires of city residents, and serve as a catalyst to initiate serious redevelopment interest.

Mounds View Square, because of its location along the Mounds View Boulevard corridor, its retail impact, and potential inclusion of housing, relates to 8 of the 19 Goals within the Comprehensive Plan. No other property in Mounds View has such a large impact.

Mounds View Comprehensive Plan:

[chrome-extension://efaidnbmninnibpcapjcgclclefindmkaj/https://cms6.revize.com/revize/moundsview/2040%20Comprehensive%20Plan%20\(without%20appendix\).pdf](chrome-extension://efaidnbmninnibpcapjcgclclefindmkaj/https://cms6.revize.com/revize/moundsview/2040%20Comprehensive%20Plan%20(without%20appendix).pdf)

9. Why is this proposal not feasible without Ramsey County funds?

In 2021, City Staff discussed with the property owner the city's desire for redevelopment. Interest in the project has stalled, in part due to other projects led by the owner/developer (Paster Properties). At this time, the City cannot allocate funds for planning of private property. The City is currently focused on planning improvements for parks, recreation, and trails.

10. How does the proposed activity reflect priorities of the Ramsey County Bike and Pedestrian Plan and All Abilities 2050 Transportation Plan?

If not applicable to your proposal, please respond "N/A".

The property includes an existing trail and/or sidewalks on all three sides of the property, and will remain. There is MTC bus service (route 25) at the northeast corner of the property, with bus stops across the street from the property.

11. How will the proposed activity enhance neighborhood connectivity, especially in relation to public amenities,

including greenspace, trails, gardens, etc.?

If not applicable to your proposal, please respond "N/A".

The shopping center is in the center of the city, at the intersection of major east-west, and north-south corridors. The property includes a trail and/or sidewalk on all sides of the property. The property has no green space, but for a narrow grass strip around the property perimeter.

A Concept plan should incorporate public and green space into the project.

12. How will the proposed activity increase resiliency in the community? For example, contributing to energy reduction features, stormwater management techniques, bike/pedestrian amenities, etc.

If not applicable to your proposal, please respond "N/A".

The shopping center was built in 1974, prior to current stormwater regulations. Resiliency and energy reduction features can be included in the concept plan, if it's a priority of the community (e.g. if community outreach efforts result in resiliency as a goal for the concept plan).

13. How will the proposed activity contribute to increase density or intensity of sites and/or reduce space used for parking?

If not applicable to your proposal, please respond "N/A".

The shopping center includes an excessive amount of parking. Much of the parking lot is consumed by a seasonal garden center during summer months. The property is zoned for General Commercial. It is likely that a concept plan would include Mixed Use, suggesting the intent to amend the Comprehensive Plan from General Commercial to Mixed Use. Mixed Use allows a residential density up to 50-units per acre (e.g. 700+ units, if all residential).

14. How will the proposed activity improve pedestrian safety and/or improve access to pedestrian, bicycle, and transit systems?

If not applicable to your proposal, please respond "N/A".

Mounds View Square fronts a pedestrian trail along Mounds View Boulevard, and a sidewalk and on-street trail along Long Lake Road (County road 45), and sidewalk along County Road I (Co Rd 3). It is anticipated that these will remain unchanged.

15. How will the proposed activity improve connectivity among jobs, housing and services?

If not applicable to your proposal, please respond "N/A".

The Concept Plan is intended to find a balance between retail and residential, maximizing both on the property. The property is across the street from the ISD 621 Adult Learning Center, and Ramsey County Library, and about one block from City Hall Park and Mounds View Community Center.

Documents [top](#)

Documents Requested *

Map of proposed project area

Required? Attached Documents *



[Map](#)

[Mounds View Square 2006 Renovation](#)

[Photos](#)

[Photos](#)

[Photos](#)

Ramsey County Critical Corridors Attachment
Template



[Mounds View Square template](#)

[download template](#)

Letters of community support

Local government resolution of support

[Letter of Support](#)

[download template](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 418986

**RAMSEY COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

**CRITICAL CORRIDORS
PREDEVELOPMENT PLANNING GRANT AGREEMENT**

THIS GRANT AGREEMENT entered into this 27th day of February, 2023, by and between the Ramsey County Housing and Redevelopment Authority, a public body corporate and politic (the “Authority”), and the City of Mounds View, a Minnesota municipal corporation (the “Grantee”).

RECITALS

A. The Authority was created pursuant to Minnesota Statute Section 469.001 to 469.017, as amended, and was authorized to transact business and exercise its powers by a resolution of the Ramsey County, Minnesota, Board of Commissioners (the “County”).

B. Pursuant to Minnesota Statutes §§ 469.003, subd. 6, the Authority levied a special benefit tax throughout its area of operation and, in order to fulfill the purposes for the levy of some of those levy funds, the Authority established the Critical Corridors – Pre-Development Planning Program (the “Program”) to improve the tax base and quality of life in Ramsey County by creating a concept plan and redevelopment feasibility analysis to redevelop two sites in the center of the City of Mounds View in order to encourage construction of affordable housing and prevent and eliminate blight.

C. The activities to be undertaken under the Program are all activities that the Authority could undertake directly pursuant to Minnesota Statutes, §§469.001 to 469.047.

D. Grantee seeks to create a concept plan for the redevelopment of the Mounds View Square shopping center at 2573 Mounds View Boulevard and Sunrise United Methodist Church site at 7687 Long Lake Road in the City of Mounds View into a mixed-use development with retail and residential uses (the “Project”) which will result in the removal of a blight and the construction of new housing.

E. Grantee has submitted an application (the “Application”) to fund certain activities in the Project Area as described in **Exhibit A** (the “Project Area”) related to the Project as described in **Exhibit B** (the “Project Activities”), in order to engage in certain activities as permitted by the Program including but not limited to the creation of a redevelopment concept plan (the “Eligible Activities”).

F. The Project Activities will occur in the City of Mounds View, in Ramsey County, Minnesota.

G. The Authority has determined that this redevelopment concept plan for Mounds View Square will facilitate the redevelopment of blighted properties, intensifying land use and encouraging the development of new multifamily housing along a critical corridor.

H. The Authority has concluded that the Grantee has the necessary expertise, skill and ability to successfully complete the Project and that the Project is in the best interests of the Authority and will positively contribute to meeting the goals of the Program.

I. The Authority agrees to provide a Grant in the amount of Fifty Thousand and no/100's (\$50,000.00) (the "Funds") to the Grantee pursuant to the Program and Resolution No. H2022-12.

NOW THEREFORE, in order to induce the Authority to make the Grant to the Grantee consideration of the mutual covenants and agreement contained herein, the Authority and the Grantee agree as follows:

ARTICLE 1: TERMS OF GRANT

1.01 Grant Amount. The Authority agrees to provide this Grant to the Grantee in the amount of not to exceed Fifty Thousand Dollars and no/100's, (\$50,000.00) upon the terms and conditions and for the purposes set forth in this Agreement. The Grant constitutes a grant of funds and no portion of the Grant is to be repaid by the Grantee to the Authority unless mutually agreed to by all parties as part of this Agreement or an Event of Default (as defined below) occurs.

1.02 Documents Delivered with Agreement. Prior to, or contemporaneously with the execution of this Agreement, Grantee has delivered to Authority the following documents and/or instruments, each of which will be in a form acceptable to Authority.

A. Evidence of the insurance coverages required by this Agreement in a form acceptable to Authority, to be submitted on an annual basis on the anniversary date of this Agreement.

B. Certificate of an authorized member of Grantee with Resolution of Grantee authorizing the execution and delivery of this Agreement and any other documents described in this Agreement.

C. The Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions as set forth in **Exhibit C**.

1.03 Use of Funds: The Grantee agrees to use the Funds solely for the purposes and activities described in the Project Activities. The Grant shall not be used for (a) costs in the Project Activities that are not labeled as Eligible Uses, or (b) administration expenses (each an "Ineligible Use"). Labor costs are only eligible to be covered if the labor is done by a third-party who has no financial interest in the Premises, as defined herein, other than the value of such work.

1.04 Grant Term: The Project Activities shall be completed in a timely manner and all Grant funds will be expended no later than **December 31, 2023** (the "End Date").

1.05 Disbursement of Funds:

A. The Authority will disburse Funds in response to written reimbursement requests ("Reimbursement Requests") submitted to the Authority by the Grantee upon forms provided by the Authority and accompanied by copies of bills and invoices from third parties for which Grantee seeks reimbursement. Subject to verification of the facts contained in each Reimbursement Request and a determination of compliance with the terms of this Agreement, the Authority will disburse the requested amount to the Grantee within thirty-five (35) days after receipt of each Reimbursement Request.

B. The following are events and conditions precedent to the disbursement of the Funds:

1. The Grantee shall have executed and delivered to the Authority on or prior to the date hereof, without expense to the Authority, executed copies of this Agreement;

2. No Event of Default under this Agreement shall have occurred and be continuing, unless waived in writing by the Authority in its sole discretion;

3. As applicable with respect to each disbursement, the Grantee shall have received or the Authority shall have determined that the Grantee will receive all necessary rezoning, variances, conditional use permits, building permits and other permits, and subdivision, site plan and other approvals needed to permit the construction for which funds are requested.

1.06 Unused Funds: Upon the earlier of (a) the completion of the Project Activities; (b) the End Date; or (c) the termination of this Agreement, any Funds not previously disbursed for any reason, shall not be bound by the terms of this Agreement and may be retained by the Authority, at the Authority's sole discretion.

1.07 Business Subsidy. The parties hereto agree and acknowledge that the Grant does not constitute a business subsidy under Minnesota Statutes, Sections 116J.993 to 116J.994, as amended, because the recipient is a local government agency.

ARTICLE 2: INSURANCE AND INDEMNIFICATION

2.01 Insurance. Grantee will maintain such insurance as will protect it from claims which may arise out of, or result from, its operations related to this Agreement, whether such operations be by the Grantee, or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts any one of them may be liable. Certificates of Insurance shall be issued evidencing such coverage to the Authority throughout the term of this Agreement.

A. Commercial General Liability Insurance. The policy will be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability. Grantee is required to add the Authority, Ramsey County, their officials, employees, volunteers and agents as Additional Insured to the Grantee's

Commercial General Liability and Umbrella policies with respect to liabilities caused in whole or part by Grantee's acts or omissions, or the acts or omissions of those acting on Grantee's behalf in the performance of the ongoing operations, services and completed operations of the Grantee under this Agreement. The coverage provided shall be primary and non-contributory, and in the following amounts:

- \$ 500,000 per claim
- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations total limit
- \$1,500,000 personal injury and advertising liability

B. Automobile Insurance. Coverage shall be provided for hired, non-owned and owned auto with minimum limits of \$1,000,000 combined single limit.

C. Workers' Compensation and Employers' Liability. Workers' Compensation as required by Minnesota Statutes.

D. Grantee shall provide Authority with prior notice of any lapse in the insurance required under this Agreement including cancellation, and/or non-renewal or material change in coverage. The above sub-paragraphs establish minimum insurance requirements, and it is the sole responsibility of Grantee to purchase and maintain additional coverages as it may deem necessary in connection with this Agreement. Certificate of Insurance must demonstrate that the policy is issued pursuant to these requirements. Copies of insurance policies shall be submitted to the Authority upon request. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

E. Nothing in this Agreement shall constitute a waiver by the Authority or Ramsey County of any statutory or common law immunities, limits, or exceptions on liability.

2.02 Hold Harmless and Indemnification. Grantee agrees that it is financially responsible (liable) for any audit exception which occurs due to its negligence or failure to comply with the terms of this Grant Agreement.

A. Grantee agrees that it is financially responsible (liable) for any audit exception which occurs due to its negligence or failure to comply with the terms of this Grant Agreement.

B. Grantee and Authority mutually agree to hold harmless and defend each other, their officials, officers, employees, agents, representatives, customers, or invitees against any and all claims, lawsuits, damages, or lawsuits for damages arising from or allegedly arising from or related to the project, including but not limited to Grantee's or the Authority's acts, failure to act, or failure to perform its obligations hereunder. Grantee and Authority further agree to pay the costs of and/or reimburse each other, their officials, officers, employees, agents, representatives, customers, or invitees for any and all liability, costs, and expenses

(including without limitation reasonable attorney's fees and costs) incurred in connection with such acts or failures. Each party is required to promptly notify the other of any claim made for any such damage or loss and afford that party and its counsel the opportunity to contest, compromise, or settle such claim.

- C. Nothing in this Grant Agreement will constitute a waiver by Grantee or Authority of any statutory limits or exceptions on liability.

ARTICLE 3: GRANTEE REPRESENTATIONS AND WARRANTIES

3.01 Grantee represents and warrants to the Authority that:

A. It is a Minnesota municipal corporation duly organized in good standing under applicable laws of the State of Minnesota and that it has legal authority to execute, deliver, and perform its obligations under this Agreement. Grantee further represents and warrants that executing this Agreement will not violate any provisions of Grantee's ordinances, the laws of the State of Minnesota or the United States of America, or cause a breach or default of any other agreement to which the Grantee is a party.

B. The execution and delivery of this Agreement, and the performance by the Grantee of its obligations hereunder, do not and will not violate or conflict with any provision of law and do not and will not violate or conflict with, or cause any default or event of default to occur under any agreement binding upon the Grantee.

C. The Grantee warrants that it has fully complied with all applicable state and federal laws pertaining to its intended use of the funds and will continue to comply throughout the terms of this Agreement. If at any time the Grantee receives notice of noncompliance from any governmental entity, the Grantee agrees to take any necessary action to comply with the state or federal law in question.

D. The Grantee will obtain, or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met for the completion of the Projects and operation of the Property.

3.02 Acknowledgements: The Grantee represents and warrants that it shall acknowledge the assistance provided by the Ramsey County Housing and Redevelopment Authority in promotional materials, press releases, reports and publications relating to the Project Activities that are funded in whole or in part with the Funds.

3.03 Assignment: Grantee shall not cause or permit any voluntary transfer, assignment, or other conveyance of this Agreement without the written consent of the Authority. Any non-approved transfer, assignment or conveyance shall be void.

3.04 Anti-Displacement and Relocation. Grantee shall take all reasonable steps to minimize displacement of persons and businesses as necessary for implementation of the Project Activities. Grantee shall conduct all property acquisitions in its name, or in the name of another eligible organization acceptable to the Authority, which shall hold title to all real property acquired. Borrower shall prepare all notices, appraisals, and documentation required in conducting acquisition under the latest applicable state or federal regulations, as applicable, and provide all relocation notices, counseling, and services. The Grantee also agrees to comply with applicable all applicable ordinances, resolutions and policies concerning the displacement of persons from their residences or businesses. In the event that it is determined that any individual or business is entitled to relocation assistance as a result of acquisition, rehabilitation, demolition or conversion of property related to the Project Activities, Grantee will be solely responsible for all such expenses. In the event of litigation regarding entitlement to relocation expenses or other assistance, Borrower will be solely responsible for the cost of such litigation.

ARTICLE 4: DEFAULT AND REMEDIES

4.01 Event of Default: Any and all of the following events shall constitute an “Event of Default” under this Agreement:

- A. Grantee uses any portion of the Grant proceeds for purposes other than specified herein including a redevelopment concept plan for mixed-use development including housing.
- B. Grantee fails to comply with any of the terms, conditions, requirements, representations, warranties or provisions contained in its Application, this Agreement or any other Authority document.
- C. Any of the information, documentation or representations that Grantee supplied to the Authority in its Application, this Agreement or any other Authority document to induce the Authority to make the Grant is determined to be false, untrue, or misleading in any material manner.

4.02 Remedies: Upon the occurrence of an Event of Default, the Authority may immediately, without notice to Grantee, suspend its performance under this Agreement. After providing thirty (30) days written notice to Grantee of an Event of Default, but only if the alleged Event of Default has not been fully cured within said thirty (30) days by Grantee, the Authority may: (a) refrain from disbursing any further Funds’ (b) demand that any amount of Funds already disbursed to Grantee be immediately returned to the Authority, and upon such demand, Grantee shall immediately return such proceeds to the Authority; (c) terminate this Agreement by written notice; and (d) pursue whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to collect all costs (including reasonable attorneys’ fees) and any amounts due under this Agreement or to enforce the performance and observance of any obligation, agreement, or covenant hereof.

4.03 Authority's Costs of Enforcement of Agreement. If an Event of Default has occurred as provided herein, then upon demand by the Authority, the Grantee shall pay or reimburse the Authority for all expenses, including all attorneys' fees and expenses incurred by the Authority in connection with the enforcement of this Agreement, or in connection with the protection or enforcement of the interests of the Authority in any litigation or in any action or proceeding relating in any way to the transactions contemplated by this Agreement.

4.04 No Remedy Exclusive: No remedy herein conferred upon or reserved to the Authority is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Authority to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as provided in Section 4.02.

4.05 No Additional Waiver Implied by One Waiver: In the event any agreement contained in this Agreement should be breached by the Grantee and thereafter waived by the Authority, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

ARTICLE 5: ACCOUNTING, AUDIT AND REPORTING REQUIREMENTS

5.01 Accounting and Records: The Grantee agrees to establish and maintain complete, accurate and detailed accounts and records relating to the receipt and expenditure of all Funds received under this Agreement. Such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the Termination Date. Accounting methods shall be in accordance with generally accepted accounting principles.

5.02 Audits: The accounts and records of the Grantee described in Section 5.01 shall be audited in the same manner as all other accounts and records of the Grantee and may, for a period of six (6) years following the Termination Date, be inspected on the Grantee's premises by the Authority or individuals or organizations designated by the Authority, upon reasonable notice thereof to the Grantee. The books, records, documents and accounting procedures relevant to this Agreement are subject to examination by the State Auditor in accordance with Minnesota law.

5.03 The Grantee further agrees that it is financially responsible (liable) for any audit exception which occurs due to its negligence or failure to comply with the terms of the Agreement.

ARTICLE 6: GENERAL PROVISIONS

6.01 Amendments: This Agreement represents the entire agreement between the Authority and Grantee on the matters covered herein. No other agreement, statement, or promise made by any party, or by any employee, officer, or agent of any party that is not in writing and signed by all the parties to this Agreement shall be binding. The Authority and the Grantee may amend this

Agreement by mutual agreement and shall be effective only on the execution of written amendments signed by authorized representatives of the Authority and the Grantee.

6.02 Equal Opportunity and Non-discrimination: Grantee will Comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex, marital status, race, creed, color, national origin or the presence of any sensory, mental or physical handicap, or any other basis now or hereafter prohibited by law. Grantee will include in all solicitations for work on the Project, a statement that all qualified applicants will be considered for employment. The words "Equal Opportunity Employer" in advertisements shall constitute compliance with this section. Grantee will not discriminate, or allow any contractor, subcontractor, union or vender engaged in any activity in connection with the Project to discriminate against any employee or applicant for employment in connection with the Project because of age, marital status, race, creed, color, national origin, or the presence of any sensory, mental or physical handicap, except when there is a bona fide occupational limitation and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

6.03 Conflict of Interest: The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

6.04 Severability: If one or more provisions of this Agreement are found invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions shall not in any way be affected, prejudiced, disturbed or impaired thereby, and all other provisions of this Agreement shall remain in full force.

6.05 Time: Time is of the essence in the performance of the terms and conditions of this Agreement.

6.06 Notices: Any notices required or contemplated under this Agreement will be effective upon the placing of such notice in the United States mails, certified mail, return receipt requested, postage prepaid, and addressed as follows:

To the Authority:

Ramsey County Housing and Redevelopment Authority
Office of the County Manager
250 Courthouse
15 West Kellogg Blvd.
St. Paul, MN 55102

With a courtesy copy to:
Ramsey County Attorney's Office, Civil Division
ATTN: HRA Attorney
121 Seventh Place East, Suite 4500
St. Paul, MN 55101

To Grantee:

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

or at such other address that Grantee may, from time to time, designate in writing. Mailed notices shall be deemed duly delivered two (2) business days after the date of mailing.

6.07 Warranty of Legal Capacity: The individuals signing this Agreement on behalf of the Grantee and on behalf of the Authority represent and warrant on the Grantee's and the Authority's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Authority's behalf, respectively and that this Agreement constitutes the Grantee's and the Authority's valid, binding and enforceable agreements.

6.08 Electronic Signatures; Execution in Counterparts. The electronic signature of the parties to this Agreement shall be as valid as an original signature of such party and shall be effective to bind the parties hereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6.09 Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to choice of law principles. All litigation regarding this Agreement will be venued in the appropriate state or federal district court in Ramsey County, Minnesota.

6.10 Data Practices: All data collected, created, received, maintained or disseminated for any purpose in the course of the Grantee's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

6.11 Waste Management. If project activities include demolition, grantee must submit a waste management plan to Ramsey County Department of Environmental Health.

6.12 Final Report. The Grantee agrees to provide the Authority a final report, on such form as provided by the Authority, prior to the Termination Date.

6.13 Incorporation of Recitals and Exhibits. The Recitals made at the beginning of this Agreement, and the Exhibits that are attached to this Agreement, are true and correct and, by this reference, are incorporated into and made a part of this Agreement.

6.14 Miscellaneous.

A. All representations, warranties, and covenants contained in this Agreement or made in writing by or on behalf of Grantee in connection with the transactions contemplated by this Agreement will survive the execution and delivery of this Agreement, and the exercise of any rights or remedies by Authority. All statements contained in any certificate or other instrument delivered by or on behalf of Grantee pursuant to such certificate or other instrument, or in connection with the transactions contemplated by this Agreement will constitute representations and warranties by Grantee.

B. This Agreement will be binding upon and inure to the benefit of the successors and assigns of the parties to this Agreement, except that Grantee's rights under this Agreement are not assignable without the prior written consent of Authority, which will not be unreasonably withheld. Without limiting the discretion otherwise afforded the Authority in granting or withholding its consent to such an assignment, the parties agree that such consent may be withheld in regard to any such assignment which Authority finds to be inconsistent with the purposes for which the Funds which are the subject of this Agreement was made.

C. If any provision of this Agreement is held unlawful or unenforceable in any respect, such illegality or unenforceability will not affect any other provisions of this Agreement, and this Agreement will be construed as if the unlawful or unenforceable provisions had never been contained in this Agreement.

D. It is agreed that nothing contained in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint venturers, or associates between the Parties or as constituting the Grantee as the employee of the Authority for any purpose or in any manner whatsoever. The Grantee is an independent contractor and neither it, its employees, agents nor representatives are employees of the Authority.

[Signature Pages Follow]

**SIGNATURE PAGE TO
RAMSEY COUNTY HRA CRITICAL CORRIDORS
PREDEVELOPMENT PLANNING GRANT AGREEMENT**

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed the date and year first written above.

GRANTEE:

By: City of Mounds View

By: _____

Its: _____

**SIGNATURE PAGE TO
RAMSEY COUNTY HRA CRITICAL CORRDORS
PREDEVELOPMENT PLANNING GRANT AGREEMENT**

**RAMSEY COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: _____
Ryan T. O'Connor,
Ramsey County Manager

Approval Recommended:

Community and Economic Development

Approved as to Form:

Amy K. L. Schmidt
Assistant Ramsey County Attorney

EXHIBIT A

Legal Description

EXHIBIT B

Project Activities

Eligible Activities:

- Redevelopment feasibility or market analyses
- Concept designs for redevelopment

Ineligible Activities:

- Capital costs and equipment
- Road-centric planning
- General sewer or water infrastructure planning
- Traffic or parking studies not corresponding to parking reduction goals
- Site plans
- Soft costs (except those listed as eligible activities)

EXHIBIT C

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION -
LOWER TIER COVERED TRANSACTIONS**

As required by the Ramsey County Contract Compliance and Debarment Ordinance, the city of Mounds View, a Minnesota municipal corporation (“Grantee”), certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded, by any Federal department or agency, or the State of Minnesota or Ramsey County, from participation in the transaction made by the Agreement dated evenly with it (“Agreement”) between the Ramsey County Housing and Redevelopment Authority (“Authority”) and Grantee.

As a lower tier participant, Grantee agrees that by submitting this certification, it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Authority.

Grantee agrees to provide a list of its contractors hired for the Project to Authority prior to any disbursement of funds under the Agreement and update when needed throughout the Project.

The terms of the Agreement are incorporated into this certification and all capitalized terms in this certification which are defined in the Agreement will have the meanings set forth in the Agreement.

GRANTEE:

City of Mounds View

By: _____

Its: _____

Dated: _____, 2023.



Item No:	05C
Meeting Date:	Feb 27, 2023
Type of Business	Consent
City Administrator Review	

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Jon Sevald, Community Development Director
Item Title/Subject: Resolution 9710, Approving Authorizing the Execution and Delivery of the Ramsey County Critical Corridors Predevelopment Planning Grant Agreement

Introduction:

Ramsey County awarded Mounds View with a \$50,000 Critical Corridors grant to complete a concept plan for the redevelopment of Mounds View Square, and Sunrise Methodist Church. The overall intent is to create a plan for the highest & best use, in the event that both properties become available for redevelopment. The highest and best use is likely to include retail and housing. The concept plan must be completed by December 31, 2023.

Discussion:

Staff will work with property owners; Paster Properties, and the Minnesota Conference of United Methodist Church on a work plan, using grant funds to hire a consultant to complete the project. The project is likely to be modeled after a similar project in St Louis Park; the Texa-Tonka Small Area Plan. This 2019 plan included a three block corridor, including a shopping center owned by Paster Properties.

Strategic Plan Strategy/Goal:

- Increase community engagement while being sensitive to the changing demographics and their needs, and inclusive to all socioeconomic solutions.
- Continue BR&E program. Maximize utilization of development space and current list of available sites. Consider residential redevelopment and thriving small businesses with neighborhood appeal.
- Support the development of a variety of housing stocks that includes affordable and market rate and the maintenance of properties.
- Consider more townhomes and affordable apartments and other housing options.

Financial Impact:

Eligible expenses will be reimbursed by Ramsey County, up to \$50,000.

Recommendation:

Staff recommends approval.

Respectfully,

Jon Sevald, AICP
Community Development Director

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9706, Authorizing Recruitment Process for 2023 Public Works Seasonal Positions

Introduction:

On March 26, 2001, the City Council adopted Resolution 5546, which describes the procedure for hiring Seasonal Employees. This resolution requires the City Council approve all seasonal positions.

Discussion:

Annually the City Council has approved the hiring of seasonal Public Works positions. Resolution 5546 requires the approval take place six (6) weeks prior to the actual hiring of seasonal staff.

Seasonal Employees benefit the City by providing labor services during periods of higher labor demand at lower pay rates, keeping overall labor costs down. In return, seasonal employees benefit from the skills and work ethics they learn on the job. As a result, employees and citizens benefit from the seasonal employee program.

Staff is recommending hiring nine (9) seasonal employees for up to 119 consecutive days each in the summer or fall.

- *Summer Seasonal Employees* – Duties include general Public Works and parks maintenance.
- *Fall Seasonal Employees* – Duties by the Parks Division include fall activities such as mowing, leaf clean up, mower maintenance, assisting with brush removal and tree trimming, and providing assistance in year-end maintenance activities.

Staff recommends newly hired seasonal positions be compensated at \$17.00/hour and returning seasonal workers compensated at \$17.50/hour. Each summer seasonal employee may work up to 40 hours per week, not to exceed 119 consecutive calendar days (17 weeks of employment). Employees completing 14 or more weeks of the season would receive \$250 (pro-rated based on weeks completed) on their last paycheck.

Recommendation:

Staff is recommending approval of Resolution 9706 Authorizing Recruitment Process for 2023 Seasonal Public Works Positions.

Respectfully submitted,



Rayla Sue Ewald
Human Resources Director
Attachment(s): 1. Res. 9706

RESOLUTION 9706

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

AUTHORIZE RECRUITMENT PROCESS FOR 2023 PUBLIC WORKS SEASONAL POSITIONS

WHEREAS, Resolution 5546 requires that seasonal positions must be approved by the Mounds View City Council; and

WHEREAS, seasonal employees benefit the City by providing labor services that are relatively less expensive and are available during periods of greater labor; and

WHEREAS, the City of Mounds View Public Works Department does have a need to hire seasonal employees; and

WHEREAS, the Public Works Department is recommending that seasonal positions be approved for the summer season of 2023; and

WHEREAS, for 2023, Staff is recommending that new hires start at the hourly rate of \$17.00/hour and returning seasonal workers be compensated at \$17.50/hour.

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

1. The 2023 Seasonal Public Works positions are authorized to recruit a total of nine (9) positions. These positions would start approximately mid-to late-May 2022 and work up to 119 consecutive days (17 weeks) each; seven (7) for summer and two (2) for fall, starting in August.
2. All newly hired Public Works seasonal positions will be paid an hourly rate of \$17.00/hour. Returning seasonal workers will be compensated at an hourly rate of \$17.50/hour.
3. Employees completing 14 or more weeks of the season will receive \$250 (pro-rated based on weeks of work completed) on their last paycheck.
4. Each seasonal position may work up to forty (40) hours per week. The duration of the Public Works seasonal positions shall not exceed 119 calendar days (17 weeks) employment.

Adopted this 27th day of February, 2023.

Al Hull, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



Item No: 5.E.
Meeting Date: February 27, 2023
Type of Business: Consent Agenda
Administrator Review _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9707 Authorize Recruitment of 2023 Parks and Recreation Seasonal Positions and Update Job Descriptions

Introduction:

On March 26, 2001, the City Council adopted Resolution 5546, which describes the procedure for hiring Seasonal Employees and requires the City Council approve all seasonal positions. In 2020, Council recommended approval of the City operating a Parks and Recreation Department. Recruitment began for summer seasonal positions in February, 2021.

Discussion:

Resolution 5546 requires Council approval take place six (6) weeks prior to the actual hiring of seasonal staff. Seasonal employees benefit the City by providing labor services during periods of higher labor demand at lower pay rates keeping overall labor costs down. In return, seasonal employees benefit from the skills and work ethics they learn on the job. As a result, employees and citizens benefit from the seasonal employee program.

Staff is requesting to begin filling the following positions: Two (2) Summer Program Leads (available as internships), 10 Summer Program Staff, and three (3) Sports Official positions. Job descriptions were previously approved by Council in 2021 for a Summer Program Lead (Internship), Parks Program Staff Lead, Summer Program Staff, Park Program Staff, and Sports Official. Staff is requesting to merge the Lead positions into one job description and merge the staff positions into one job description. Content from the job descriptions were mirrored with separate job titles. The Human Resources Committee agrees with the job description updates, and agree the seasonal job openings should be advertised and posted.

Strategic Plan Strategy/Goal:

This addresses the City Council goal to set clear goals and responsibilities for City staff.

Financial Impact:

None.

Recommendation:

Staff recommends approval of Resolution 9707, Authorize Recruitment of 2023 Parks and Recreation Seasonal Positions and Update Job Descriptions.

Rayla Sue Ewald
Human Resource Director

Attachment(s):

- 1) Resolution No. 9707 Authorize Recruitment of 2023 Parks and Recreation Seasonal Positions
- 2) Exhibit 1 Summer Program Lead Job Description
- 3) Exhibit 2 Summer Program Staff Job Description

RESOLUTION NO. 9707

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

**AUTHORIZE RECRUITMENT OF 2023 PARKS AND RECREATION
SEASONAL POSITIONS AND UPDATE JOB DESCRIPTIONS**

WHEREAS, Resolution 5546 requires seasonal positions be approved by the Mounds View City Council; and

WHEREAS, Council approved the City operating a Parks and Recreation Department in 2020; and

WHEREAS, job descriptions were previously approved in 2021 for the Summer Program Lead (Internship), Summer Program Staff, Park Program Lead, Park Program Staff, and Sports Official; and

WHEREAS, job descriptions for the Summer Program Lead, Summer Program Staff, Park Program Lead, and Park Program Staff have been updated. The Lead positions have been merged into one (1) job description, both are available as internships. The Summer Program Staff and Park Program Staff job descriptions have also been merged into one job description; and

WHEREAS, the Human Resources Committee discussed and agree recruitment should begin for the Parks and Recreation seasonal job openings; and

WHEREAS, staff is requesting authorization to hire two (2) Summer Program Leads (available as internships); up to 10 Summer Program Staff; and up to three (3) Sports Officials; and

WHEREAS, all positions will be seasonal positions.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does authorize the recruitment of 2023 Parks and Recreation seasonal positions.

Adopted this 27th day of February, 2023.

Al Hull, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)

**CITY OF MOUNDS VIEW
POSITION DESCRIPTION**

Position Title: **Summer Program Lead**
Department: Parks and Recreation
Accountable to: Director of Public Works/Parks and Recreation
Status: Seasonal

PRIMARY OBJECTIVE OF POSITON

The Summer Program Lead is responsible to lead the ~~Explore More Summer Program or Explore Parks Program, Summer Explore More program.~~ The incumbent assists the Recreation Coordinator with planning, leading, and evaluating the program as well as providing work direction for summer program staff.

Commented [AG1]: Explore More Summer Program or Explore Parks Program.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Recreation Coordinator with planning, supervising, and implementation of the program and program activities.
- Assist in the promotion of the program including calendars, newsletters, and other forms of communication with parents/guardians and the community.
- Provide work direction to program staff.
- Assist the Recreation Coordinator with supervision and training to the program staff.
- Assist with scheduling and assigning staff.
- Inventory, order, and distribute equipment, supplies and materials.
- Maintain accurate records and statistics.
- Coordinate summer staff meetings as required.
- Distribute timesheets and other pertinent correspondence to summer staff as needed.
- Continuously evaluate the program and recommend needed changes to the Recreation Coordinator.
- Ensure the site is kept clean and organized.
- Ensure excellent communication with parents/guardians.
- Perform administrative activities to support the program, including record and file maintenance, registration, release forms, and emergency forms.
- Maintain CACFP and Minnesota Department of Health Licensing for meals and snacks, if applicable.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

- High School Diploma/GED
- Completed two years of college course work in Parks and Recreation, Physical Education, Education or related field.
- Two years of experience working in Parks and Recreation, summer camps, physical education, education or community education.
- Two years word processing experience.
- Have the desire to work with the public.

Summer Program Lead
February 22, 2021
Page 2

- Be available to work a part-time schedule of up to 40 hours per week.
- First Aid certified or willing to become certified within 30 days of hire.

- Willing to work with people of diverse backgrounds.
- Ability to work flexible schedules including day and evening hours.

DESIREABLE QUALIFICATIONS

- Recent college graduate or individual seeking internship in recreation, parks, and leisure services.
- Current recreation, physical education or education professionals.
- Staff and/or program supervisory experience in recreation, education, or related field.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of age appropriate organized games, program, and activities for special events and school aged programming.
- Knowledge of youth athletics.
- Ability to plan, implement, and evaluate a wide variety of recreational activities for youth.
~~and implement daily activities for youth.~~
- Ability to motivate participants and staff.~~youth in afterschool activities.~~
- Ability to establish and maintain effective working relationships with youth.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to demonstrate strong organizational and leadership skills.
- Ability to establish and maintain effective working relationships with City staff and general public.

TOOLS AND EQUIPMENT USED

Microsoft Office Suite program and recreation software.

PHYSICAL DEMANDS

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

This work regularly requires occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, and sitting, speaking or hearing, using arms to direct or motion, and hands to point, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information of spoken words; work requires observing general surroundings and activities; work may require exposure to outdoor weather conditions and occasionally requires exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment.

WORK ENVIRONMENT

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

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

SELECTION GUIDELINES

Summer Program Lead
February 22, 2021
Page 4

Formal application; rating of education/training and experience; oral interview; job related tests may be required; reference checks, Minnesota Computerized Criminal History and Predatory Offender Registry checks; and non-DOT pre-employment drug screen.

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

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

Approval: _____ Approval: _____
Nyle Zikmund, City Administrator ~~Carol A. Mueller~~ Al Hull,
Mayor

~~2021/02/22~~ ~~2023/02/22~~ 2021/02/22 Revision: 2023/02/27

CITY OF MOUNDS VIEW POSITION DESCRIPTION

Position Title: **Summer Program Staff**
Department: Parks and Recreation
Accountable to: Director of Public Works/Parks and Recreation
Status: Seasonal

PRIMARY OBJECTIVE OF POSITION

This position is responsible to supervise and lead participants in games, arts and crafts, and other planned activities at the Explore More Summer Program and/or Explore Parks Program work directly with school age youth in the Summer Explore More program.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement age appropriate activities for youth.
- Provide a safe environment with clear rules and expectations for participants.
- Provide guidance and role modeling for youth.
- Organize and/or participate in activities and special events for youth.
- Inspect program area daily for any safety precautions prior to youth arriving on site.
- Maintain equipment or supplies used for activities.
- Report any lost or damaged equipment to supervisor.
- Take attendance at the beginning of each session and assures that each attendant is picked up at the end of the session.
- ~~Keep daily attendance records.~~

MINIMUM QUALIFICATIONS

- Previous experience working with youth.
- Have the desire to work with the public.
 - Be available to work a part-time schedule of up to 40 hours per week.
- First Aid certified or willing to become certified within 30 days of hire.
- Willing to work with people of diverse backgrounds.
- Ability to work flexible schedules including day and evening hours.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to motivate youth in the Explore More and Explore Parks programs.~~Summer Explore More daily programming.~~
- Ability to establish and maintain effective working relationships with youth.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to demonstrate strong organizational and leadership skills.~~leadership skills.~~
- Ability to implement a wide variety of recreational activities for youth.
- Ability to establish and maintain effective working relationships with City staff and the general public.

TOOLS AND EQUIPMENT USED

Computer, miscellaneous craft items, and miscellaneous sporting equipment.

PHYSICAL DEMANDS

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

This work regularly requires occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, and sitting, speaking or hearing, using arms to direct or motion, and hands to point, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information of spoken words; work requires observing general surroundings and activities; work may require exposure to outdoor weather conditions and occasionally requires exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment.

WORK ENVIRONMENT

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

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

SELECTION GUIDELINES

Formal application; rating of education/training and experience; oral interview; job related tests may be required; reference checks, Minnesota Computerized Criminal History and Predatory Offender Registry checks; and non-DOT pre-employment drug screen.

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

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

Approval: _____ Approval: _____
Nyle Zikmund, City Administrator ~~Carol A. Mueller~~ Al Hull,
Mayor

~~2021/02/22~~ 2021/02/22 Revised: 2023/02/27



Item No: 5.F.
Meeting Date: February 27, 2023
Type of Business: Consent Agenda
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9708, Authorize Ongoing Recruitment of 2023 Parks and Recreation Part Time Positions

Introduction:

On October 12, 2020, Council recommended approval of the City operating a Parks and Recreation Department. Throughout 2020 and 2021, the following part time job descriptions were approved by Council and authorized for hire: Event Center Host, Front Desk Lead, Front Desk Staff, Youth Development Staff, Sports Instructor, Group Fitness Instructor, and Senior Programs Coordinator positions.

Discussion:

Staff continues to experience turnover in several of the part time Parks and Recreation positions. The Human Resource Committee has had an opportunity to discuss the turnover and agrees posting of open positions should be ongoing as needed throughout the year in order to properly serve the visitors at the Mounds View Community Center. All part time positions remain PERA eligible if PERA requirements are met.

Strategic Plan Strategy/Goal:

This addresses the City Council objective to set clear goals and responsibilities for City staff.

Financial Impact:

None.

Recommendation:

Staff is recommending approval of Resolution 9708 Authorizing Ongoing Recruitment of 2023 Parks and Recreation Part Time Positions.

Respectfully submitted,

Rayla Sue Ewald
Human Resources Coordinator

Attachment(s): 1. Res. 9708

RESOLUTION 9708

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

**AUTHORIZE ONGOING RECRUITMENT OF 2023
PARKS AND RECREATION PART TIME POSITIONS**

WHEREAS, Council previously approved the following Parks and Recreation job descriptions: Event Center Host, Front Desk Lead, Front Desk Staff, youth Development Staff, Sports Instructor, Group Fitness Instructor, and Senior programs Coordinator; and

WHEREAS, staff has experienced turnover in several of the part time Parks and Recreation positions; and

WHEREAS, the Human Resources Committee agreed posting of the positions should be ongoing throughout 2023 in order to continue staffing positions in order to properly serve the visitors at the Mounds View Community Center; and

WHEREAS, part time Parks and Recreation positions are only eligible for PERA benefits, if PERA requirements are met.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does Authorize Ongoing Recruitment of 2023 Parks and Recreation Part Time Positions.

Adopted this 27th day of February, 2023.

Al Hull, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)

RESOLUTION 9699

CITY OF MOUNDS VIEW COUNTY OF RAMSEY STATE OF MINNESOTA

RESOLUTION REVOKING THE RENTAL LICENSES FOR 5661 QUINCY STREET, 5671 QUINCY STREET AND 5691 QUINCY STREET

WHEREAS, the City of Mounds View, Minnesota (the “City”) administers rental dwelling licensing to protect the public health, safety and welfare of the community, including residents of rental dwellings, to ensure that rental housing is decent, safe and sanitary, and to ensure that such housing is operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration, or creates a disincentive to reinvestment in the community; and,

WHEREAS, the City issued a rental dwelling license pursuant to Mounds View City Code, Chapter 119 (Rental Dwellings) for a multi-family building (one single building, containing four rental units), located at 5661 Quincy Street; and,

WHEREAS, the City issued a rental dwelling license pursuant to Mounds View City Code, Chapter 119 (Rental Dwellings) for a multi-family building (one single building, containing four rental units), located at 5671 Quincy Street; and,

WHEREAS, the City issued a rental dwelling license pursuant to Mounds View City Code, Chapter 119 (Rental Dwellings) for a multi-family building (one single building, containing four rental units), located at 5691 Quincy Street; and,

WHEREAS, the licenses issued for 5661, 5671, and 5691 Quincy Street (together, the “Rental Properties”) are in the name of the owner of those properties, Erik Halverson (the “Owner”); and,

WHEREAS, since May 2022, City staff has made numerous inspections and re-inspections at the Rental Properties pursuant to its rental licensing program requirements; and,

WHEREAS, following all of those inspections and re-inspections, a total of eight corrective notices; five for 5661 Quincy Street, one for 5671 Quincy Street, and two for 5691 Quincy Street, were mailed to the Owner outlining numerous corrective actions to ensure that the Rental Properties are safe and meet City standards; and,

WHEREAS, City Code 119.024(B) includes the following:

(B) *The following minimum standards and conditions shall be met in order to hold a rental dwelling license under this chapter. Failure to comply with any of these standards and conditions shall be adequate grounds for the denial, refusal to renew, revocation or suspension of a rental dwelling license:*

(3) *An owner shall not have any violations, related to building permits, at any rental dwelling which it owns or has an ownership interest;*

(4) *Failure to complete required corrections to maintain the property in compliance with the city code and the applicable requirements of state statutes; and*

WHEREAS, due to the Owner's failure to comply with City Code §119.024(B)(3) and (4), to correct deficiencies noted in the numerous notices of violation within the times specified in the notices, the City provided notice and an opportunity to be heard to the Owner, conducted such a rental license revocation hearing on February 27, 2023, and considered whether to take any action on the licenses previously issued to the Owner for the Rental Properties; and,

WHEREAS, following such revocation hearing, the Council hereby finds and determines as follows:

- a. The Rental Properties remain in noncompliance with the following corrective actions ordered for the properties:

5661 Quincy Street

- i. The City issued to the Owner a rental dwelling license for 5661 Quincy Street that is set to expire on December 31, 2023.
- ii. On May 4, 2022, the City conducted a fire and housing inspection of units 1, 2, 3, and common areas, finding numerous code violations in Units, 1, 2, 3, and common areas, including plumbing, electrical, and fire safety. The City issued corrective orders to repair by June 9, 2022.
- iii. On December 6, 2022, in response to a complaint, the City inspected Unit 3, finding low/no heat, declaring Unit 3 unfit for human occupancy, and ordering it to be vacated by December 15, 2022 (Violation Notice RD2022-00007).
- iv. On December 15, 2022, in response to a notice from Xcel Energy that Xcel would not restart the boiler for Unit 3 due to unsafe conditions (boiler), the City issued corrective order for a licensed contractor to inspect and repair the boiler (Violation Notice SI2022-00096).
- v. On January 3, 2023, in response to a notice from Xcel Energy that Xcel would not restart the boiler for Unit 3 due to unsafe conditions (boiler), and that improper repairs were made to the boiler for Unit 2, the City issued corrective orders for a

licensed contractor to inspect and repair the boilers, and that failure to comply with correction orders will be considered by the City Council for revocation of the rental dwelling license(s) due to extensive history of problems, neglect, and non-compliance. (Violation Notice SI2022-00096).

- vi. On January 5, 2023, in response to a re-inspection of the boiler for Unit 3, the City declared Unit 3 unfit for human occupancy, ordering Unit 3 to be vacated by January 19, 2023 (Violation Notice RD2022-00007).

5671 Quincy Street

- i. The City issued to the Owner a rental dwelling license for 5671 Quincy Street that is set to expire on December 31, 2023.
- ii. On May 9, 2022, the City conducted a fire and housing inspection of units 1, 2, 3, 4, and common areas, finding numerous code violations in Unit 1, 2, and common areas, including electrical, fire safety, maintenance, and structural. The City issued corrective orders to repair by June 9, 2022.

5691 Quincy Street

- i. The City issued to the Owner a rental dwelling license for 5691 Quincy Street that is set to expire on December 31, 2023.
 - ii. On October 19, 2022, the City issued a Summary Abatement Notice to board up and secure the vacant building by October 24, 2022.
 - iii. On March 28, 2022, in response to a complaint of no heat, the City inspected 5691 Quincy Street, finding no working heat, and declaring the structure unfit for human occupancy. The property was condemned, and to be vacated by March 31, 2022, unless corrective action taken (Violation Notice NC2022-00006).
- b. The Owner has been provided adequate notice of the revocation hearing held by the City Council on February 27, 2023 regarding the recommended revocation of the rental licenses for failure to adequately address the required corrective actions listed in the notices and numerous other issues related to the Rental Properties;
 - c. The Owner [did not] appear at the February 27, 2023 hearing and [did not] address the City's concerns.
 - d. The Owner [did not] submit anything in writing to the City for the hearing.
 - e. Adverse action regarding the licenses is appropriate as the Owner has violated the Rental Licensing Ordinance on numerous occasions by failing to address numerous corrective actions within the time specified in said notices.

- f. When considering such a decision, Chapter 119.004(B)(5) of the Rental Licensing Ordinance requires the Council to “give due regard to the frequency and seriousness of violations, the ease with which such violations could have been remedied or avoided, and good faith efforts to comply.”
- g. Given the frequency and seriousness of violations, the ease with which such violations could have been remedied or avoided, and the lack of the Owner’s good faith efforts to comply with correction notices, the Council determines it is appropriate to exercise its authority under Chapter 119 of the Code to revoke the rental licenses for each of the Rental Properties. The decision to revoke is not taken lightly, and for the reasons outlined above, such a decision is more than justified under these circumstances.

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

1. Effective immediately, the rental dwelling license issued for the property located at 5661 Quincy Street (#2023-00277), which was set to expire on December 31, 2023, is hereby **REVOKED**. The revocation for said license applies to all parts and units of 5661 Quincy Street.
2. Effective immediately, the rental dwelling license issued for the property located at 5671 Quincy Street (#2023-00278), which was set to expire on December 31, 2023, is hereby **REVOKED**. The revocation for said license applies to all parts and units of 5671 Quincy Street.
3. Effective immediately, the rental dwelling license issued for the property located at 5691 Quincy Street (#2023-00279), which was set to expire on December 31, 2023, is hereby **REVOKED**. The revocation for said license applies to all parts and units of 5691 Quincy Street.
4. The owner shall not be entailed to obtain new rental dwelling licenses for the subject properties unless and until all required corrective actions are duly made in accordance with the requests of City staff, and as otherwise required by the Rental Licensing Ordinance.
5. The City Council directs City staff and the City Attorney to take all actions to enforce this resolution and its results, including, but not necessarily limited to, City Code, §119.020 which states; “*No person shall allow to be occupied or let to another for occupancy any rental dwelling unit unless the owner has first obtained a rental dwelling license.*” Without a rental dwelling license, none of the dwelling units may be occupied. City Staff and the City Attorney shall remain aware of any state orders that might prevent or limit the enforcement of this order and to the extent deemed advisable by the City Attorney.
6. The City Council will not issue a Rental License to Erik Halverson, for any property in Mounds View.

Dated February 27, 2023.

Al Hull, Mayor

ATTEST:

Nyle Zikmund, City Administrator

SEAL



Item No:	08A
Meeting Date:	Feb 27, 2023
Type of Business	Council Business
City Administrator Review	

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Jon Sevald, Community Development Director
Item Title/Subject: Resolution 9699, Approving the Revocation of Rental License; 5661, 5671, 5691 Quincy Street

Introduction:

Numerous City Code violations have occurred on the properties located at 5661, 5671, and 5691 Quincy Street. The three apartment buildings on the properties have a total of 12 rental units, 3 of which are currently occupied. The City has condemned five (5) of the twelve (12) units on the three properties. Staff is requesting that the City Council revoke the Rental License for each of the properties referenced herein.

Discussion:

An annual Rental License is required for the rental of residential property.¹ The City licenses 250 properties, and 1,865 rental units (2023). Thirty-one percent (31%) of Mounds View residents are renters.² To receive a Rental License, the owner must complete an application, comply with requirements in City Code §119.021 (Application for License), and pay applicable fees. First time rental properties are inspected prior to the issuance of a license. Otherwise, multi-family rental properties are inspected annually per Fire Code (common areas), and every three years per Rental Code (rental units).³ Rental Licenses are approved administratively.

5661, 5671, and 5691 Quincy Street are apartment buildings with four rental units in each building. The apartment buildings were built in 1964 and 1967. City records indicate a history of Code violations dating back to the 1970's.

Erik Halvorson purchased the apartments in 2003 and 2004, and obtained Rental Licenses. The City has issued numerous correction orders. On occasions, rather than making the correction in a particular rental unit, Mr. Halvorson has chosen to vacate the unit (vacant units are not required to be licensed).

Staff has found squatters occupying unsecured units, and in the basement. The three properties have generated over 287 police calls since January 1, 2020. Two tenants died in 2021 due to a drug overdose and a suspected overdose. Very recently, a guest of one of one of the residents had a physical altercation with two police officers on Quincy Street.

¹ City Code 119.020(B) License Required; Exceptions: (1) A rental dwelling license is not required for single-family dwellings occupied by the owner where no more than two sleeping rooms are rented and the renters have access to the entire dwelling. (2) A rental dwelling license is not required for single-family dwellings occupied only by the owner's children or parents. (3) A rental dwelling license is not required for zero-lot-line dwellings in which the units are owned individually and not rented. (4) A rental dwelling license fee and the inspection will be waived by the city for two-family dwellings if both units are occupied by the owner, the owner's children or the owner's parents, subject to annual submission of the rental license application form.

² US Census Bureau, 2021 ACS 5-Year Estimates Detailed Table: Total population in occupied housing units

³ City Code §119.005 (Inspections)

Mr. Halvorson has claimed that some tenants are not paying rent, have threatened him, and denied him access to make repairs. It is Staff's opinion that Mr. Halvorson does not have control of the properties, and that it is in the best interests of the City and the public to revoke the Rental Licenses and that he be prohibited from obtaining a Rental License in Mounds View.

It has been a rare occurrence that the City has revoked a Rental License. This last occurred in 2021 (2075, 2081 Hillview Road)⁴ and in 2019 (5067 Irondale Road)⁵ due to numerous code violations and failure to comply with correction orders.

Analysis:

Rental properties must meet minimum standards. Failure to comply shall be adequate grounds for denial, refusal to renew, revocation, or suspension.⁶ Summary of 2022-2023 Code violations on the subject properties:

5661 Quincy Street: (Units 1 & 2 are occupied. Unit 3 is condemned & vacant. Unit 4 is vacant).

May 9, 2022: Units 1, 2, & 3 had inoperable smoke alarms. Unit 1 had a clogged sink, water leak from ceiling, and electrical violations. Water leak in basement. Missing fire extinguishers in common areas.

Nov 29, 2022: Unit 2: Unlicensed dogs.

Dec 15, 2022: Unit 3; no heat. Xcel inspected and would not restart boiler due to unsafe conditions. City ordered to be corrected by Dec 19, 2022.

Jan 3, 2023: Unit 2: boiler repaired improperly. Unit 3; no heat. Xcel inspected and would not restart boiler due to unsafe conditions. City ordered to be corrected by Jan 19, 2023.

Jan 5, 2023: Unit 3: no heat. Order to vacate by Jan 19, 2023.

5671 Quincy Street: (Unit 2 is occupied. Units 1, 3, & 4 are vacant).

May 9, 2022: Units 1 & 2: inoperable smoke alarms. Unit 1: electrical violation, broken bathroom countertop. Unit 2: inoperable thermostat. Missing fire extinguishers in common areas. Inoperable front door handle.

5691 Quincy Street: (Units 1, 2, 3, & 4 are condemned and vacant)

Mar 28, 2022: No Heat. Order to vacate by Mar 31, 2022.

Oct 19, 2022: Order to secure building by Oct 24, 2022.

Strategic Plan Strategy/Goal:

⁴ Resolution 9434

⁵ Resolution 5067

⁶ City Code §116.024(B) (Issuance of License)

Encourage land owners to maintain and take care of properties to ensure they are following codes and rules and forcing them to keep up maintenance. Make low interest loans available to address maintenance needs.

Recommendation:

Staff recommends that the Rental Licenses for each of the properties be revoked. Mr. Halvorson was notified of this meeting on February 17, 2023 via mail and email (phone call attempted, but has no voicemail). Notice was posted on each of the three buildings on February 21, 2023.

5691 Quincy Street may have been sold (Feb 24th closing scheduled). This revocation proceeding is not affected by the sale. If revoked, the new owner will need to apply for a new license, comply with correction orders, and pass an inspection before receiving a Rental License.

Respectfully,

A handwritten signature in black ink, appearing to read "Jon Sevald", is written over a light gray rectangular background.

Jon Sevald, AICP
Community Development Director

Location Map



Site Photos



5661 Quincy Street (photo Jan 31, 2023)



5671 Quincy Street (photo Jan 31, 2023)



5691 Quincy Street (photo Jan 31, 2023)



Item No. 8.B

Meeting Date: February 27, 2023
Type of Business: Council Business
City Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Mark Beer, Finance Director
Item Title/Subject: Resolution 9705 Allocating American Rescue Plan Act Funding

The City has received \$1,456,076 in American Rescue Plan Act (ARPA) grant funding in 2021/2022. The funds need to be spent or dedicated by December 31, 2024.

The guidance provided by the U.S. Treasury indicates that ARPA funds may be used to Support Public Health Expenditures, Address Negative Economic Impacts Caused by the Public Health Emergency, Replace Lost Public Sector Revenue, Provide Premium Pay, and Invest in Water, Sewer, and Broadband Infrastructure.

We have projected lost revenue of \$2,177,037, which is more than what is needed to satisfy the grant requirements, the funds only need to be spent on the provision of government services. This will provide the City Council with the greatest flexibility in expending the funds. Staff is recommending that the City Council designate the remaining \$246,076 plus any accumulated interest for the provision of Public Safety in 2023. We have already budgeted for the public safety expenditures so this will increase fund balance which will allow the City Council to use fund balance for other public purpose expenditures at their discretion. This will keep us under the Single Audit threshold which would add \$3,500 - \$4,500 additional costs to our annual audit. The US Treasury has provided final guidance so eligible expenses have not changed from preliminary guidance.

Strategic Plan Strategy/Goal:

Operate under a balanced budget that meets the needs and goals of the community.

Financial Impact:

\$1,456,076 in grant funds, \$728,038 in 2021 and \$728,038 in 2022 to be spent in 2021 - \$650,000, 2022 - \$560,000, and 2023 - \$246,076 for the provision of Public Safety.

Conclusion

Using public safety expenses would be the most efficient administratively. This provides the City Council with the greatest flexibility. This will complete the multi-year process in 2023.

Respectfully Submitted,

Mark Beer

Mark Beer, Finance Director

RESOLUTION 9705

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

ALLOCATING AMERICAN RESCUE PLAN ACT (ARPA) FUNDING

WHEREAS, the American Rescue Plan Act provided federal funds (assistance listing 21.027) to the State of Minnesota and those funds were and will be distributed to local governments based on population, over a two year period, in the total awarded amount of \$1,456,076 and any additional allocations; and

WHEREAS, guidance from the United States Treasury outlined in their “Frequently Asked Questions”, indicated that local governments may use grant funds to Support Public Health Expenditures, Address Negative Economic Impacts Caused by the Public Health Emergency, Replace Lost Public Sector Revenue, Provide Premium Pay, and Invest in Water, Sewer, and Broadband Infrastructure; and

WHEREAS, the City of Mounds View has projected “Lost Revenue” of \$2,177,037 and the Treasury “Final Rule” gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services; and

WHEREAS, the City of Mounds View has incurred sufficient expenditures for the provision of government services that meet the above definition, for administrative simplicity the City Council designates up to \$246,076 plus any accumulated interest for the provision of Public Safety personnel salaries in 2023.

NOW THEREFORE BE IT RESOLVED, The City Council designates up to \$246,076 plus any accumulated interest in 2023 for the provision of government services for Public Safety personnel salaries, and directs the Finance Director to take any necessary steps to comply with U.S. Treasury requirements under the “Final Rule” or future guidance as provided by the U.S. Treasury.

Adopted this 27th day of February, 2023

Al Hull, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



Item No:	08C
Meeting Date:	Feb 27, 2023
Type of Business	Council Business
City Administrator Review	

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Brian Beeman, Assistant City Administrator
Item Title/Subject: **2020-2022 Strategic Plan Results**

Introduction:

The City Council established and adopted the 2020-2022 Strategic Plan January 28, 2019 via Resolution NO. 9069 for the 2020 budget cycle. Staff has provided quarterly reports throughout the three years. The City Council has requested a three year summary of accomplishments as it relates to the five vision statements.

Discussion:

Staff would like the City Council to evaluate the overall progress and satisfaction level of completing the five vision statements based on a 1-10 scale, with 10 being the best and highest score of satisfaction of completion.

The Vision Statements are:

- Score: _____ **FINANCIAL STABILITY**
- Score: _____ **MAINTAIN GOOD INFRASTRUCTURE IN SUCH A WAY THAT IS WALKABLE & ATTRACTIVE, SAFE, AND AFFORDABLE**
- Score: _____ **A PROGRESSIVE CITY THAT IS WELCOMING, AND A DESIRABLE DESTINATION TO ALL AGES & CULTURES, WHO SEEK PROGRESS THROUGH PARTNERSHIPS, AND A PLACE WHERE RESIDENTS CAN WORK, LIVE, AND PLAY SAFELY AND SHOW PRIDE IN THE COMMUNITY**
- Score: _____ **CREATE A CULTURE WHERE EMPLOYEES DESIRE TO WORK AND REMAIN EMPLOYED WITH MOUNDS VIEW**
- Score: _____ **CREATE AND MAINTAIN A POSITIVE BUSINESS CLIMATE WHERE BUSINESSES WANT TO LOCATE AND REMAIN IN MOUNDS VIEW**

Strategic Plan Strategy/Goal:

Complete the 2020-22 Strategic Plan.

Financial Impact:

None

Recommendation:

1. Review the attached three year summary of action plans/tasks completed from all departments and discuss.
2. Score each of the five Vision Statements on a scale of 1-10 based on the Council's overall satisfaction/ progress level of completion.
3. Provide staff constructive criticism/direction on any recommended areas of improvement, areas that still need attention, and/or any areas of success, including reporting, information requested, etc.

Respectfully,

Brian Beeman, MPA, CMC
Assistant City Administrator

ATTACHMENT(S):

- 1) Economic Development 3yr Summary of Achievement
- 2) Finance 3yr Summary of Achievement
- 3) HR 3yr Summary of Achievement
- 4) Police Department 3yr Summary of Achievement
- 5) Public Works 3yr Summary of Achievement



90-DAY (QUARTERLY) ACTION PLAN: DEPARTMENT LEVEL ACTION STEPS AND TASKS IN SUPPORT OF STRATEGIC PLAN

One way to differentiate the Strategic Plan from the Action Plan is to think of a Strategic Plan as a permanent three (3) year document written in pen and an Action Plan as a 90-day plan written in pencil. Action Plans are fluid and ever changing and priorities can change monthly, weekly, or even daily, while a Strategic Plan is only modified every three years.

Ideally, all Action Plans should be updated after each quarter with no more than 1-3 goals per quarter that support each vision. Focusing on one goal per quarter may be better. For each goal there should be 3-5 action steps. The action plans should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound.

Department Heads should identify the most important goal to focus on each month or quarter, action steps should be prioritized/assigned weekly under each goal, and tasks supporting each action step should be prioritized & assigned daily. At the end of the quarter the prioritized goal should have been completed or close to being completed.

Once quarterly Department Updates have been given to the City Council as per City Charter then rinse and repeat. Move completed goals, action steps, and tasks to the Results section and update your next 90-day action plan. Ideally, after 12 quarters or 3 years of continuous 90 action plans all of the goals will be completed and a new 3 year Strategic Plan will be formulated by the City Council.

VISION:

CREATE AND MAINTAIN A POSITIVE BUSINESS CLIMATE WHERE BUSINESSES WANT TO LOCATE AND REMAIN IN MOUNDS VIEW

STRATEGY/PROBLEM:

Continue BR&E program, maximize utilization of development space and updated list of available sites, encourage landowners to maintain their properties, consider residential redevelopment

GOAL A

Identify and fill vacant space, continue the business retention and expansion program

	90-days	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
	Action Plan/Steps				25%	50%	75%	100%	
A1	Target the identified vacant parcels and redevelopment areas for recruitment that fits the vision for those areas	Utilizing current zoning & future land use & Council & staff vision for each site to recruit developers and/or businesses/private residents to develop those sites	Admin Brian	Staff time & Marketing \$	x	x	x		Ongoing
	Find a developer for the redevelopment site west of MWF	Update marketing brochure and send to list of developers, hand out at investor meetings, list on national RE database.	Brian	\$0 Staff time	x	x			Developer proposals to EDA by Q4 2021
A2	Continue to schedule business visits with each business in the city and update any formal and informal BR&E surveys	Continue regular BR&E visits cycling about every three years utilizing EDC & Council Members as available to maintain good public relations between the City & local Businesses, continue BR&E reporting to Greater MSP data base	Admin Brian	Staff time	x	x	x		Ongoing, start again Q3 2021
A3	Follow up on any identified issues from BR&E visits as appropriate	Continue notifying appropriate departments and staff to solve any business issues ID through BR&E vests	Admin Brian	Staff time	x	x	x		Ongoing

A5	Continue cooperative efforts with the MV School District, Local manufacturing companies, and other pertinent organizations to address the skilled workforce gap as part of the business retention program	Continue cooperative efforts with MV School District, local manufacturing companies and other partners to address skilled workforce gap.	Admin Brian Ramsey County	Staff time	x	x			Have a local program in place by Q3 2021, Ramsey County & MV School dist. is taking lead on this program
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GOAL B

Support redevelopment/development efforts, determine destination areas and possible ways to recruit destination businesses, understand why a business will or will not locate to Mounds View.

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B1	Council to support redevelopment efforts through a shared vision for each site both politically and financially	Council to support financially through the EDA levy and other funding sources. Continue support for redeveloping identified sites both commercial & residential	Admin Finance Brian	\$1,200,000	x	x	x		Ongoing
	Staff to budget appropriately as approved by the City Council to ensure the financial backing of each identified priority site	Once the comparative matrix is completed ensure enough funds are available for an identified redevelopment site.	Admin Finance Brian	\$0	x				Finance Dept. to have updated numbers ready for June 2021 preliminary budget. Council looking to increase EDA levy as per May Worksession
B2	Develop a working understanding of why a business did or didn't choose to locate in Mounds View including basic industry standards or criteria for starting a new business, relocating, or expanding	Create a matrix showing each redevelopment area and why or why not a developer chose to consider each area consider sharing this info at a Council retreat or workshop	Admin Brian	Staff time	x	x	x		By end of Q322 Completed a draft spreadsheet

B3	Follow up on any identified issues from BR&E visits as appropriate	Continue notifying appropriate departments and staff to solve any business issues ID through BR&E vests	Admin Brian	Staff time	x	x	x	Ongoing
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	GOAL C									
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Finance Top Redevelopment Areas Industrial/Commercial/Residential

	90-days	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
	Action Plan/Steps				25%	50%	75%	100%	
B1	Focus on redevelopment areas such as Simon's area, the Woodale homes area, among others. Also consider residential redevelopment	Staff to use matrix of each site on costs, to purchase parcels, then market each site	Admin Brian	\$ Unknown Staff time	x	x			Have matrix and marketing materials completed by Q3 2022 Council Worksession Redevelopment Presentation completed April 2021. Staff working on tasks list. Will potentially increase EDA levy for 2023

RESULTS: COMPLETED GOALS | ACTION PLANS | TASKS

When a Goal, Action Plan, and/or Task(s) has been 100% completed those accomplishments should be recorded in the quarter in which they were completed. This serves as an on-going tracking system to measure what was actually accomplished, when it was completed, and how the accomplishment affected real results in support of the Strategic Plan. All accomplishments should be tracked and measured and reported quarterly to the City Council. Quarterly Department updates are guided by the City of Mounds View Charter originally adopted in 1979. If the action plan was originally set up properly then all or most of the results should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound. Once accomplishments/results have been recorded each quarter for the year, those results/accomplishments can be used for the annual State of the City report.

2020: RESULTS COMPLETED GOALS ACTION PLANS TASKS									
19Q4 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed			Deadline/Desired Outcome Notes		
Find a developer for the Skyline Site	Update marketing brochure and send to list of developers, hand out at investor meetings, list on national RE database.	Brian	\$0 Staff time	x	x	x	x	x	Developer proposals to EDA starting Nov 2019
20Q1 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed			Deadline/Desired Outcome Notes		
B2 Staff to identify the costs to purchase each vacant land parcel and identified redevelopment areas	Complete a matrix showing each redevelopment site and its current Ramsey County EMV & ensure its updated annually	Admin	Staff time	x	x	x	x	x	Have ready for Q2 2021 preliminary budget
20Q2 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed			Deadline/Desired Outcome Notes		
Find a developer for the Tires N More Redevelopment site	Update marketing brochure and send to list of developers, hand out at investor meetings, list on national RE database	Brian	\$0 Staff time	x	x	x	x	x	Developer proposals to EDA by 2021
B2 Find a developer/buyer for the Snyder building Redevelopment site	Update marketing brochure and send to list of developers, hand out at investor meetings, list on national RE database	Brian	Staff time	x	x	x	x	x	Developer proposals to EDA by 2021
20Q3 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed			Deadline/Desired Outcome Notes		
				25%	50%	75%	100%		

B2	Identify the pro's & con's of redeveloping each site	Complete a matrix showing each site identifying the pro's & con's of each site including costs, whether demo is needed or not, size of site, possible uses, added value to community, maximum # of units, parking ratios, etc.	Admin	Staff time	x	x	x	x	By end of Q3 2020
20Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	Identify and distribute any new business subsidy programs	Distribute new business subsidy and incentive programs to local businesses as soon as they roll out. CARES ACT program.	Admin	Staff time	x	x	x	x	Immediately upon awareness of program
21Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	Identify and distribute any new business subsidy programs	Distribute new business subsidy and incentive programs to local businesses as soon as they roll out. CARES ACT program.	Admin	Staff time	x	x	x	x	Immediately upon awareness of program
21Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	Identify and distribute any new business subsidy programs	Distribute new business subsidy and incentive programs to local businesses as soon as they roll out. CARES ACT program.	Admin	Staff time	x	x	x	x	Immediately upon awareness of program
	Ensure a clear vision from the Council has been established on each of the sites including priorities and reasoning behind those priorities	Staff to meet with Council at work session or retreat to discuss each site either one site per meeting or discuss all sites in multiple meetings, have Council prioritize each site based on the matrix	Admin Brian	Staff time	x	x	x	x	By end of Q3 2021. April Redevelopment Worksession completed
21Q3 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes

B2	Establish a new incentive to assist with start-up companies that helps pay for their lease payment until they get established & add to the Business Tool Box	Research new incentives for start-up companies them ID the amount of funding needed and add to Business Tool Box. Ramsey County rolled out a new program Q419	Admin Brian Ramsey County	Staff time	x	x	x	x	By end of Q3 2021, CARES ACT covers some of this, Draft Forgivable Loan Aug 2 Worksession
	Consider adding a new incentive for start-up businesses to help them with their lease payments	Continue staff/EDC efforts in filling vacant spaces with start-up companies through incubator/collaborative/co-working space concepts with networking relationship of organizations like Medical Alley & MN High Tech Society then attracting those companies with new incentives. Research what is and isn't allowed under State Statutes for City Business Subsidies and add to business Tool Box	Admin Brian	Staff time, Attorney fees	x	x	x	x	By end of Q4 2020. Ramsey County rolled out new business start-up program. DEED is also working on a program. MV Forgivable Loan Program
21Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	Find a developer for the Simon's/EDA Redevelopment site	Update marketing brochure and send to list of developers, hand out at investor meetings, list on national RE database	Brian	\$0 Staff time	x	x	x	x	Developer proposals to EDA by Q4 2021
22Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2			Brian	\$0 Staff time	x	x	x	x	
22Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	Sell EDA lot (formerly Skyline Motel) site to developer	Negotiate P&DA with developer	Brian	\$0 Staff time	x	x	x	x	MWF Properties closed on site 06/27/22
22Q3 Results Accomplishments									

	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	Find a developer for the Woodale Redevelopment area	Make a list of developers, call and explain the pro's & con's of the site.	Brian	\$0 Staff time	x	x	x	x	Reuter Walton have a PSA and currently doing due diligence on site.
22Q4 Results Accomplishments									
B2	Establish a redevelopment fund to acquire unsightly blight & substandard properties including residential to be used to demo and attract new townhomes/single-family/twin homes etc.	The EDA fund can be used for this purpose. Consider increasing the EDA levy to ensure sufficient funds are available when the opportunity for redevelopment/development occurs. Consider referendum bond issue to acquire new properties.	Admin Finance Brian	\$150,000 Staff time	x	x	x	x	Will be part of the 2024 Budget



90-DAY (QUARTERLY) ACTION PLAN: DEPARTMENT LEVEL ACTION STEPS AND TASKS IN SUPPORT OF STRATEGIC PLAN

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Ideally, all Action Plans should be updated after each quarter with no more than 1-3 goals per quarter that support each vision. Focusing on one goal per quarter may be better. For each goal there should be 3-5 action steps. The action plans should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound.

Department Heads should identify the most important goal to focus on each month or quarter, action steps should be prioritized/assigned weekly under each goal, and tasks supporting each action step should be prioritized & assigned daily. At the end of the quarter the prioritized goal should have been completed or close to being completed.

Once quarterly Department Updates have been given to the City Council as per City Charter then rinse and repeat. Move completed goals, action steps, and tasks to the Results section and update your next 90-day action plan. Ideally, after 12 quarters or 3 years of continuous 90 action plans all of the goals will be completed and a new 3 year Strategic Plan will be formulated by the City Council.

VISION:

FINANCIAL STABILITY, STRUCTURALLY BALANCED BASED ON TRADITIONAL SOURCES THAT FUND THE NEEDS OF THE COMMUNITY WITHOUT RELYING ON THE LEVY REDUCTION BALANCE ASSIGNED WITHIN THE GENERAL FUND AND LGA

STRATEGY/PROBLEM:

Address the property tax levy limitation in the City Charter educate residents, and keep the same level of service while monitoring expenses.

GOAL A

Modify Charter Cap: Change the 2% plus inflation or 5% whichever is less and increase to 9% , then address competitive service & staffing issues

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes

GOAL B

Enhance Revenue Sources: Without relying on property. Taxes & keep taxes reasonable and accountable

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes

B1	Review Fee Schedule	Evaluate fees to determine if sufficient	Finance Dept. other Dept's	\$0	x	x	x	x	Ongoing
B2	Monitor Grant Opportunities and apply for appropriate grants	Apply for grants	Finance Dept. other Dept's	\$0	X	X	X	X	Ongoing

GOAL C

Prioritize Services and eliminate low priority services

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
C1	Review services during budget preparation and thru-out the year.	Departments evaluate the services they provide and discuss with council during budget retreat.	Finance Dept. and Other Dept's	\$ Unknown Staff time					Ongoing
C2			Finance Dept.	Staff time					
C3			Finance Dept.						

GOAL D

Increase EDA Levy: Spur Redevelopment to increase tax valuation, add jobs & housing diversity, consider increasing to \$150,000 or more as well as HRA levy

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes

D1	Increase EDA Levy in 2024	Include in budget process	Finance Dept.	\$ Unknown Staff time						2024 EDA Budget
D2			Finance Dept.	Staff time						
D3			Finance Dept.							

GOAL E									
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Operate under balanced budget that meets the needs and goal of the community. Reduce reliance upon the levy. Reduction fund and any LGA funds by 3-5%

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
E1	Staff provides a budget that reduces reliance on the Levy Reduction Assigned Fund Balance	Submit a budget that reduces the draw for 2023 by \$6,000 (\$238,000 to \$232,000)	Finance Dept.	\$ Unknown Staff time				X	COMPLETE, Council adopted
E2			Finance Dept.	Staff time					
E3			Finance Dept.						

GOAL F									
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Deficit Fund: Reduce the fund by 50% to \$120,000, then put golf course Money to something else. Use the spenddown on infrastructure related projects of Community Center maintenance etc.

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
F1	Staff provides a budget that will reduce the reliance on the Levy Reduction Assigned Fund Balance by 50% to \$120,000	Submit a budget that reduces reliance by 5-8%	Finance Dept. and Other Dept's	\$ Unknown Staff time				X	COMPLETE for 2023 Budget, Ongoing for 10 years
F2			Finance Dept.	Staff time					
F3			Finance Dept.						

	GOAL G
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Develop Communications Plan to educate residents on the seriousness & impacts of the Charter levy limitation then present at joint meeting and/or distribute education materials.

	90-days					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required					Deadline/Desired Outcome Notes	
					25%	50%	75%	100%		
G2			Finance Dept.	Staff time						
G3			Finance Dept.							

RESULTS: COMPLETED GOALS | ACTION PLANS | TASKS

When a Goal, Action Plan, and/or Task(s) has been 100% completed those accomplishments should be recorded in the quarter in which they were completed. This serves as an on-going tracking system to measure what was actually accomplished, when it was completed, and how the accomplishment affected real results in support of the Strategic Plan. All accomplishments should be tracked and measured and reported quarterly to the City Council. Quarterly Department updates are guided by the City of Mounds View Charter originally adopted in 1979. If the action plan was originally set up properly then all or most of the results should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound. Once accomplishments/results have been recorded each quarter for the year, those results/accomplishments can be used for the annual State of the City report.

2020: RESULTS COMPLETED GOALS ACTION PLANS TASKS									
19Q4 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes	
		Admin	\$0 Staff time	x	x	x	x		
20Q1 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes	
B2		Admin	Staff time	x	x	x	x	Have ready for Q2 2021 preliminary budget	
20Q2 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes	
		Admin	\$0 Staff time	x	x	x	x		
B2		Admin	Staff time	x	x	x	x		
20Q3 Results Accomplishments									
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes	

B2			Admin	Staff time	x	x	x	By end of Q3 2020
20Q4 Results Accomplishments								
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	Deadline/Desired Outcome Notes
B2			Admin	Staff time	x	x	x	Immediately upon awareness of program
21Q1 Results Accomplishments								
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	Deadline/Desired Outcome Notes
B2			Admin	Staff time	x	x	x	Immediately upon awareness of program
21Q2 Results Accomplishments								
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	Deadline/Desired Outcome Notes
B2			Admin	Staff time	x	x	x	Immediately upon awareness of program
			Admin Brian	Staff time	x	x	x	By end of Q3 2021. April
21Q3 Results Accomplishments								
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	Deadline/Desired Outcome Notes
B2			Admin	Staff time	x	x	x	By end of Q3 2021
			Admin	Staff time, Attorney fees	x	x	x	By end of Q4 2020.
21Q4 Results Accomplishments								
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	Deadline/Desired Outcome Notes

B2	Find a developer for the Simon's/EDA Redevelopment site	Update marketing brochure and send to list of developers, hand out at investor meetings, list on national RE database	Brian	\$0 Staff time	x	x	x	x	Developer proposals to EDA by Q4 2021
22Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2			Brian	\$0 Staff time	x	x	x	x	
22Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2			Brian	\$0 Staff time	x	x	x	x	
22Q3 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A1	Work with Charter Commission and City Council to determine need and educate on the need	Present to the Charter Commission supporting information on financial challenges of the current levy cap.	Finance Dept.	Staff time & Marketing \$	x	x	x	x	COMPLETE, Council and Charter Commission Adopted
22Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B1	Review Fee Schedule	Evaluate fees to determine if sufficient	Finance Dept. other Dept's	\$0	x	x	x	x	Ongoing
B2	Monitor Grant Opportunities and apply for appropriate grants	Apply for grants	Finance Dept. other Dept's	\$0	x	x	x	x	Ongoing
E1	Staff provides a budget that reduces reliance on the Levy Reduction Assigned Fund Balance	Submit a budget that reduces the draw for 2023 by \$6,000 (\$238,000 to \$232,000)	Finance Dept.	\$ Unknown Staff time	x	x	x	x	COMPLETE, Council adopted
F1	Staff provides a budget that will reduce the reliance on the Levy Reduction Assigned Fund Balance by 50% to \$120,000	Submit a budget that reduces reliance by 5-8%	Finance Dept. and Other Dept's	\$ Unknown Staff time	x	x	x	x	COMPLETE for 2023 Budget, Ongoing for 10 years

G1	Hold numerous Discussions with the Charter Commission and City Council to illuminate the issue for the Public	Present at meetings	Finance Dept. and Administration	\$ Unknown Staff time	X	X	X	X	COMPLETE, Council and Charter Commission Adopted new levy cap.
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90-DAY (QUARTERLY) ACTION PLAN: DEPARTMENT LEVEL ACTION STEPS AND TASKS IN SUPPORT OF STRATEGIC PLAN

One way to differentiate the Strategic Plan from the Action Plan is to think of a Strategic Plan as a permanent three (3) year document written in pen and an Action Plan as a 90-day plan written in pencil. Action Plans are fluid and ever changing and priorities can change monthly, weekly, or even daily, while a Strategic Plan is only modified every three years.

Ideally, all Action Plans should be updated after each quarter with no more than 1-3 goals per quarter that support each vision. Focusing on one goal per quarter may be better. For each goal there should be 3-5 action steps. The action plans should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound.

Department Heads should identify the most important goal to focus on each month or quarter, action steps should be prioritized/assigned weekly under each goal, and tasks supporting each action step should be prioritized & assigned daily. At the end of the quarter the prioritized goal should have been completed or close to being completed.

Once quarterly Department Updates have been given to the City Council as per City Charter then rinse and repeat. Move completed goals, action steps, and tasks to the Results section and update your next 90-day action plan. Ideally, after 12 quarters or 3 years of continuous 90 action plans all of the goals will be completed and a new 3 year Strategic Plan will be formulated by the City Council.

VISION:

CREATE A CULTURE WHERE EMPLOYEES DESIRE TO WORK AND REMAIN EMPLOYED WITH MOUNDS VIEW

STRATEGY/PROBLEM:

Implement HR policies to recruit and retain staff and provide growth opportunities by making salaries competitive and creating an enjoyable working environment.

GOAL A: Focus efforts on recruiting good employees and providing an environment to keep them by emphasizing a diverse employee base without lowering the education and experience standards and setting clear goals and responsibilities.

Recruitment of Qualified Diverse workforce

	90-days					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required		25%	50%	75%	100%	Deadline/Desired Outcome Notes
A1	Key staff to establish clear goals and expectations with subordinates	Create / update new performance evaluation system for all staff.	Admin	Staff time		x	x	x		

	GOAL B: Update personnel policies to provide flexible work schedules, consider competitive benefits and other HR programs that are competitive with other cities and governmental organizations.
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Update Personnel Manual

	90-days				Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B1	Finalize 2023 Benefits Open Enrollment	Work w/Finance Department and outside vendor (HR Connect & Integrity) to finalize benefits for 2023, ensure all employees have proper deductions for new year, with proper wages in place	Admin	\$0	x	x	x		Will need to update PW wages when contract settled

	GOAL C: Keep salary and pay equity studies up to date, provide and support the financial backing for each of the positions, and provide ways for employees to advance in their careers through training, promotions, and other incentives.
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	90-days					Percent Completed				Deadline/Desired Outcome Notes
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required		25%	50%	75%	100%	
C1										
C2										
C3										

RESULTS: COMPLETED GOALS | ACTION PLANS | TASKS

When a Goal, Action Plan, and/or Task(s) has been 100% completed those accomplishments should be recorded in the quarter in which they were completed. This serves as an on-going tracking system to measure what was actually accomplished, when it was completed, and how the accomplishment affected real results in support of the Strategic Plan. All accomplishments should be tracked and measured and reported quarterly to the City Council. Quarterly Department updates are guided by the City of Mounds View Charter originally adopted in 1979. If the action plan was originally set up properly then all or most of the results should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound. Once accomplishments/results have been recorded each quarter for the year, those results/accomplishments can be used for the annual State of the City report.

2020: RESULTS COMPLETED GOALS ACTION PLANS TASKS								
19Q4 Results Accomplishments								
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
				25%	50%	75%	100%	
20Q1 Results Accomplishments								
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Maintain a current list/matrix of comparable cities/communities with categories such as: salaries, benefits, flexible work schedules, creative incentives, other	Develop a spreadsheet/matrix of comparable cities comparing salaries, benefits, flexible work schedules, creative incentives, and other misc. incentives/benefits and use the matrix to bring all positions in MV to be competitive	Admin	Staff time and \$ to be competitive	x	x	x	x	Have study completed by end of Q1 for preliminary budget consideration in June
20Q2 Results Accomplishments								
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
				25%	50%	75%	100%	
20Q3 Results Accomplishments								
Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
				25%	50%	75%	100%	

A1	Personnel Manual Updates	Create performance evaluation policy, distribute to management & staff	Admin	Staff time	x	x	x	x	9/2020
A2	Finding diverse candidates	Explore options/cost effective advertising/where candidates would apply with City Experience: APWA, MNPOST, National Minority Report, National Latino Police Officers, Black Jobs, Internal Announcement, LMC, City Website, College sites, high schools	Admin	Staff time	x	x	x	x	9/2020
A3	Hire two police officers	Interview police reserve officers for PD (hired one diverse candidate).	Admin	Staff time	X	X	X	X	9/2020
A4	Seasonal siblings for hire	Invite seasonal employees to recruit siblings ages 18+	Admin	Staff time					Ongoing
B2	Employee Survey – Work environment & employee satisfaction	Annual survey	Admin	Staff time/survey monkey	X	X	X	X	Annual
20Q4 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A1	New P&R division	Create job descriptions for new department Staff positions	Admin w/PR Director	Staff Time	X	X	X	X	12/2020
21Q1 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A	Complete P&R PT and Seasonal Job Descriptions	Create JDs for subordinate staff	Admin	Staff time	x	x	x	x	3/2021
21Q2 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A	Expand seasonal recruitment	Efforts to include high schools near/ by MV community and secular (religious) facilities	Admin	Staff time	x	x	x	x	
B	Update personnel policies to provide flexible schedules	Consider competitive benefits and other HR programs that are competitive to other cities and gov organizations	Admin	Staff time	x	x	x	x	

21Q3 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
					25%	50%	75%	100%	
A	PT Recruitment Parks & Rec	Continual recruitment efforts within Parks department	Admin	Staff time	x	x	x		Ongoing
B	Department head picnic lunch for staff	Organize staff lunch to be hosted by department heads – all staff invited	All department heads	Staff time/ Department head expense	x	x	x	x	Annual Event
B	Town Hall Meeting	Organize annual TH meeting – Coordinate w/Council Citizen of year award winner; Coordinate with PR Coach of year; Gather vendors; food prep; event list/schedule; invite community; MV Matters article;	Admin Department heads Department staff time	Staff time	x	x	x	x	Desire a higher turnout
B	Employee appreciation	Cater lunch, purchase additional cake and supplies, anniversary dates for staff, gift cards and anniversary certificates;	Admin	Staff time, Attorney fees	x	x	x	x	Annual Event
21Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B	2022 Benefits	Select health/dental insurance provider. Signed 5 year contract/JPA. Transitioned to BenefitsConnect-online benefit portal. Completed 2022 benefits enrollment. Work with North Risk Partners and Integrity Benefits.	Admin	Staff time	x	x	x	x	Annual Event
22Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A	Write PW PT Office Assistant JD	Craft JD for PT Office Assistant – adding value to front desk coverage	Admin	Staff time	x	x	x	x	
A	Write PW PT Storm Water Assist JD	Craft JD for PT Storm Water Assistant – new position – willing to be flexible within the position	Admin	Staff time	x	x	x	x	
22Q2 Results Accomplishments									
					Percent Completed				
					25%	50%	75%	100%	
									Deadline/Desired Outcome Notes

	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A	Career Fair	Participate @ Irondale, Mounds View, & Blaine Career fairs. Create materials to handout at fairs – plus, bring swag for students who stop at MV table. Encourage them to stop by with logo items – business cards, and multiple job openings	Admin	Swag purchased with Recycling Grant \$	x	x	x	x	Career Fairs are annual events
A	Summer Seasonal Staffing PW & PR	Update PW Handbook. Work with PW & PR to interview for summer staff. Invite returning staff back for current season, higher wage. Encourage returning candidates to invite friends/relatives to apply. Post positions on college and high school sites – plus free sites.	Admin PW PR		x	x	x	x	Annual event
A	Restructure City Hall Receptionist position	Create two part time positions out of one FT receptionist position. Determine what job duties are able to go into a.m. and what will go into p.m. Which assignments will not transfer.	Admin		X	X	X	X	
22Q3 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B	Benefits for employees working 20-29 hours/week	Organized accrual of vacation, sick and holiday time for 7 positions working 20-29 hours/week. Staff initially inquired. Management discussed; Council approved. Staff appreciated	Admin		x	x	x	x	100%
B	2023 Benefits Enrollment	Prepared and began benefits open enrollment process for staff. All staff successfully enrolled for 2023 benefits by the September 30 th deadline.	Admin		X	X	X	X	100% Enrolled

C	Annual Employee Survey	Send Survey monkey to employees. Request update from staff on employee satisfaction. Review response and report back to Council. Respond with any needed staff actions/how City/staff can comply.	Admin	Staff time	X	X	X	X	Annual event
C	Employee Appreciation luncheon	Cater lunch, purchase additional cake and supplies, anniversary dates for staff, gift cards and anniversary certificates; no longer had “gifts” other than anniversary focus. Held team-building session for all staff. * Reviewed employee survey responses with staff. Encouraged staff to continue to respond to survey.	Admin All staff	Staff time Budgeted item	X	X	X	X	Annual Event
C	Recruitment of Facility Maintenance, Rec Coordinator, and Fall Seasonal PW Staff	Successfully recruited all 3 positions. Posted position on usual networks, and obtained the Seasonal PW staff member who is a FT employees father.	Admin	Staff time	X	X	X	X	
22Q4 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
A1	Recruit Arborist	Work with PW to recruit appropriate team member. Complete hiring and benefit processes.	Admin	Staff time & Marketing \$	x	x	x	x	Hire before 12/1/22
A2	Recruit One Police Officer	Work with PD to recruit appropriate team member. Complete hiring and benefit processes.	Admin	Staff time & Marketing \$	x	x	x	x	Hire before 12/1/22
A3	Recruit Winter Seasonal Ice Rink staff	Work with Rec Coordinator. Arrange hiring processes.	Admin	Staff time	x	x	X	x	4 – 6 candidates In place before 12/15/22



90-DAY (QUARTERLY) ACTION PLAN: DEPARTMENT LEVEL ACTION STEPS AND TASKS IN SUPPORT OF STRATEGIC PLAN

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Once quarterly Department Updates have been given to the City Council as per City Charter then rinse and repeat. Move completed goals, action steps, and tasks to the Results section and update your next 90-day action plan. Ideally, after 12 quarters or 3 years of continuous 90 action plans all of the goals will be completed and a new 3 year Strategic Plan will be formulated by the City Council.

VISION:

A PROGRESSIVE COMMUNITY THAT IS WELCOMING, AND A DESIRABLE DESTINATION, TO ALL AGES AND CULTURES, WHO SEEKS PROGRESS THROUGH PARTNERSHIPS, AND A PLACE WHERE RESIDENTS CAN LIVE, WORK AND PLAY SAFELY AND SHOW PRIDE IN THE COMMUNITY

STRATEGY/PROBLEM:

Continue community engagement while being sensitive to the changing demographics & their needs and inclusive to all socioeconomic situations.

GOAL A

Continue enforcement and responsiveness to drugs, traffic, code violations, and petty crimes.

	90-days		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
	Action Plan/Steps	Tasks			25%	50%	75%	100%	
A1	Continue to have a Full Time Violent Crime Enforcement Team (VCET) Officer	Full time VCET officer continues to make major narcotic arrests that directly impacts the city of Mounds View and the citizens quality of life	Police Dept.	Staff time	x	x	x	x	Ongoing
A2	Full Time DWI Officer	PD received a DWI Officer Grant to fund a full time DWI officer. PD had two officers for two years but did not renew grant due to staffing	Police Dept.	Increase staffing level to absorb the position	x	x	x		DWI grant ended Oct. 2022; once full staffed this may return
A3	Continued TZD traffic enforcement efforts	Officers participated in the TZD and RCTSI traffic enforcement efforts to include impaired driving, speed, seat belts, and distracted driving.	Police Dept.	Staff time	x	x	x	x	Ongoing
A4	Continue to staff/maintain 2 K9 teams	K9 Niko retired the end of 2021 and K9 Ace replaced him. We continue to have two K9 teams (K9 Grizz & Sgt. Schultes and K9 Ace & Officer Aase)	Police Dept.	Staff time	x	x	x	x	22Q1 completed
A5	Implemented speed control devices throughout the city	Purchased a new portable radar sign and a handheld speed laser. Deployed the speed signs and radar trailer throughout the city for speed reduction efforts.	Police Dept.	Staff time/ Forfeiture funds	x	x	x	x	22Q3 completed

GOAL B									
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Community Outreach Programs: Continue with pre-COVID levels of diversity events(s) & good Public Relations ex: (New Americans Academy, CPR Training, Climbing Wall, Shop with a Cop, National Night Out, Pre-party, Cooperative outreach with Fire Dept. and Allina Ambulance, business security walk-throughs and new officer familiarity with business layouts, resident security systems workshop/seminar, etc.

	90-days				Resources Required	Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible			25%	50%	75%	100%	Deadline/Desired Outcome Notes
B1	CPR/First Aid Instructors Course (2 officers certified)	PD collaborated with SBM Fire to get 2 officers CPR/First Aid instructor certified so they can independently teach the PD officers	Police Dept.		Staff time	x	x	x	x	Completed 22Q4
B2	PD collaborated with SBM Fire on several outreach events and activities.	PD/SBM Fire competed in an annual softball game, coordinated with the Santa Parade event, and collaborated while hosting Home Alone program at the Mounds View Community Center.	Police Dept.		Staff time	x	x	x	x	Ongoing
B3	Numerous crime prevention presentations, meetings, and outreach	Senior citizen fraud presentations, NYFS networking, Crime Free Multi Housing Program, Apt. coalition meetings, etc.	Police Dept.		Staff time	x	x	x	x	Ongoing
B4	Numerous community outreach events and activities	Rockwall events, Night to Unite, Festival in the Park events, Coat Drive, Heroes and Helpers, Coffee with a Cop, Bike Safety program, etc.	Police Dept.		Staff time	x	x	x	x	Ongoing
B5	Collaborated with neighboring Ramsey County suburban agencies during civil unrest	Implemented Suburban Quick Reaction Force (QRF) and participated in East Metro Emergency Response Group meetings	Police Dept.		Staff time	x	x	x	x	Ongoing/as needed

	GOAL C							
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ID other community outreach programs that isn't so reliant upon the PD and its resources, utilize Community Center & its programs or new programing, Parks, and other venues

	90-days				Resources Required	Percent Completed				Deadline/Desired Outcome Notes
	Action Plan/Steps	Tasks	Department(s) Staff Responsible			25%	50%	75%	100%	
C1	Daddy/Daughter Dance	Collaborated with MV Police Foundation to host the event. In speaking to citizens to participate, this is one of the best events we host	Police Dept.		Staff time	x	x	x	x	Ongoing
C2	Numerous outreach events/programs	PD participates in Special Olympics Torch Run, Polar Plunge for Special Olympics MN, Pink Patch campaign for Cancer Awareness, K9 dog walk and demo, COPS-N-Rodders event, and Manitou Grill fundraiser (partners in the community event) along with various other outreach events with the MV Police Foundation	Police Dept.		Staff time	x	x	x	x	Ongoing

GOAL D									
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Expand on New Americans Academy and Pre-Party for Night to Unite, as well as ID & creating regular meeting with Neighborhood Captains program

	90-days					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes	
D1	Community meetings and neighborhood events.	Hosted and participate in the Crime Free Multi-Housing program as well as apt. coalition meetings. Participated and hosted Night to Unite and Night to Unite Pre-Party	Police Dept.	Staff time	x	x	x	x	Ongoing	
D2	Ghana Fest & New Americans Academy	Participated in Ghana Fest and hosted New Americans Academy	Police Dept.	Staff time	x	x	x		New Amer. Academy stopped during COVID; revisit in 2023-25	

GOAL E									
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Speeding: Address the speeding issue by potentially closing some streets, adding speed bumps, and communicating to the public the PD is stepping up its speed enforcement, advertise the actual fines in the Newsletter, and come with a catchy slogan similar to "Click it or Ticket" only for speeding. "Obey the sign or Pay the Fine."

	90-days					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes	
E1	Mounds View Matters article contributions	Obey the sign or pay the fine article, police ordinance awareness articles, and updates on outreach activities	Police Dept.	Staff time	x	x	x	x	Ongoing	
E2	Continue to be active on social media and engage in the community	Continue to post messages on our social media platforms i.e. Twitter, Nextdoor, & Instagram	Police Dept.	Staff time	x	x	x	x	Ongoing	

RESULTS: COMPLETED GOALS | ACTION PLANS | TASKS

When a Goal, Action Plan, and/or Task(s) has been 100% completed those accomplishments should be recorded in the quarter in which they were completed. This serves as an on-going tracking system to measure what was actually accomplished, when it was completed, and how the accomplishment affected real results in support of the Strategic Plan. All accomplishments should be tracked and measured and reported quarterly to the City Council. Quarterly Department updates are guided by the City of Mounds View Charter originally adopted in 1979. If the action plan was originally set up properly then all or most of the results should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound. Once accomplishments/results have been recorded each quarter for the year, those results/accomplishments can be used for the annual State of the City report.

2020: RESULTS COMPLETED GOALS ACTION PLANS TASKS									
19Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
					25%	50%	75%	100%	
A3	Continued TZD traffic enforcement efforts	Officers participated in the TZD and RCTSI traffic enforcement efforts to include impaired driving, speed, seat belts, and distracted driving.	Police Dept.	Staff time	x	x	x	x	Ongoing
20Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
					25%	50%	75%	100%	
C1	Daddy/Daughter Dance	Collaborated with MV Police Foundation to host the event. In speaking to citizens to participating, this is one of the best outreach events we host	Police Dept.	Staff time	x	x	x	x	One of the best outreach events
20Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
					25%	50%	75%	100%	
B5	Collaborated with neighboring Ramsey County suburban agencies during civil unrest	Implemented Suburban Quick Reaction Force (QRF) and participated in East Metro Emergency Response Group meetings	Police Dept.	Staff time	x	x	x	x	Ongoing/as needed

A1	Continue to have a Full Time Violent Crime Enforcement Team (VCET) Officer	Full time VCET officer continues to make major narcotic arrests that directly impacts the city of Mounds View and the citizens quality of life	Police Dept.	Staff time	x	x	x	x	Ongoing; COVID-19 Pandemic begins and civil unrest begins
20Q3 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B4	Numerous community outreach events and activities	Rockwall events, Night to Unite, Festival in the Park events, Coffee with a Cop, Bike Safety program, etc.	Police Dept.	Staff time	x	x	x	x	Ongoing
20Q4 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	PD Collaborated with SBM Fire on several outreach events and activities	PD/SBM Fire collaborated for the Santa Parade and the Heroes and Helpers events where two families were blessed with Christmas presents	Police Dept.	Staff time	x	x	x	x	Ongoing
21Q1 Results Accomplishments					Percent Completed				
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B4	Numerous community outreach events and activities	Participated in the Polar Plunge supporting Special Olympics MN raising over \$6,500 and participated in the annual coat drive where we were first place	Police Dept.	Staff time	x	x	x	x	Ongoing

21Q2 Results Accomplishments		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Action Plan/Steps	Tasks			25%	50%	75%	100%	
E1	Mounds View Matters Article contributions	Police Dept.	Staff time	x	x	x	x	Ongoing
E2	Continue to be active on social media and engage with community members	Police Dept.	Staff time	x	x	x	x	Ongoing
C2	Continue to engage in the community with outreach efforts	Police Dept.	Staff time	x	x	x	x	Ongoing
21Q3 Results Accomplishments		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Action Plan/Steps	Tasks			25%	50%	75%	100%	
D1	Community meetings and neighborhood events	Police Dept.	Staff time	x	x	x	x	Ongoing
B2	PD collaborated with SBM Fire for outreach events	Police Dept.	Staff time	x	x	x	x	Ongoing
C2	Numerous outreach events/programs	Police Dept.	Staff time	x	x	x	x	Ongoing

21Q4 Results Accomplishments		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Action Plan/Steps	Tasks			25%	50%	75%	100%	
C2	Numerous outreach events and programs	Police Dept.	Staff time	x	x	x	x	Ongoing
22Q1 Results Accomplishments		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Action Plan/Steps	Tasks			25%	50%	75%	100%	
A4	Continue to staff/maintain 2 K9 teams	Police Dept.	Staff time	x	x	x	x	Continue to maintain (2) K9 teams is a priority
22Q2 Results Accomplishments		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Action Plan/Steps	Tasks			25%	50%	75%	100%	
B3	Numerous crime Prevention presentations, meetings and outreach	Police Dept.	Staff time	x	x	x	x	Ongoing
22Q3 Results Accomplishments		Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
Action Plan/Steps	Tasks			25%	50%	75%	100%	
A5	Implemented speed control devices throughout the city	Police Dept.	Staff time/ Forfeiture funds were used to make the equipment purchases	x	x	x	x	Ongoing

22Q4 Results Accomplishments									
	Action Plan/Steps	Tasks			Percent Completed				Deadline/Desired Outcome Notes
			Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	
B1	CPR/First Aid Instructors Course (2 officers certified)	PD collaborated with SBM Fire to get (2) officers CPR/First Aid instructor certified so they can independently teach the PD officers and police reserves CPR/First Aid	Police Dept.	Staff time	x	x	x	x	Ongoing



90-DAY (QUARTERLY) ACTION PLAN: DEPARTMENT LEVEL ACTION STEPS AND TASKS IN SUPPORT OF STRATEGIC PLAN

One way to differentiate the Strategic Plan from the Action Plan is to think of a Strategic Plan as a permanent three (3) year document written in pen and an Action Plan as a 90-day plan written in pencil. Action Plans are fluid and ever changing and priorities can change monthly, weekly, or even daily, while a Strategic Plan is only modified every three years.

Ideally, all Action Plans should be updated after each quarter with no more than 1-3 goals per quarter that support each vision. Focusing on one goal per quarter may be better. For each goal there should be 3-5 action steps. The action plans should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound.

Department Heads should identify the most important goal to focus on each month or quarter, action steps should be prioritized/assigned weekly under each goal, and tasks supporting each action step should be prioritized & assigned daily. At the end of the quarter the prioritized goal should have been completed or close to being completed.

Once quarterly Department Updates have been given to the City Council as per City Charter then rinse and repeat. Move completed goals, action steps, and tasks to the Results section and update your next 90-day action plan. Ideally, after 12 quarters or 3 years of continuous 90 action plans all of the goals will be completed and a new 3 year Strategic Plan will be formulated by the City Council.

VISION:

MAINTAIN GOOD INFRASTRUCTURE IN SUCH A WAY THAT IS WALKABLE & ATTRACTIVE, SAFE, AND AFFORDABLE

STRATEGY/PROBLEM:

Maintain and plan for infrastructure improvements including waste water, water, transportation, parks, maintain street levy, and research city-wide garbage collection service.

GOAL A

Maintain the existing street fund levy, identify maintenance areas and a general list of infrastructure issues and develop a maintenance plan to address those needs within the confines of a realistic and reasonable budget.

	90-days					Percent Completed					Deadline/Desired Outcome Notes
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required		25%	50%	75%	100%		

GOAL B

Maintain and expand parks & trails program and the beautification of Mounds View Boulevard as a unitier and not as a divider. Identify funding sources including outside funds such as grants and other creative and non-traditional funding sources such as non-profit groups.

	90-days					Percent Completed	
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	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B3	Develop a concept plan for MV Blvd with anticipated costs for phased improvements	Hold a Council work session or retreat to specifically discuss MV Blvd then based upon that information present a list of Blvd projects including timelines, costs, and funding sources at a later Council workshop or retreat and place in 5yr CIP – need to have clear direction on this	Public Works, Finance, & Comm Dev	Staff time	x				By end of 19Q2 Completed a draft spreadsheet

	GOAL C
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Ensure clean water for residents by keeping software programs up-to-date and developing a maintenance plan, finding and supporting the financial backing and formulating an implementation plan

	90-days			Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
	Action Plan/Steps	Tasks				25%	50%	75%	100%	

RESULTS: COMPLETED GOALS | ACTION PLANS | TASKS

When a Goal, Action Plan, and/or Task(s) has been 100% completed those accomplishments should be recorded in the quarter in which they were completed. This serves as an on-going tracking system to measure what was actually accomplished, when it was completed, and how the accomplishment affected real results in support of the Strategic Plan. All accomplishments should be tracked and measured and reported quarterly to the City Council. Quarterly Department updates are guided by the City of Mounds View Charter originally adopted in 1979. If the action plan was originally set up properly then all or most of the results should be SMART. Specific, Measurable, Achievable, Relevant, & Time bound. Once accomplishments/results have been recorded each quarter for the year, those results/accomplishments can be used for the annual State of the City report.

2020: RESULTS COMPLETED GOALS ACTION PLANS TASKS									
19Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
	No Results Reported		Public Works	\$0 Staff time					
20Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
B2	Construct a marketing brochure educating residents on costs & ways to reduce I&I	Research and organize statistics, costs, action steps, goals, and pictures that send a clear message to residents to fix their I&I problems & place with utility billing	Admin Public Works	Staff time & Costs for paper and printing	x	x	x	x	Send brochures by end of Q2 2019
B2	Send brochure info through all media outlets	Saturate Facebook, Twitter, Nextdoor, website, newspaper, commissions, local access channel with I&I education materials	Admin Public Works	Staff time & Costs for new articles	x	x	x	x	By end of Q2 2019
20Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	Percent Completed				Deadline/Desired Outcome Notes
B2	No Results Reported		Admin Public Works	Staff time					
20Q3 Results Accomplishments									
					Percent Completed				

	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	No Results Reported		Public Works	Staff time					
20Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
C1	Fix and Maintain existing Water System	ID list of current and future maintenance plans including costs	Public Works & Finance	Staff Time	x	x	x	x	By end of Q1 2019, Ongoing annual budget water treatment rehab project started Jan 2020
B2	Parks & Rec to promote biking trails	Develop a marketing plan to promote the use of biking trails through maps, social media, and biking events and/or clubs in coordination with the local bike shop	Public Works	Staff time & Costs of Marketing Materials	x	x	x	x	By end of Q3 2019
21Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
	No Results Reported		Public Works	Staff time					
21Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
	No Results Reported		Public Works	Staff time					
21Q3 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
	No Results Reported		Public Works	Staff time					
21Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
	No Results Reported		Public Works	Staff time					
21Q4 Results Accomplishments									

	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2	No Results Reported		Public Works	\$0 Staff time					
22Q1 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
B2			Public Works	\$0 Staff time	x	x	x	x	
22Q2 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
			Public Works	\$0 Staff time	x	x	x	x	
22Q3 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
			Public Works	\$0 Staff time	x	x	x	x	
22Q4 Results Accomplishments									
	Action Plan/Steps	Tasks	Department(s) Staff Responsible	Resources Required	25%	50%	75%	100%	Deadline/Desired Outcome Notes
			Public Works	\$0 Staff time	x	x	x	x	
A1	Develop a maintenance plan with timeline for current needs & long-term action plan	Update all city assets list, notate the current status and maintenance needed both to repair and replace including specific years and funding sources. On Going year to year	Public Works & Finance	Staff time	x	x	x	x	By end of 19Q1 to prepare for 2020 budget cycle & update 5yr CIP, ongoing 5yr CIP
A2	Monitor street fund levy	Ensure street fund levy is maximized for efficiency and effectiveness, Ongoing year to year	Public Works & Finance	Staff time to develop street plan	x	x	x	x	By end of 19Q1 Ongoing 5yr CIP

B1	Develop phased trails plan for construction	Identify which trail segments remain uncompleted and any new segments desired by the Council including costs to complete each segment Ongoing master trail plan reviewed by Parks and Recreation and Forestry Commission before each street project	Public Works	Staff time	x	x	x	x	x	By end of 19Q2 Draft trail & sidewalk plan complete to be reviewed by PR&F Commission & Council
B2	ID & list funding sources both internal & external for expanded trails & parks amenities	Complete a list of all funding sources for each trail segment including grants, donations, levy, and County, State, & Fed funding sources. Ongoing completed for each trail segment being proposed	Public Works & Finance	Staff time	x	x	x	x	x	By end of 19Q2 PW working with consulting engineer on funding
B5	Coordinate with the Park & Rec Dept. to promote biking trails	Develop a marketing plan to promote the use of biking trails through maps, social media, and biking events and /or clubs in coordination with the local bike shop – On Going using the Parks and Rec brochure and the web site	Parks & Rec	Staff time	x	x	x	x	x	By end of 19Q3
B6	Consider band shell, memorial museum	Research other communities who already have these amenities. ID costs both traditional & non-traditional and potential locations Tribute Parks Task Committee held first meeting	Parks & Rec	Staff time	x	x	x	x	x	By end of 19Q4 PW & PR&F Commission working on it
C1	Fix and maintain existing water system	ID list of current and future maintenance plans including costs On Going completed with annual budget	Public Works & Finance	Staff time	x	x	x	x	x	By end of 19Q1, ongoing annual budget water treatment rehab project started Jan 2020
C2	Test the water system regularly	Replace parts as needed, evaluate and update software program and ID funding sources – Ongoing – tested monthly by staff and annual by MDH	Public Works	Staff time	x	x	x	x	x	Have ready for the June 2022 preliminary budget. Council looking at increasing EDA levy for 2023 budget

C3	Replace parts and stay updated on software programs	Replace parts as needed, evaluate and update software program and ID funding sources. Ongoing reviewed and completed with annual budget.	Public Works	Staff time	x	x	x	x	Have financing plan ID by end of 19Q2, ongoing, part of water treatments rehab project
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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 of Ordinance 1001, Amendment to Chapter 90, Section 90.005 Increasing number of chickens allowed from 8 to 12.

Introduction:

At a previous council meeting, council consensus was to bring forward an Ordinance Amendment to allow the number of chickens kept from 8 to 12. This was initiated by a resident.

Discussion:

Attached is resolution 1001 which amends from the number from 8 to 12 and corrects a misspelling. K & G attorney Joe Sathe also provided some additional changes council may want to consider as detailed in the attachment.

Council asked staff to “survey” other cities. Staff did not do a comprehensive “study” but can share Hastings, Falcon Heights, Coon Rapids, Plymouth, and New Hope all allow 4 chickens. One of those allows more if the property is greater than one acre.

Recommendation:

Council can amend the number from 8 to 12 or any number they wish. Council may want to consider some of the suggestions from K & G. If Council wishes more discussion there is capacity on the April workshop to discuss further.

Respectfully submitted,

Nyle Zikmund
City Administrator

ORDINANCE NO. 1000

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

AN ORDINANCE AMENDING THE 2023 CITY OF MOUNDS VIEW FEE SCHEDULE

THE CITY OF MOUNDS VIEW ORDAINS:

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

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

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

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

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

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

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

Publication Date: February 28, 2023.

Attest:

Al Hull, Mayor

(SEAL)

Nyle Zikmund, City Administrator

ORDINANCE NO. 1001

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

**AN ORDINANCE AMENDING SECTION 90.005 OF THE MOUNDS VIEW CITY CODE
REGARDING RAISING, KEEPING DOMESTIC OR FARM ANIMALS**

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1. The City Council of the City of Mounds View hereby amends Title 9, Chapter 90, Section 90.005 (A) (1) of the Mounds View Municipal Code by adding the double-underlined material and deleting the ~~stricken~~ material as follows:

§ 90.005 RAISING, KEEPING DOMESTIC OR FARM ANIMALS.

(A) (1) Nuisance declared.

(a) It is hereby declared to be unlawful and a public nuisance affecting the public peace, safety and welfare for an owner or resident within the city to keep or raise any farm animal, except as noted below.

(b) Residents on properties zoned R-1, single-family residential, may be permitted to keep and raise up to ~~eight~~twelve chickens and/or ducks under the following conditions and restrictions.

SECTION 2. The City Council of the City of Mounds View hereby amends Title 9, Chapter 90, Section 90.005 (B) (2) (b) of the Mounds View Municipal Code by adding the double-underlined material and deleting the ~~stricken~~ material as follows:

(b) Applicants for a beekeeping license shall provide proof of applicable training or provide a waiver indicating how ~~required~~required experience has been obtained.

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: February 27, 2023.

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

Publication Date: _____, 2023.

Al Hull
Mayor

Attest:

Nyle Zikmund
City Administrator

(SEAL)

Email from K & G Attorney Joe Sathe regarding codes related to chicken keeping

Good afternoon:

Attached, please find a draft ordinance changing the number of chickens allowed in Mounds View from 8 to 12. I have also attached examples of other ordinances from suburban cities and provided a very brief description of some of the different provisions below.

- [New Hope: Sec. 7-6 \(4\)](#). Includes additional and more specific coop requirements than the current Mounds View Code.
- [Plymouth: Section 21170.01](#). Includes similar regulations to Mounds View, except there is a specific size requirement (both height and square footage). See Subd. 4.
- [Coon Rapids: Chapter 6-700](#). Includes additional keeping and disposal requirements as well as additional specifications for the Coops and Runs.
- [Falcon Heights: Article IV](#). Includes some additional regulations, including leg bandings to identify owners, and additional specific coop requirements.
- [Hastings: Section 91.02](#). Allows four chickens as a baseline, but for properties that are more than 1 acre, there may be 4 chickens per acre. Includes additional coop requirements, including a minimum of 4 sq feet per chicken.

The provisions in these sample ordinances that are not in the Mounds View Ordinance that I believe make the most sense are the additional specifications for the coops, size requirements, increasing the number of chickens allowed based on lot size, and if there is an issue with chickens escaping then requiring leg banding.

If the City would like to see any of these changes made to the city code, please let me know. The attached can be used as a starting point for further discussions.

Finally, Section 2 of the ordinance makes a typographical correction changing the term “reguiired” to “required”.

Please let me know if you need anything else from me.

Best,

Joe