1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Mueller, Gunn, Hull, Meehlhause, Bergeron

4. APPROVAL OF AGENDA

5. CONSENT AGENDA
   A. Approval of Minutes: May 14, 2018
   B. Just and Correct Claims
   C. Resolution 8970 Repeal Resolution 5555
   D. Resolution 8973 Approving the Ramsey County VCET (Violent Crimes Enforcement Team) Joint Powers Agreement (JPA)
   E. Resolution 8974 Approving the Ramsey County Sheriff’s Special Weapons and Tactics (SWAT) Team Joint Powers Agreement (JPA)
   F. Resolution 8972 Approving the Revised Receptionist Job Description

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. Police Department 1st Quarter 2018 Report/2017 Annual Report

8. COUNCIL BUSINESS
   A. Public Hearing: Resolution 8950, Temporary Liquor License for Festival in the Park to Allow Ole Piper Inn to Sell and Distribute On-Sale Intoxicating Liquor at the Mounds View Festival in the Park on Friday, August 17 and Saturday, August 18, 2018
   B. 2nd Reading and Summary Publication of Ordinance 945, Amending Chapter 600 of the Municipal Code, Section 605
   C. Resolution 8966 Approving Installation costs for the Splash Pad at City Hall Park
   D. 2nd Reading and Summary Publication of Ordinance 943, Amending/Updating Chapter 100 of the Municipal Code, Sections 101, 104, 105, and 107
   E. 1st Reading Ordinance 944, Amending/Updating Chapter 200 of the Municipal Code, Sections 202 and 203
   F. Ordinance 946, First Reading and Introduction of an Amendment to the Mounds View City Code, Chapter 1012 related to Rental Dwelling Licenses
G. Resolution 8969, Approve hire of Peter Szurek to position of Public Works Superintendent.
H. Resolution 8971, Final Adoption of 2018 Council Priorities
I. Resolution 8975, Approving Future Maintenance of New Trail on Long Lake Road in Coordination of Road Improvements by Ramsey County

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

10. Next Council Work Session: Monday, June 4, 2018 at 6:30 pm
    Next Council Meeting: Monday, June 11, 2018 at 6:30 pm

11. ADJOURNMENT
Regular Meeting
May 14, 2018
Mounds View City Hall
2401 County Road 10, Mounds View, MN 55112
6:32 P.M.

1. MEETING IS CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Bergeron, Gunn, Hull, Meehlhause, Mueller

   NOT PRESENT: None.

4. APPROVAL OF AGENDA
   A. Monday, May 14, 2018, City Council Agenda.

   Mayor Mueller reported Item 8D under Council Business would be an update only. She commented Item 8I was to be removed from the agenda as the City was still waiting to receive bids for the concrete work surrounding the splash pad. She noted the Resolution numbers for Items 8J and 8K had been corrected.

   MOTION/SECOND: Gunn/Hull. To Approve the Monday, May 14, 2018, agenda as amended.

   Ayes – 5            Nays – 0            Motion carried.

5. CONSENT AGENDA

   Council Member Gunn asked to remove Item 5A.

   A. Approval of Minutes: April 23, 2018
   B. Just and Correct Claims.
   C. Resolution 8953, Authorizing Attendance at the Alliance for Community Media (ACM) Conference by Vanessa Van Alstine.

   MOTION/SECOND: Meehlhause/Bergeron. To Approve the Consent Agenda as amended removing Item 5A.

   Ayes – 5            Nays – 0            Motion carried.
A. Approval of Minutes: April 23, 2018

Council Member Gunn requested a change to the April 23rd minutes on Page 4, Line 7 noting this line should read Sound of Music.

Mayor Mueller commented she had a correction to the minutes on Page 2, Line 21 stating this line should read Mounds View High Schools.

MOTION/SECOND: Gunn/Mechlhause. To Approve the April 23, 2018 Minutes as amended.

Ayes – 5  Nays – 0  Motion carried.

6. PUBLIC COMMENT

Brian Amundsen, 3048 Woodale Drive, stated he has heard a rumor that the Council was considering cutting back on the video presentations for all of its Commission meetings. He encouraged the Council to continue with the Planning Commission, Charter Commission, City Council and City Council Worksession meetings. He explained this was a community outreach item that should be continued as it keeps the City and its residents connected.

7. SPECIAL ORDER OF BUSINESS

A. Proclamation for Public Works Week.

Mayor Mueller read a proclamation in full for the record declaring May 20 to May 26, 2018 to be Public Works Week in the City of Mounds View.

B. Proclamation for Police Officer Week.

Council Member Gunn read a proclamation in full for the record declaring May 13 to May 19, 2018 to be National Police Week in the City of Mounds View and noted May 15th would be designated as Peace Officers Memorial Day.

C. Proclamation for EMS Week.

Mayor Mueller read a proclamation in full for the record declaring May 20 through May 26, 2018 to be Emergency Medical Services Week in the City of Mounds View.

Brent Baker, Allina EMS Supervisor, thanked the Council for offering this proclamation which recognizes EMS members in the community. He discussed the services Allina provided throughout the State of Minnesota, noting Allina responds to over 1,200 calls in Mounds View each year.

Joan ___________, Allina, stated she was looking forward to working with the City of Mounds View.
8. COUNCIL BUSINESS


Finance Director Beer requested the Council adopt a five-year financial plan for 2019 through 2023. He reviewed the proposed financial plan with the Council noting this plan was a work in progress document. He reported this document would be posted on the City’s website after being approved by the Council.

Brian Amundsen, 3048 Woodale Drive, thanked the Council for making the Council packet information available on the City’s website. He asked what percentage increase the City was anticipating for the coming years’ tax levy. Finance Director Beer estimated this to be 4%.

Mr. Amundsen commented on the number of vehicles the City had in the Public Works Department and encouraged the Council to review their replacement schedule and if the City needed to maintain this number of vehicles. Mayor Mueller explained how the City assigned a life to each vehicle and piece of equipment it owns.

Mr. Amundsen discussed the park maintenance shortfall the City would have. He encouraged the City to continue to set aside funds for its parks and their maintenance. Finance Director Beer clarified all park maintenance was covered by the General Fund.

MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 8954, Adopting a Five Year Financial Plan for 2019 through 2023.

Ayes – 5  Nays – 0  Motion carried.

B. Resolution 8952, Accept Bid and Award Construction Contract to Northwest Asphalt for the Business Park North Street Rehabilitation (Program Avenue, Quincy Street, Woodale Drive, Clifton Drive).

Public Works Director Peterson requested the Council accept bid and award a construction contract to Northwest Asphalt for the Business Park North Street Rehabilitation project. He reported this project was advertised for bids in March and the bids were tabulated by Stantec. The lowest responsible bidder was Northwest Asphalt. Staff recommended the Council accept the bid, with alternate one for the Business Park North project for Northwest Asphalt at a cost of $707,748.06 with a 7% contingency, a contract with Stantec in the amount of $19,973.50 and for American Engineering Testing for $12,949.20.

Council Member Meehlhause asked if Northwest Asphalt has completed other projects in the City. Public Works Director Peterson reported Northwest Asphalt completed all of the City’s street improvement projects except for Area I. He explained the City was very pleased with the work they have completed in Mounds View.

Council Member Meehlhause questioned what portion of the project would be assessed to the impacted businesses. Public Works Director Peterson commented he would be reporting back to
the Council in October to approve the assessment amounts.

Mayor Mueller inquired if this mill and overlay project would be completed in 30 days. Public Works Director Peterson explained he was uncertain if the entire project could be completed in 30 days, but should be completed in less than 60 days. He reported staff would be working with the contractor regarding the phasing of the project.

MOTION/SECOND: Hull/Gunn. To Waive the Reading and Adopt Resolution 8952, Accept Bid and Award Construction Contract to Northwest Asphalt for the Business Park North Street Rehabilitation (Program Avenue, Quincy Street, Woodale Drive, Clifton Drive).

Ayes – 5  Nays – 0  Motion carried.

C. First Reading Ordinance 943, Updating Title 100 of the City Code.

City Administrator Zikmund requested the Council introduce Ordinance 943 which would update Title 100 of the City Code. He reported Kennedy & Graven was assisting him with this City Code update. He reviewed a change in the language with the Council and recommended the Ordinance be introduced.

Brian Amundsen, 3048 Woodale Drive, encouraged the Council to delay action on this item. He stated there were a number of matters that were connected to the Charter and he noted election law was being reviewed by the Charter Commission. He believed it would be better to have these matters resolved prior to updating Title 100. He expressed concern with the way staff and the Council was deferring to State Statute and was wiping out the need for the City Charter. He reported Mounds View was a unique community and he encouraged the Council to not allow Mounds View to become homogenized by State Statute.

Council Member Bergeron thanked Mr. Amundsen for voicing his concerns and discussed how at times State Statute preempts City Code. He stated he believed it was very important for Mounds View to remain a Charter City.

Mayor Mueller thanked Mr. Amundsen for sharing his concerns with the Council. City Administrator Zikmund commented further on the proposed changes within Title 100 and noted these changes would be brought to the Charter Commission. He reported he was not proposing to codify the changes at this time, but rather recommended this not be completed until later this fall.

Mayor Mueller suggested under Section 107.03 a statement be added to note Mounds View was a home rule Charter City. City Administrator Zikmund reported he would discuss this suggestion with the City Attorney.

Mr. Amundsen stated he had concerns with the use of shall and may throughout the document. Mayor Mueller encouraged Mr. Amundsen to speak with the City Administrator regarding these concerns.
MOTION/SECOND: Gunn/Hull. To Waive the First Reading and Introduce Ordinance 943, Updating Title 100 of the Mounds View City Code.

Council Member Meehlhause commented the Council could make changes to this Ordinance prior to the Second Reading being held.

Ayes – 5  Nays – 0  Motion carried.

D. First Reading Ordinance 944 Updating Title 200 of the City Code.

City Administrator Zikmund provided the Council with an update on Ordinance 944 which would update Title 200 of the City Code. He noted the First Reading for this Ordinance would occur at a future meeting to allow the City Attorney time to review this item.

MOTION/SECOND: Gunn/Meehlhause. To Postpone the First Reading of Ordinance 944 Updating Title 200 of the City Code to the Tuesday, May 29, 2018 City Council meeting.

Ayes – 5  Nays – 0  Motion carried.

E. Resolution 8956, Approving the Purchase of a Grinder for the Groveland Lift Station.

Public Works Director Peterson requested the Council approve the purchase of a grinder for the Groveland Lift station. He explained this piece of equipment would assist with managing flushable wipes in the City’s sewer system. He reported the cost for the grinder would be $12,441.61 plus freight.

Council Member Meehlhause asked if staff would be able to do the grinder installation. Public Works Director Peterson reported the cost for installation was included in the price.

Council Member Meehlhause questioned when the grinder installation would occur. Public Works Director Peterson anticipated the grinder installation would take four to five weeks to be completed.

MOTION/SECOND: Hull/Gunn. To Waive the Reading and Adopt Resolution 8956, Approving the Purchase of a Grinder for the Groveland Lift Station.

Ayes – 5  Nays – 0  Motion carried.

F. Resolution 8956, Authorizing Stantec Consulting Services to Complete a Drainage Sub-district Analysis at 2255 Lambert Avenue.

Public Works Director Peterson requested the Council authorize Stantec Consulting Services to complete a drainage sub-district analysis at 2255 Lambert Avenue. He described the work that
would be completed at this property and recommended approval.

City Administrator Zikmund commented this work would be completed by Stantec this week after receiving approval by the City Council.

MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 8956, Authorizing Stantec Consulting Services to Complete a Drainage Sub-district Analysis at 2255 Lambert Avenue.

Ayes – 5  Nays – 0  Motion carried.

G. First Reading Ordinance 871, Amending Chapter 600 of the Municipal Code, Section 605.

Public Works Director Peterson reviewed the First Reading of Ordinance 871 which would amend Chapter 600 of the Municipal Code. He explained this Chapter pertains to shade tree, diseased trees and pest control. He reported the Minnesota Department of Agriculture provided the Parks, Recreation and Forestry Commission with a presentation, which led to the proposed changes within City Code. Staff reviewed the proposed changes in detail with the Council and recommended the Ordinance be introduced.

Council Member Gunn asked if contractors had to have a license to work in the City of Mounds View. Public Works Director Peterson reported this was the case. He explained a no-cost permit was required for Emerald Ash Borer tree treatments.

Mayor Mueller asked if the dates for proper Emerald Ash Borer tree removal had been sent to the City’s licensed tree contractors. Public Works Director Peterson stated this had been done.

Further discussion ensued regarding how Ash tree could be treated throughout the City.

Council Member Meehlhause requested further information on the contract the City had pursued to treat its Emerald Ash Borer trees. Public Works Director Peterson discussed the contract and noted the City had requested a rate to treat both public and private trees.

MOTION/SECOND: Meehlhause/Hull. To Waive the First Reading and Adopt Ordinance 871, Amending Chapter 600 of the Municipal Code, Section 605.

Ayes – 5  Nays – 0  Motion carried.

H. Resolution 8965, Approving No Parking on the West/South Side of Long Lake Road from Mounds View Boulevard to Eastwood Road, in Coordination of Road Improvements by Ramsey County.

Public Works Director Peterson requested the Council approve No Parking signs on the west/south side of Long Lake Road from Mounds View Boulevard to Eastwood Road in
coordination with road improvements being made by Ramsey County. He discussed the improvements that would be completed by the County and noted the roadway would be restriped. He commented on a potential trail on the north side of the roadway and asked if the Council would support the long-term maintenance of this trail.

Mayor Mueller asked how long the trail would be. Public Works Director Peterson reported the trail would run from Eastwood to County Road J along Long Lake Road. He estimated the trail would be 3½ to 4 blocks long.

Mayor Mueller questioned what the benefit would be for Mounds View to take over the maintenance of this trail segment. Public Works Director Peterson stated this would be a regional trail that would connect Anoka County to Mounds View. He indicated the County would assume all costs to build the trail and was only asking the City to assume the long-term maintenance. He stated the goal of the trail would be to eliminate pedestrians from walking on the south side of Long Lake Road. He noted the City already maintains the sidewalks along Long Lake Road.

Council Member Gunn inquired if the trail would be on the same side of the street as thesound wall. Public Works Director Peterson reported this was correct.

MOTION/SECOND: Gunn/Hull. To Waive the Reading and Adopt Resolution 8965, Approving No Parking on the West/South Side of Long Lake Road from Mounds View Boulevard to Eastwood Road, in Coordination of Road Improvements by Ramsey County.

Council Member Bergeron stated he has heard from residents that the loss of parking along Long Lake Road would be impactful for those living along this roadway. He commented that two one-way bike lanes may be excessive for this County road. He explained that because the County was not listening to the City and hearing the concerns being raised by Mounds View residents he would not be supporting the request.

Council Member Meehlhause asked what would happen if the Council were to deny this Resolution. Public Works Director Peterson stated he was uncertain.

Further discussion ensued regarding the location of the proposed No Parking segment along Long Lake Road.

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

I. Resolution 8966, Accept Bid and Award Contract for Splash Pad.

This item was removed from the agenda.

J. Resolution 8967, Approve the Hire of Andy Nelson to Position of Public Works Maintenance Worker – Forester.

City Administrator Zikmund requested the Council approve the hire of Andy Nelson to the
position of Public Works Maintenance Worker-Forester. He reported the City received eight applications for this position and staff interviewed five individuals. He noted Andy Nelson comes to the City with a decade of experience and would start with the City of Mounds View on May 29th.

MOTION/SECOND: Mechlhause/Bergeron. To Waive the Reading and Adopt Resolution 8967, Approve the Hire of Andy Nelson to Position of Public Works Maintenance Worker – Forester.

Ayes – 5  Nays – 0  Motion carried.

K. Resolution 8968, Approving Wage Increase for 2018 Seasonal Employees.

City Administrator Zikmund requested the Council approve a wage increase for 2018 seasonal employees. He explained this would apply to only seasonal employees that returned to the City.

Mayor Mueller reviewed several typos within the Resolution and requested staff make changes.

MOTION/SECOND: Gunn/Bergeron. To Waive the Reading and Adopt Resolution 8968, Approving Wage Increase for 2018 Seasonal Employees.

Ayes – 5  Nays – 0  Motion carried.

9. REPORTS

A. Reports of Mayor and Council.

Council Member Gunn stated the Festival in the Park President asked her to remind the public there would be a Festival in the Park Committee meeting on Tuesday, May 15th at City Hall at 7:00 p.m. She noted the Committee was still seeking crafters and parade spotters.

Council Member Bergeron stated on Thursday, May 17th he would be attending a Special Cable Commission meeting.

Council Member Mechlhause reported the Mounds View Lions would be holding their Annual Garage Sale Wednesday, May 16th through Friday, May 18th at Hillview Park from 9:00 a.m. to 6:00 p.m. He thanked the Lions for completing their spring cleanup of Mounds View Boulevard.

Council Member Mechlhause reviewed his upcoming meeting schedule with the Council noting he would be attending a Twin Cities Gateway Board meeting on Tuesday, May 15th and on Wednesday, May 16th an NYFS Human Resources meeting. He stated on Thursday, May 24th he would be attending an NYFS Board meeting.

Mayor Mueller stated she was looking forward to meeting new and interested volunteers at the Festival in the Park Committee meeting on Tuesday, May 15th at 7:00 p.m. at City Hall.
Mayor Mueller reported the next 60th Anniversary Committee meeting would be held on Tuesday, May 22nd at City Hall at 7:00 p.m. She noted this group is seeking individuals who would be willing to be interviewed and have history in the community. She commented on the street dance planned for Friday, August 17th.

Mayor Mueller stated on Wednesday, June 6th the City would be hosting an Open House at the new Public Works Facility from 3:00 p.m. to 6:00 p.m.

B. Reports of Staff.

Public Works Director Peterson provided the Council with an update on the landscaping that was being installed at the new Public Works Facility.

City Administrator Zikmund stated he was working to update the City’s municipal code. He commented on the City’s recent I&I bill from the Met Council.

City Administrator Zikmund commented on the City’s liquor license and other permit requirements and requested comment from the Council via email.

Mayor Mueller discussed the training that was provided by liquor license holders and stated she did not believe a City sponsored incentive program was necessary. She feared it would be difficult for the City to micromanage this situation if a program were created.

C. Reports of City Attorney.

There was nothing additional to report.

10. Next Council Work Session: Monday, June 4, 2018, at 6:30 p.m.
    Next Council Meeting: Monday, May 29, 2018, at 6:30 p.m.
    Next Council Retreat: Monday, May 21, 2018, at 5:45 p.m.

11. ADJOURNMENT

The meeting was adjourned at 8:57 p.m.

Transcribed by:

Heidi Guenther

TimeSaver Off Site Secretarial, Inc.
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

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TOTAL AMOUNT OF CLAIMS PRESENTED $ 207,319.74

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 5/30/2018 by the vote_____ ayes_____ nays.

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**Bank:** APBK US Bank  
**Date Range:** 00/00/0000 Thru 99/99/9999

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City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: Resolution 8970, Repeal of Resolution 5555

Background:
As a function of the combination of the probation requirements established for the City Administrator along with the Code/Charter provisions to maintain updated records and City Codes, as well as conducting a general review of past resolutions and ordinances; a number of updates are required.

Discussion:
Resolution 5555 was adopted in 2001 and addressed the relationship between staff, council, and the City Administrator. Ordinance 841 was adopted in 2010 changing and further updating City Code specific to the City Administrator duties, functions and reporting lines. This change along with current code and Charter provisions render Resolution 5555 redundant and therefore should be repealed.

Recommendation:
Staff recommends repeal of Resolution 5555.

Respectfully Submitted,

Nyle Zikmund
RESOLUTION NO. 8970
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

REPEAL RESOLUTION 5555

WHEREAS, the City of Mounds View has a City Charter and City Code that address duties, responsibilities and communication lines for Staff, Council and the City Administrator; and,

WHEREAS, a systematic review of the City Code, historical records, and ordinances is being conducted by the City Administrator and staff; and

WHEREAS, Resolution 5555 was adopted in 2001; and,

WHEREAS, Ordinance 841 adopted in 2010 updated the City Code specific to the City Administrator Duties and the City Charter provides direction as well therefore making Resolution 5555 redundant/obsolete.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mounds View repeal Resolution 5555.

Adopted this 29th day of May, 2018

ATTEST:

Carol A Mueller, Mayor

(SEAL)

Nyle Zikmund, City Administrator
City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nate Harder, Chief of Police
Item Title/Subject: Resolution 8973 approving the Ramsey County Violent Crimes Enforcement Team joint powers agreement (JPA)

Discussion

The Mounds View Police Department added an additional officer from referendum to be sent to the Violent Crimes Enforcement Team (VCET). The purpose of the VCET is investigating and prosecuting gang and violent crimes, especially felonies that have the likelihood of being related to the distribution of narcotics. On May 3, 2018, The Ramsey County VCET advisory board voted to amend the JPA to add the City of Mounds View, through the Mounds View Police Department, as a member of VCET. We currently are on schedule with the training of two new officers and release of a veteran officer to VCET by the end of July. Legal counsel from each participating city, Ramsey County, and the League of MN Cities have all reviewed and approved the agreement.

Recommendation

Staff recommends approval of Resolution 8973 approving the Ramsey County Sheriff’s Violent Crime Enforcement Team (VCET) Joint Powers Agreement (JPA).

Respectfully Submitted,

Nate Harder
Chief of Police
RESOLUTION NO. 8973
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATES OF MINNESOTA

APPROVING THE RAMSEY COUNTY VIOLENT CRIMES ENFORCEMENT TEAM (VCET) JOINT POWERS AGREEMENT (JPA)

WHEREAS, The State of Minnesota Department of Public Safety has created and provided grant funding for two multi-agency Violent Crime Enforcement Teams (VCETs), one in Hennepin County and one in Ramsey County; and

WHEREAS, The VCET must be established by a Joint Powers Agreement (JPA) and governed by an advisory board with representatives from each participating law enforcement agency and a representative of the County Attorney’s Office; and

WHEREAS, The Ramsey County VCET is currently comprised of Ramsey County through the Ramsey County Sheriff’s Office, the City of Maplewood through the Maplewood Police Department, the City of New Brighton through the New Brighton Police Department, the City of Roseville through the Roseville Police Department, the City of St. Paul through the St. Paul Police Department, and the City of White Bear through the White Bear Lake Police Department; and

WHEREAS, The Ramsey County VCET was formed for the purpose of enforcing controlled substance laws and investigating and prosecuting gang and violent crimes, especially felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have an impact on all Parties; and

WHEREAS, On January 1, 2018, the Parties amended the JPA for another one-year term, with four automatic one-year renewal terms; and

WHEREAS, On May 3, 2018, the Ramsey County VCET advisory board voted to amend the JPA to add the City of Mounds View, through the Mounds View Police Department, as a member of the VCET; and

WHEREAS, Legal counsel from each participating city, Ramsey County, and the League of Minnesota Cities have all reviewed and approved the agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mounds View, Ramsey County, Minnesota to approve the attached Ramsey County Violent Crime Enforcement Team (VCET) joint powers agreement.

Adopted this 29th day of May 2018.
ATTEST

Carol Mueller, Mayor

(seal)

Nyle Zikmund, City Administrator
City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nate Harder, Chief of Police
Item Title/Subject: Resolution 8974 approving the Ramsey County Sheriff’s Special Weapons and Tactics (SWAT) Team Joint Powers Agreement (JPA)

Discussion

The Mounds View Police Department has been involved in the Ramsey County SWAT Team for several years, with one officer assigned to this team. The team is comprised of agencies throughout Ramsey County. The purpose of the SWAT Team is to provide joint responses to critical incidents such as barricaded suspects, standoffs with armed individuals, hostage situations and high risk entries while serving warrants. Recently, the East Metro SWAT team (comprised of Roseville PD, St. Anthony PD, U of M PD) voted to disband, with the equipment going to Ramsey County SWAT and members allowed to try-out for this team once their respective agencies signed the new JPA. Since there are new agencies joining this team, a new JPA is necessary. The JPA is identical to the JPA the City of Mounds View signed in 2016, with the exception of additional cities added.

Recommendation

Staff recommends approval of Resolution 8974 approving the Ramsey County Sheriff’s Special Weapons and Tactics (SWAT) Team Joint Powers Agreement (JPA).

Respectfully Submitted,

Nate Harder
Chief of Police
RESOLUTION NO. 8974

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATES OF MINNESOTA

APPROVING THE RAMSEY COUNTY SHERIFF’S SPECIAL WEAPONS AND TACTICS (SWAT) TEAM JOINT POWERS AGREEMENT (JPA)

WHEREAS, The Ramsey County Sheriff’s Department operates a Special Weapons and Tactics (SWAT) Team, and;

WHEREAS, The purpose of the SWAT Team is to provide joint responses to critical incidents such as barricaded suspects, standoffs with armed individuals, hostage situations and high risk entries while serving warrants, and;

WHEREAS, This specialized team is comprised mainly of deputies with the Sheriff’s Department as well as officers from the Maplewood Police Department, the White Bear Lake Police Department, the Mounds View Police Department, the Roseville Police Department, and;

WHEREAS, The joint powers agreement addresses the purpose, membership, operations, deployment and liability concerns for all parties serving on the SWAT Team, and;

WHEREAS, Legal counsel from each participating city, Ramsey County, and the League of Minnesota Cities have all reviewed and approved the agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mounds View, Ramsey County, Minnesota to approve the attached Ramsey County Sheriff’s Special Weapons and Tactics Team joint powers agreement.

Adopted this 29th day of May 2018.

__________________________________________
Carol Mueller, Mayor

ATTEST:

__________________________________________
Nyle Zikmund, City Administrator

(seal)
RAMSEY COUNTY SHERIFF’S SPECIAL WEAPONS
AND TACTICS TEAM
AMENDED & RESTATED
JOINT POWERS AGREEMENT

The parties to this Amended and Restated Agreement are the City of Maplewood, the City of White Bear Lake, the City of Mounds View, the City of New Brighton, the City of North Saint Paul, the City of Roseville, the City of Saint Anthony, the University of Minnesota, the Metropolitan Council, and the County of Ramsey (collectively, “Parties”). The Parties are all units of government responsible for critical incident response in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the Parties by Minn. Stat § 471.59. This Agreement shall become effective only upon the approval and execution hereof by duly authorized officials of all of the Parties.

NOW, THEREFORE, the undersigned Parties, in the joint and mutual exercise of their powers, agree as follows:

1. Purpose.

1.1 The purpose of this Amended and Restated Joint Powers Agreement (“Agreement”) is to amend and restate in its entirety the Joint Powers Agreement first entered into in 2016 that formally created and established the Ramsey County Sheriff’s Special Weapons and Tactics Team (“RC-SWAT” or “Team”) as an organization to coordinate efforts to develop and provide joint responses to critical incidents or high risk entries where there is a risk of criminal violence, occurring within and outside of the Parties’ jurisdictions.

1.2 It is the intent of the parties that the RC-SWAT does not constitute a separate entity under Minnesota law.

2. Budget and Finance

2.1 The Ramsey County Sheriff’s Office (“RCSO”) shall provide a budget for basic operations of the RC-SWAT. The RCSO shall provide budgeting and accounting services as necessary or convenient for the RC-SWAT. Such services shall include but not be limited to: management of funds, payment for contracted services and other financial obligations set forth in this Agreement, and relevant bookkeeping and record keeping.

2.2 The Parties acknowledge and agree that beginning with the 2019 fiscal year, RCSO will assess each Party an annual fee (Fee) to cover training and other operational expenses related to the RC-SWAT. RCSO will establish the Fee and notify each Party of the fee by October 1 of the preceding year. If a Party fails to pay the Fee by February 1 of the applicable fiscal year, the provisions of Section 7.1 shall apply.
2.3 The Parties will provide basic uniforms and equipment for their Team members. Parties may lend or provide additional equipment to RC-SWAT, as they are able.

2.4 The RC-SWAT may apply for and/or accept gifts, grants or loans of money or other property (excluding real property) or assistance from the United States government, the State of Minnesota, any political subdivision of the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use, and dispose of such money or other property and assistance in accordance with the terms of the gift, grant, or loan relating thereto.

2.5 The RC-SWAT does not have the authority to seize property for purposes of Minn. Stat. §§ 609.531-.5318.

2.6 All property and cash monies obtained through forfeiture that are derived from RC-SWAT operations shall remain the property of the law enforcement agency of record wherein the operation occurred.

3. Team Leaders

3.1 The Ramsey County Sheriff shall appoint a Team Commander from the RCSO to lead the RC-SWAT.

3.2 The Team Commander shall appoint an Executive Officer.

3.3 The Team Commander and Executive Officer shall appoint POST-licensed peace officers to serve as RC-SWAT Team Leaders. Appointment as a Team Leader pursuant to this Agreement shall not obligate any Party to pay to its employees so appointed supervisory or other premium pay except as provided by the collective bargaining agreement between the Party and its employees.

3.4 Team Leaders assigned to the RC-SWAT at all times will remain employees of the leaders’ own jurisdictions and will not be employees of the RCSO or the RC-SWAT.

3.5 Team Leaders shall be the liaison between the Team members and the Team Commander or Executive Officer when a RC-SWAT team has been deployed pursuant to this Agreement. Team leaders may fill the role of Team Commander or Executive Officer when asked to do so by the Team Commander or the Executive Officer.
4. **Team Members**

4.1 The chief law enforcement officer of each Party approves POST-licensed peace officers from their law enforcement agency who meet the minimal qualifications, as set by the Team Commander, to test for the RC-SWAT. The testing process is to select the best peace officers for the position regardless of members' own jurisdictions. An agency participating may not have a peace officer on the team as a result of the competitive process. Appointment as a Team Member pursuant to this Agreement shall not obligate any Party to pay its employees so appointed any premium pay except as provided by the collective bargaining agreement between the Party and its employees.

4.2 The fire chief of a Party may approve properly vetted Emergency Medical Technicians or Paramedics (collectively referred to as Medics) who meet the minimal qualifications, as set by the Team Commander, to test for RC-SWAT. Proper vetting for these positions will include, at a minimum, criminal background checks conducted by RCSO. The testing process is to select the best Medics for the position regardless of members' own jurisdictions. An agency participating may not have a Medic on the team as a result of the competitive process. Appointment as a Team member pursuant to this Agreement shall not obligate any party to pay its employees so appointed any premium pay except as provided by the collective bargaining agreement between the Party and its employees.

4.3 Team Members assigned to the RC-SWAT will at all times remain employees of the Members' own jurisdictions.

4.4 Team members assigned to the RC-SWAT may be removed from RC-SWAT by the Team Commander based on performance, safety, participation or RC-SWAT Policy regardless of the members' own jurisdictions.

5. **Operations**

5.1 **Training.** The Team Commander shall be responsible for arranging training events for Team Leaders and Team Members, consistent with the National Tactical Officers Association (NTOA) standards. The Team Commander shall also be responsible for maintaining records of the training received by Team Leaders and Team Members as well as records of all other activities undertaken by the Team Commander, Executive Officer, Team Leaders, and Team Members pursuant to this Agreement.
5.2 Deployment

5.2.1 Definitions and Controlling Law. A Party to this agreement may request assistance from RC-SWAT. A Party requesting assistance is the "Requesting Party" or "Receiving Party." The Parties that compose RC-SWAT are the "Responding Parties." Requests for assistance by Parties to this Agreement are governed by Minn. Stat. § 12.331, except as modified by this Agreement.

5.2.2 Requests for Assistance by Parties. Whenever a Party determines that conditions within its jurisdiction require specialized support in handling critical field operations, where intense negotiations or special tactical deployment methods appear to be necessary, the Party may request that the Ramsey County Sheriff or his or her designee deploy RC-SWAT to assist the Party. Upon a request for assistance, RC-SWAT may be dispatched to the Requesting Party's jurisdiction, in accordance with RC-SWAT policy. The Team Commander or Executive Officer shall notify the Chief Deputy of the RCSO of any request for assistance. No Party or individual member of RC-SWAT shall incur any liability based upon a refusal to respond. In addition, once deployed, the Team Commander or Executive Officer may at any time and in his or her sole judgment recall the Team. The decision to recall a Team deployed pursuant to this Agreement will not result in liability to any Party or to the Team Commander or Executive Officer who recalled the Team.

5.2.3 Direction and Control. Personnel and equipment provided pursuant to this Agreement shall remain the personnel and property of the Party providing the same. The Requesting Party will be in control of the scene. The Team will not engage in any controlled offensive action without the express authorization of the chief law enforcement officer (CLEO) of the Requesting Party, or the CLEO's designee, or a district court-approved search warrant with a "no-knock" authorization. Nothing in this provision shall limit the Team Commander's ability to establish Team Member protocol to take emergency action in response to immediate threats to officer or public safety in accordance with law.

5.2.4 Compensation. When the RC-SWAT provides services to a Requesting Party, the Team Members of the RC-SWAT shall be compensated by their respective employers just as if they were performing the duties within and for the jurisdiction of their employers. No charges will be levied by the RC-SWAT or by the Parties for specialized response operations provided to a Requesting Party pursuant to this Agreement unless that assistance
continues for a period exceeding 24 continuous hours. If assistance provided pursuant to this Agreement is reimbursable by an outside source, any Party whose officers provided assistance for the RC-SWAT may submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies, to the RC-SWAT Team Commander. The RC-SWAT shall submit the invoices to the reimbursing entity. The reimbursing entity shall reimburse the RC-SWAT for the actual cost, and the RC-SWAT shall forward the reimbursement to the Responding Party.

5.2.5 Workers' Compensation. Each Party to this Agreement shall be responsible for injuries to or death of its own employees in connection with services provided pursuant to this Agreement. Each Party shall maintain workers' compensation coverage or a program of self-insurance, covering its own personnel while they are providing assistance as a member of the RC-SWAT. Each Party to this Agreement waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or agents.

5.2.6 Damage to Equipment. Each Party shall be responsible for damage to or loss of its own equipment occurring during deployment of the RC-SWAT. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees or agents.

5.2.7 Liability

5.2.7.1 The intent of this section is to impose on each Requesting Party a limited duty to defend and indemnify Responding Parties for claims arising against the Responding Parties subject to the limits of liability under the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466). The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5.2.7.2 A Requesting Party shall defend, indemnify and hold harmless the Responding Parties, their employees, officers, and elected and appointed officials for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by a Requesting Party pursuant to this Agreement, subject to the limits of liability under Minnesota Statutes Chapter 466 and other applicable law, rule, and regulation, including common law.
5.2.7.3 For purposes of the Minnesota Municipal Tort Liability Act, the employees and officers of the Responding Parties are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party, but only for purposes of addressing liability under this Agreement. The employees of the Responding Parties shall not be considered employees of the Requesting Party for any other purpose.

5.2.7.4 Under no circumstances shall a party be required to pay on behalf of itself and other Parties any amounts in excess of the limits on liability established in Minn. Stat. Ch. 466 applicable to any one Party. Pursuant to Minn. Stat. § 471.59, subd. 1a, the limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party or Requesting Party. In addition to the foregoing, nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to any Party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

5.2.7.5 Consistent with Minn. Stat. § 466.07, nothing herein shall be construed to require provision of defense or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

5.2.8 Aid to Non-Parties.

5.2.8.1 Definitions and Controlling Law. A political subdivision that is not a Party to this Agreement may request assistance from RC-SWAT. A non-party political subdivision that requests assistance is the “Requesting Political Subdivision” or “Receiving Political Subdivision” as that term is used in Minn. Stat. § 12.331. The Parties that compose RC-SWAT are the “Sending Political Subdivision(s)” as that term is used in Minn. Stat. § 12.331. Requests for assistance by other political subdivisions are governed by Minn. Stat. § 12.331.

5.2.8.2 Upon a request for assistance from a political subdivision that is not a Party to this Agreement, RC-SWAT may be deployed to such Requesting Political Subdivision, provided that the Ramsey County Sheriff or his or her designee has consented to such deployment. No Party or individual member of RC-SWAT shall incur any liability based upon a failure to provide assistance.

Upon deployment, the Requesting Political Subdivision will be in control of the scene. The Team will not engage in any controlled offensive action without the express authorization of the chief law
enforcement officer (CLEO) of the Requesting Political Subdivision, or the CLEO's designee, or a district court-approved search warrant with a "no-knock" authorization. Nothing in this provision shall limit the Team Commander's ability to establish Team Member protocol to take emergency action in response to immediate threats to officer or public safety in accordance with law.

5.2.8.3 Liability and responsibility for use of personnel, equipment, and supplies, resulting from the provision of assistance to a Receiving Political Subdivision shall be allocated in the same manner as provided by Minnesota Statutes §12.331, subd. 2, i.e., any Party to this agreement assumes the same liability as a Sending Political Subdivision and the non-party assumes the same liability as a Receiving Political Subdivision.

6. Term. The term of this Agreement shall begin upon execution of this Agreement by all Parties. This Agreement shall continue in effect until terminated in accordance with its terms.

7. Withdrawal and Termination.

7.1 Withdrawal. Any Party may withdraw from this Agreement upon six (6) months' written notice to the other Parties or by the failure to pay the Fee described in Section 2. Withdrawal by any Party shall not terminate this Agreement with respect to any Parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by any Party, its employees, officers, and elected and appointed officials prior to withdrawal. Such liability shall continue until discharged by law or agreement.

7.2 Termination. This Agreement shall terminate upon the occurrence of any one of the following events: (a) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; (b) when a majority of the then existing Parties agrees to terminate the Agreement upon a date certain; or (c) when the Ramsey County Sheriff, in his or her sole discretion, decides to terminate this agreement.

7.3 Effect of Termination. Termination shall not discharge any liability incurred by any Party, its employees, officers, and elected and appointed officials during the term of this Agreement.

8. Miscellaneous.

8.1 Amendments. This Agreement may be amended only in writing and upon the consent of each Parties' governing bodies.
8.2 **Counterparts.** This Agreement may be executed in two or more copies, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be submitted to the Ramsey County Sheriff.

8.3 **Additional Parties.** Upon the consent and approval of the existing Parties to this Agreement and their governing bodies, any other municipality operating within Ramsey County may become a Party to this Agreement, upon approval of that municipality's governing body, adoption of a resolution by the municipality's governing body, execution of this Agreement, and submission of a copy of the signed Agreement with Ramsey County.
IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last date this Agreement is signed by the Parties as written below.

FOR THE CITY OF MAPLEWOOD

Approved

Scott Nadeau, Chief of Police

Date ________________

Approved

Steve Lukin, Fire Chief

Date ________________

Approved

Nora Slawik, Mayor

Date ________________

Approved

Andrea Sindt, City Clerk

Date ________________

Approved as to Form

By:

Ronald H. Batty, City Attorney

Date ________________

Designee for purposes of receipt of Notice:

Title: __________________________________________

Address: ________________________________________

[signature pages follow]
FOR THE CITY OF MOUNDS VIEW

Approved ____________________________ Date ________________
Nathan Harder, Chief of Police

Approved ____________________________ Date ________________
Carol A. Mueller, Mayor

Approved ____________________________ Date ________________
Nyle Zikmund, City Administrator

Approved as to Form

By: ____________________________ Date ________________
Scott J. Riggs, City Attorney

Designee for purposes of receipt of Notice:

Title: ____________________________

Address: ____________________________

[SIGNATURE PAGES FOLLOW]
FOR THE CITY OF WHITE BEAR LAKE

Approved
Julie Swanson, Chief of Police

Approved
Jo Emerson, Mayor

Approved
, City Clerk

Approved as to Form
By:
Andy Pratt, City Attorney

Designee for purposes of receipt of Notice:

Title:

Address:

Date

Date

Date

Date

[SIGNATURE PAGES FOLLOW]
FOR THE CITY OF NEW BRIGHTON

Approved _____________________________                Date ______________
Tony Paetznick, Director of Public Safety

Approved _____________________________                Date ______________
Valerie Johnson, Mayor

Approved _____________________________                Date ______________
Terri Spangrud, City Clerk

Approved as to Form
By: ________________________________________________________________________ Date ______________
, City Attorney

Designee for purposes of receipt of Notice:
Title: __________________________________________________________________________
Address: __________________________________________________________________________

[SIGNATURE PAGES FOLLOW]
FOR THE CITY OF ROSEVILLE

Approved ____________________________ Date ________________
Rick Mathwig, Chief of Police

Approved ____________________________ Date ________________
Tim O’Neill, Fire Chief

Approved ____________________________ Date ________________
Dan Roe, Mayor

Approved ____________________________ Date ________________
Pat Trudgeon, City Manager

Approved as to Form
By: ____________________________ , City Attorney

Designee for purposes of receipt of Notice:

Title: ____________________________

Address: ____________________________

[SIGNATURE PAGES FOLLOW]
FOR THE UNIVERSITY OF MINNESOTA

Approved
Matthew A. Clark, Chief of Police

Approved
Eric W. Kaler, President

Approved
Gail Klatt, Chief Auditor

Approved as to Form
By:
Doug Peterson, General Counsel

Designee for purposes of receipt of Notice:

Title: __________________________________________

Address: ________________________________________

Date __________________

Date __________________

Date __________________

Date __________________

[SIGNATURE PAGES FOLLOW]
FOR THE CITY OF SAINT ANTHONY

Approved
Jon Mangseth, Chief of Police

Date

Approved
Jerry Faust, Mayor

Date

Approved
Nicole Miller, City Clerk

Date

Approved as to Form
By:
Steven P. Carlson, City Attorney

Date

Designee for purposes of receipt of Notice:

Title:

Address:

[SIGNATURE PAGES FOLLOW]
FOR THE METROPOLITAN COUNCIL

Approved
John Harrington, Chief of Police

Date

Approved
Alene Tchourumoff, Chair

Date

Approved
Wes Kooistra, Regional Administrator

Date

Approved as to Form
By:
, General Counsel

Date

Designee for purposes of receipt of Notice:

Title:

Address:

[SIGNATURE PAGES FOLLOW]
FOR THE COUNTY OF RAMSEY

Approved  
Jim McDonough, County Board Chair

Approved  
Janet Guthrie, County Board Chief Clerk

Approval recommended:

Jack Serier, Sheriff

Approved as to Form

By:  
John Ristad, Assistant County Attorney

Designee for purposes of receipt of Notice:

Title: ______________________________________

Address: ___________________________________
To: Honorable Mayor and City Council  
From: Rayla Sue Ewald, Human Resource Coordinator  
Item Title/Subject: Resolution 8972 Approving the Revised Job Description for Receptionist

Background

At the May 21, 2018 City Council Retreat the City Council discussed staffing issues within the Finance Department. Payroll Clerk Debbie Jasper is planning to retire September 28, 2018. With Ms. Jaspers’s retirement, payroll and utility duties will need to be covered. Accountant Agnes Quasabart has agreed to learn and take on the payroll portion of Ms. Jaspers’s position. Receptionist Kerrie Kane has a Finance background and has accepted the opportunity to learn and take on the utility billing portion of Ms. Jaspers’s position.

Taping of City meetings has increased dramatically, occupying many evenings for Cable TV Coordinator Vanessa Van Alstine. Ms. Van Alstine requested the focus of the Cable TV Coordinator be video production, or at minimum the she receive audio/visual (AV) assistance for the recording of live City broadcasts. Receptionist Kerrie Kane willingly began supporting Ms. Van Alstine and covering some of the City’s AV needs. Ms. Kane flexes her work schedule when she provides AV coverage.

Discussion

As part of the effort to reorganize the Finance Department due to the retirement of Ms. Jasper, and in order to provide assistance for AV needs to Ms. Van Alstine, the Receptionist job duties have been revised. The position description has the addition of AV responsibility.

Current Receptionist Kerrie Kane has agreed to become the Utility Billing Technician. The City requests to edit the current Receptionist job description and move forward with posting of the position.

Recommendation

Staff recommends approval of the updated job description for the Receptionist position and requests to submit for posting. Staff also recommends the position be advertised for hire.

Respectfully submitted,

Rayla Sue Ewald
Human Resource Coordinator
RESOLUTION NO. 8972
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

APPROVING THE REVISED JOB DESCRIPTION FOR THE RECEPTIONIST POSITION

WHEREAS, the City Council discussed reorganization of the Finance Department at their May 21, 2018 Council Retreat; and

WHEREAS, Payroll Clerk Debbie Jasper is retiring from the Finance Department in September; and,

WHEREAS, Accountant Agnes Quasabart agreed to incorporate the payroll function into her job duties; and,

WHEREAS, Receptionist Kerrie Kane agreed to take on the utility billing portion of Ms. Jasper's position; and

WHEREAS, Ms. Kane would transition into the Utility Billing Technician position; and

WHEREAS, Cable TV Coordinator Vanessa Van Alstine observed significant increases to the number of meetings televised; and,

WHEREAS, the current Receptionist job description has been edited to include Audio/Visual responsibility which will alleviate 8 – 15 hours of AV responsibilities from the Cable TV Coordinator.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council approves the updated Receptionist/AV Support Job Description and authorizes the advertising of the position.

Adopted this 29th day of May, 2018

______________________________
Carol A. Mueller, Mayor

ATTEST:

______________________________
Nyle Zikmund, City Administrator

(seal)
POSITION DESCRIPTION

Position Title: Receptionist/AV Support
Department: Administration
Accountable To: Finance Director
Status: Non-Exempt

PRIMARY OBJECTIVE OF POSITION

Responsible for receiving and referring all inquiries to appropriate City personnel. Performs other clerical and administrative duties including mail processing, cash receipting, word processing and data entry, maintains office supplies, schedules meeting room reservations and assists with other Departments as needed. Assists with City's Recycling Program. Acts as backup for Cable TV Coordinator.

SUPERVISION RECEIVED
Works under the guidance and direction of the Finance Director.

SUPERVISION EXERCISED
None.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Receives and routes central switchboard calls. Answers incoming telephone calls, directing them to the appropriate individual or department. Takes accurate messages and refers them in a timely manner to ensure the caller receives a prompt reply.
- Refers customers and residents to proper persons or department. Greets visitors at City Hall and directs them to the individual or department able to provide the most assistance. Provides prompt and business-like customer service to maintain a favorable image of the City.
- Provides counter coverage and assists customers with various requests.
- Processes all outgoing and incoming mail. Promptly distributes mail to appropriate department. Notifies intended receiver when an express letter or package arrives.
- Performs word processing, including, but not limited to, forms, licenses and general correspondence. Maintains up-to-date directory of telephone numbers and addresses necessary for public information.
- Maintains the lobby area, office supply/mail room area and front counter area in a neat and orderly condition. Prepares the Council Chambers for meetings and clean-up the following morning. Removes all outdated notices, posters, etc. as needed.
- Schedules City Hall meeting room reservations.
- Performs cash receipting including collecting fees and issuing receipts for certain licenses, permits and bills.
- Scans and properly files documents into LaserFiche system to ensure efficient and effective future retrieval.
- Assists with coordinating recycling program by scheduling "clean-up" events for residents, answering recycling questions, submitting reports to Ramsey County, applying for funding reimbursements and grant dollars to support the program,
and monitoring expenditures to stay within approved budget.

- Assists with utility billing and accounts payable processes and procedures as needed and as assigned.
- Prepares and distributes City Council and Economic Development Authority packets.
- Updates electronic board messages as needed.
- Provides 8 - 15 hours per month of audio/visual (AV) presentation support to Cable TV Coordinator, including televising live City meetings. Early and late start times will be required for AV support. Flex hours will be observed during week when AV support has been provided.
- Coordinates dog license activities including the ordering and issuance of dog tags, data entry and receipt of payments.
- Assists with election activities and other administrative and municipal functions as directed.

PERIPHERAL

- Supports Administration Department with City Newsletter and other duties as requested.
- Handles minor maintenance/service calls for office equipment including, but not limited to, postage machine, copier, and fax machine.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.

(B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

DESIREABLE QUALIFICATIONS

(A) Notary Public.

(B) Prior experience with cable casting a plus.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) Proficient with computers and modern office practices and procedures. This includes proficiency in Microsoft Applications.

(B) Skill in operation of listed tools and equipment.

(C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

TOOLS AND EQUIPMENT USED

Phone switchboard; mainframe computer terminal; personal computer including word processing and data entry software; copy machine; postage machine; fax machine; and calculator.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

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

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

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, Mayor

Revision History:
05/29/2018
02/13/2017
03/07/2012  (revised as nonunion position, effective Dec 31, 2011)
04/2006
11/2003
09/1997
2018 FIRST QUARTER REPORT
The Mounds View Police Department has experienced a busy first quarter that has seen two police officers hired, a second K-9 acquired and sent to training with the handler, a volunteer internship program with Bethel University initiated, The Super Bowl in the Twin Cities (with events at the Mermaid), and staffing and overtime issues to overcome. Despite these challenges, officers have responded to over 2500 calls for service, made 156 arrests, and 124 issued citations. Proactive enforcement and quality delivery of police services is a priority with the Mounds View Police Department, as is our outreach to the community we protect and serve.

The agency hosted numerous outreach events in the first quarter which included: The Father Daughter Ball, Bowling with Cops, Coffee with Cops, and played the FD in a charity hockey game for the Mounds View Police Foundation. Several of these events had weather challenges but still resulted in great interaction between officers, citizens, and city leaders. These events continue to be successful because of buy-in from our city leaders, officers, the Mounds View Police Foundation, and a willing public.
HeartSafe:

In the first quarter of the New Year the Heart Safe Team trained city staff on recognizing the signs and symptoms of Sudden Cardiac Arrest, Stoke, and Heart Attack. Staff learned what to do in an emergency, where the nearest AED is located, and how to do hands-only CPR.

This training was just in time for the city to be awarded the IHeartSafe Community Designation. The award was given at the City Council Meeting on January 22, 2018. The signs were placed on the Welcome to Mounds View city limit signs the next day.

Safe Adult Validation and Education (S.A.V.E.):

The SAVE Program held their first quarter meeting on February 21, 2018. The event, open to the public, was hosted by Wildwood Manor. Kathleen Moore, from the Safeguarding Our Seniors Program with the Better Business Bureau, presented on fraud and scam protection for our senior citizen community. Her detailed presentation hit home to many attendees who shared their own personal experiences.

The valuable information shared led this to be one of our most attended and popular meetings!
Coffee with A Cop:

McDonalds, at 2201 Mounds View Blvd, hosted a Coffee with A Cop event on March 22, 2018. Chief Harder, Deputy Chief Menard, Investigator Berling and Officers Heineman, Dison, and Keckeisen spoke with morning coffee groups. McDonalds staff were great hosts and we look forward to many great events in the future. We later learned this was one of the most attended Coffee with A Cop events in the area!

School Resource Officer (SRO):

This last quarter at Edgewood Middle School has been very busy and productive. The students and staff at Edgewood continue to work hard to meet all of their educational goals. The school
has also been busy meeting with architects for the future school expansion, thanks to the passing of the school bond referendum.

The school continues to take proactive measures to keep incidents requiring law enforcement intervention to a minimum. This last quarter, some of the issues have included lost cell phones, minor theft incidents, and social media issues. There was also one minor traffic incident in the parking lot. The cell phones were immediately recovered, the property in the theft incidents were located and returned, and the social media issues were resolved with the help of staff and parental intervention. The students at Edgewood have been reminded of their personal safety and security, along with the safety and security of their personal property. The staff has also taken further measures to assist the students in being diligent with securing their property and personal items.

The school also continues to work on school safety procedures and practices. The school this last quarter has conducted multiple fire drills and lock down drills. The school continually reviews procedures for better safety practices and security, including access to the building, visitors in the building, and the possibility of more security cameras. This has also included the school district conducting security assessments. The school has also been working with the MVPD to continually improve safety procedures. Along with the school expansion, further safety and security measures will be addressed and put in place.

This last quarter, Edgewood Middle School has also hosted a number of events, including school dances, parent communication nights, as well as the start of 5th Grade registration. Edgewood also hosted another ISI (Intentional Social Interaction) for the members of our school and community. 8th Grade students also began the registration process for high school. The school also continues to host several after school activities including sports, student clubs, and extra educational assistance for students.

The school is looking forward to the next quarter, as 8th grade students will complete their final year at Edgewood and be moving on to start their high school experience. This next quarter will also bring spring band, choir, and orchestra concerts, as well as academic excellence, along with the year end celebrations. Students are ready for the warmer weather, and working hard to finish the school year strong. The school advises that should anyone have any questions about the school, programs, or enrollment, to please contact them.

**CANINE (K9) UNIT**

From January 1st to March 31st 2018, the K9 team responded to 90 calls for service.

In January the K9 team was deployed 5 times:

- 3 times for a track and suspect search
- 2 times in assisting with making arrests
On 1-1-2018 officers located a stolen vehicle on the 7500 block of Greenfield Ave. The K9 team was called to clear the vehicle. The vehicle was unoccupied and the K9 team attempted to track for the suspect.

On 1-1-2018, the K9 team was called to the 4000 block of Wilshire Circle to assist RCSO with locating a felony domestic strangulation suspect. RCSO requested a K9 to track for the suspect that fled from the residence on foot. The track led through the neighborhood and woods and went southwest to Gramsie Road and to the front door of the nearby Hotel. The K9 team searched the hotel for the suspect. K9 Niko alerted on a door to a closet on the first floor. The suspect was located in the closet and apprehended.

On 1-1-2018, Roseville Officers were in pursuit of a stolen vehicle. The vehicle was fleeing northbound on Snelling Ave at Highway 36. The K9 team was able to get into position and join the pursuit. The pursuit led northbound on Snelling Ave. The vehicle continued north along the road until the road ended and the vehicle crashed through a gate. The vehicle turned north to drive up the rough terrain into the woods. The vehicle stopped in the woods. Officers approached the vehicle and the occupant of the vehicle surrendered.

On 1-24-2018, officers were called to the 8400 block of Spring Lake Road for an emotionally disturbed person stating that there were people shooting electric sound waves at his house and that he had several guns in the house and if police didn’t show up he was going to start shooting people. The K9 team responded to the call and was deployed as deterrence as officers called the male out of the house and checked him for weapons.

In February the K9 team was deployed 7 times:

3 times in assisting with making arrests

1 time for a suspect track

3 times for narcotics searches

On 2-3-2018, the K9 team responded to a traffic stop at the 5400 block of Jackson Drive for a vehicle narcotics sniff. K9 Niko alerted on drug paraphernalia in the center console and alerted on the underside of the passenger seat. Narcotics were located.

On 2-4-2018 the K9 team assisted with a possible burglary attempt on the 2100 block of Program Ave. K9 Niko assisted as officers made contact with the subjects. On 2-6-2018, the K9 team assisted with a traffic stop where the registered owner had a warrant. K9 Niko assisted with the arrest. K9 Niko was used to sniff the vehicle for narcotics and meth was located in the vehicle.
On 2-12-2018 the K9 team responded to assist New Brighton PD who had located a stolen vehicle. The vehicle was occupied by two people. The K9 assisted in the apprehension of the stolen vehicle suspects.

On 2-212-2018 Officers were called to 2200 block of Knoll Drive for a caller stating that a female at the address asked for help and that the male in the house had a gun. The K9 team arrived and assisted with detaining the subjects. It was determined that it was a verbal domestic between one of the males and the female in the house.

On 2-21-2018 the K9 team responded to assist the New Brighton Police Department on a track for an armed robbery suspect that fled on foot from the 2000 block of Silver Lake Road. K9 Niko was used to search the area for the suspect.

In March the K9 team was deployed 6 times:

3 times in assisting with making arrests
1 time for a suspect track
1 time for a narcotic search
1 time for a meet and greet with citizens

In March the Mounds View Police Department added a second police K9 to the K9 Unit. The newest K9 Officer Grizz started K9 training school on March 4th at the St Paul Police Department K9 Academy. Grizz will be a dual purpose apprehension and narcotics certified police dog. At the academy Grizz learns skills in apprehension, suspect searching, article searching, tracking, and handler protection. Grizz is due to graduate the academy on May 24th.

On 3-11-2018 the K9 team assisted on a felony stop of a vehicle where the Registered Owner had a Felony Warrant. K9 Niko was a deterrent as the subject was called out of the vehicle and detained. K9 Niko then cleared the vehicle.

On 3-29-2018, the K9 team responded to the 2800 block of Mounds View Blvd for an armed robbery with a handgun that had just occurred. The K9 team arrived and K9 Niko was used to search the area for the suspect.
Officer Brian Schultes and new partner "Griz", breakfast at the Bel Rae retirement home.
The winter months are a slower time for the Ramsey County Traffic Safety Initiative (RCTSI). The RCTSI partners with the Minnesota Office of Traffic Safety in the Toward Zero Deaths (TZD) program. In this quarter, the Mounds View PD participated in 3 DWI saturations.

The first DWI saturation was held on January 12th and was hosted by Maplewood PD. Officers Garland and Schultes worked this event. They conducted 8 traffic stops during the shift and each arrested a drunk driver.

The second DWI saturation occurred on February 17th and was hosted by Roseville PD. Officer Meyer participated in this event. Although he conducted 10 traffic stops, no DWI arrests were made.

The third DWI saturation was held on March 3rd and was hosted by the Ramsey County Sheriff Office. Officer Dison worked this event. She conducted 9 traffic stops during the shift. She was unsuccessful at locating an impaired driver.

Upcoming Events

The RCTSI/TZD 3rd quarter encompasses the months of April- June. Officers of the Mounds View PD will participate in 8 DWI, 1 seatbelt and 1 distracted driving enforcement saturation.
RCTSI/TZD 2nd Quarter (MVPD Statistics)

Respectfully Submitted,

Sergeant Tim Wolf
# Q1 2018 – Offenses*

## Part 1 Crimes

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## Part 2 Crimes

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* "-" denotes a value of zero

* Multiple offenses may be associated with a single incident.
  Multiple individuals may have been arrested in a single incident.
  An individual may have been arrested for multiple offenses.
**Q1 2018 – Adult Arrests**

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**Part 2 Arrests**

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"-" denotes a value of zero

* Multiple offenses may be associated with a single incident.
  Multiple individuals may have been arrested in a single incident.
  An individual may have been arrested for multiple offenses.
### YTD - Offenses

#### Part 1 Crimes

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<th>2 Yr % Chg</th>
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<td>▲ 0%</td>
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<td>▼ -100%</td>
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#### Part 2 Crimes

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<td>▲ 100%</td>
<td>▲ 500%</td>
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<td>420</td>
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**Part 2 Arrests**

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<td><strong>103%</strong></td>
</tr>
</tbody>
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"-" denotes a value of zero

* Multiple offenses may be associated with a single incident.
  Multiple individuals may have been arrested in a single incident.
  An individual may have been arrested for multiple offenses.
2018 First Quarter Trainings Attended  January---March 2018.

BCA Single Certification
AWAIR Employee Right-to-Know
Bloodborne Pathogens
Readiness Aspects Use of Force
Use of Deadly Force
Use of Force Legal Issues
Hazardous Materials Level-1 part-1
Hazardous Materials Level-1 part-2
Hearing Conservation
Personal Protective Equipment
Portable Fire Extinguishers
Respiratory Protection for Law Enforcement
Mental Health Part-1
Mental Health Part-2
International Association for Property and Evidence Membership
Datamaster DMT Operator Recertification
Search Warrants
Pipeline Safety
Impact and Influence
Minnesota Police & Peace Officers Association annual legislative conference
Minnesota Crime Alert Certification Training
Leading Beyond Compliance
BCA Query only with Criminal History-Recertification
Use of Force Refresher
USPCA Narcotic Detector Dog Certification Trials
Minnesota Criminal Data Practices
City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator

Item Title/Subject: Public Hearing: Resolution 8950, Resolution Approving a Temporary On-Sale Liquor License for the Mounds View Festival in the Park Committee to Allow Ole Piper Inn to Sell and Serve Liquor during the Mounds View Festival in the Park

Background:

In accordance with the Mounds View City Code, Temporary On-Sale Liquor Licenses may be issued to a club, charitable, religious or non-profit organization for not more than three (3) consecutive days. The Mounds View Festival in the Park Committee is a non-profit organization that is requesting to have Ole Piper Inn (located in Blaine, MN) to serve liquor during the Mounds View Festival in the Park Street Dance on August 17 and during the Festival in the Park on August 18, 2018. A public hearing is required for all liquor licenses, including temporary. The public hearing notice was published in the City’s official newspaper on May 11, 2018.

Discussion:

Application materials and fees have been submitted. Staff has received a satisfactory criminal background check.

The Ole Piper Inn has a current On-Sale Intoxicating Liquor License with the Minnesota Department of Public Safety (Alcohol and Gambling Division) and Caterer's License with the Minnesota Department of Health. They also have a current liquor and restaurant license with the City of Blaine. All licenses are in good standing.

A representative from the Mounds View Festival Committee and Old Piper Inn will be present at this meeting to answer any questions you may have in regard to management, security and distribution of liquor during the Mounds View Festival in the Park events.

Recommendation:

Staff recommends approval of a Temporary On-Sale Liquor License for the Mounds View Festival in the Park Committee to allow the Ole Piper Inn to sell and serve liquor during the August 17 Street Dance and the August 18 Festival in the Park.

Respectfully Submitted,

Nyle Zikmund
MOUNDS VIEW

Public Hearing Notice

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the Mounds View City Council will hold a public hearing on Tuesday, May 29, 2018 at 6:30 p.m. at the Mounds View City Hall, 2401 Mounds View Boulevard, Mounds View, Minnesota, 55112 to consider a request from the Mounds View Festival in the Park Committee for a temporary liquor license to allow Ole Piper Inn to sell and serve on-sale intoxicating liquor at the Mounds View Festival in the Park street dance held on August 17 and at the Festival in the Park on August 18, 2018.

Anyone wanting to speak about this matter may be heard at this meeting. If you are unable to attend the meeting but want to comment, you may call, submit a letter, or send an email to City Administrator Nyle Zikmund. City staff will forward the comments to the City Council.

If you have any questions about this meeting or if you want to make an appointment to review the application, please contact Nyle Zikmund, City Administrator.

Phone: 763-717-4001
Email: nyle.zikmund@moundsviewmn.org
Mail: 2401 Mounds View Blvd, Mounds View, MN 55112

This notice was published in the New Brighton/Mounds View Sun Focus on May 11, 2018.
RESOLUTION 8950
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION APPROVING A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE MOUNDS VIEW FESTIVAL IN THE PARK COMMITTEE TO ALLOW OLE PIPER INN TO SELL LIQUOR DURING THE 2018 MOUNDS VIEW FESTIVAL IN THE PARK

WHEREAS, in accordance the Mounds View City Code, Temporary Liquor Licenses may be issued to a club, charitable, religious or non-profit organization for not more than three (3) consecutive days; and

WHEREAS, the Mounds View Festival in the Park Committee is a non-profit organization that is requesting to allow Ole Piper Inn of Blaine, Minnesota, to serve liquor during the Mounds View Festival Street Dance on August 17 and the Festival in the Park on August 18, 2018; and

WHEREAS, the Mounds View Festival in the Park Committee approved to allow Ole Piper Inn to serve liquor during the Mounds View Festival in the Park contingent on City Council approval of a Temporary On-Sale Liquor License; and

WHEREAS, all City of Mounds View liquor licenses must be approved by the City Council; and

WHEREAS, all required application forms and fees have been submitted; and

WHEREAS, staff recommends approval of a Temporary On-Sale Liquor License to the Mounds View Festival in the Park Committee to allow Ole Piper Inn to sell and serve liquor during the Street Dance and the Festival in the Park.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council does hereby approve a Temporary On-Sale Liquor License to the Mounds View Festival in the Park Committee to allow Ole Piper Inn of Blaine, Minnesota, to sell and serve liquor during the Mounds View Festival in the Park Street Dance on Friday, August 17 and the Festival in the Park on Saturday, August 18, 2018.

Adopted this 29th day of May, 2018.

_________________________________
Carol A. Mueller, Mayor

ATTEST:

_________________________________
Nyle Zikmund, City Administrator

(SEAL)
TEMPORARY LIQUOR LICENSE APPLICATION

LOCATION OF EVENT: Mounds View City Hall

TYPE OF EVENT: Festival in the Park

DATE OF EVENT: AUGUST 18, 2018

Non-Profit Organization: Temporary On-Sale Intoxicating Liquor

Event Sponsor/Organization/Licensee: Festival in the Park Committee

Contact Person: Theresa Cermak

Address: 2085 Hillview Rd #1, Mounds View, MN 55112

City: Mounds View State: MN Zip: 55112 Email: xene@netzero.net

Signature of Licensee: Theresa Marie Cermak

Contracting Business (That Who is Selling/Dispensing Alcohol)

Person Responsible: Paul Brian Spitkey
Country/City/Province/State of Birth: USA, Lansing, MI
Date of Birth: 09/19/1963

Doing Business As: Ole Piper Inn
Phone: 763-780-7100

Business Address: (Person Responsible) 16208 St. NW
Fax: ________________________________

City: Ramsey State: MN Zip: 55303 Email: pbsplitley@comcast.net

Are you a MN resident? Yes
If not, where do you reside? From: __________________________ to: __________________________

Have you ever been convicted of violating federal, state or local liquor laws or regulations? No
If yes, please explain on separate piece of paper.

Property Owner of Premises Used (If Different Than Event Sponsor)

Property Owner: City of Mounds View

Address: 2401 Mounds View Blvd.
City: Mounds View State: MN Zip: 55112
Phone: 763-717-4000
Fax: 763-717-4019
Email: info@moundsviewmn.org

List four business references that are familiar with you and your business (not required for renewals):

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address/City/State/Zip</th>
<th>Phone</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please list the following information for other liquor licenses you hold or have held (not required for renewals):

<table>
<thead>
<tr>
<th>License Type</th>
<th>Description</th>
<th>Date(s) of License</th>
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<tbody>
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</tbody>
</table>

What is the maximum occupancy for the premises? Ole Piper Inn - 180
Central Spirits - 180

Have you ever had a license revoked? Yes
If yes, please explain:

I and my associates in this application will strictly comply with all the laws of the State of Minnesota governing taxation and the sale of alcoholic beverages; rules and regulations promulgated by the Alcoholic Beverage and Gambling Enforcement Division; the Department of Public Safety; and all ordinances of the
municipality; and I hereby certify that I have read this application in its entirety and that the answers provided are true.

<table>
<thead>
<tr>
<th>Signature of Person Responsible:</th>
<th>Date: 4/24/18</th>
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</thead>
</table>

**Tennessen Warning**

The data on this form will be used to approve your license. Some requested data is private. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public.

You are being asked to answer questions and provide information pursuant to the application process that is required by Minnesota State Statute and the City of Mounds View. The information you provide is government data in accordance with Chapter 13 of State law known as the “Minnesota Government Data Practices Act”. You are not required by law or ordinance to answer questions or provide the information requested. A refusal to answer questions or provide information being requested will prevent the City of Mounds View from processing the application for which you are applying.

The information you provide may be classified as “public”, “private” or “confidential” pursuant to the “Government Data Practices Act”. Access to this information can be obtained by persons who are deemed eligible pursuant to the “act”. This access can include the subject(s) of the license application, anyone they give their informed consent to consistent with Minnesota State law, or by court order.

I understand that a criminal conviction will not bar me from obtaining a license unless the conviction is directly related to the occupation for which the license is sought and there is no showing of sufficient rehabilitation and present fitness to perform the duties of the occupation (Minnesota Statute 365.09). I understand that falsification of the application, including failure to reveal a criminal conviction, constitutes grounds for denial of the license.

The information I have provided on this application is truthful. I authorize the City of Mounds View to investigate the information and contact persons/organizations named on this application. My signature constitutes agreement of the Tennessen Warning and application.

---

**Insurance Requirements:** A certificate that there is in effect an insurance policy issued by an insurer required to be licensed by Minnesota Statutes, Section 60A.07, subdivision 4 or by an insurer recognized as an eligible surplus line carrier pursuant to Minnesota Statutes, Section 60A.206 or pool providing coverage of at least: (1) Fifty thousand dollars ($50,000.00) for bodily injury to any one person in any one occurrence and subject to the limit of one person; (2) One hundred thousand dollars ($100,000.00) for bodily injury to two or more persons in any one occurrence; (3) Ten thousand dollars ($10,000.00) for injury to or destruction of property of others in any one occurrence; (4) Fifty thousand dollars ($50,000.00) for loss of means of support of any one person in any one occurrence and, subject to the limit for one person; and (5) One hundred thousand dollars ($100,000.00) for loss of means of support of two or more persons in any one occurrence.

**Required to be Submitted:**
- □ Temporary Liquor License Application Form
- □ Criminal Background Release Form
- □ Certificate of Insurance
- □ Fee $115 ($100 plus $15 background check)
- □ Copy (front and back) of Driver’s License

**Notes:**
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEUTRALLY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
North Risk Partners - Apollo Division
622 Roosevelt Road
Suite 240
St Cloud
MN 56301-0383

CONTACT NAME: Joann Therrien
PHONE: (320)253-1122
FAX: (320)253-1122
E-MAIL ADDRESS: Joannl@apolloinsurance.com

INSURER(A) AFFORDING COVERAGE
ILLINOIS CASUALTY COMPANY
23456

INSURER B: Milwaukee Casualty Insurance
26962

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES
CERTIFICATE NUMBER: 17/16

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<th>TYPE OF INSURANCE</th>
<th>ADDL/SUBSCR</th>
<th>POLICY NUMBER</th>
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<th>POLICY EXP</th>
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<td>BP35286</td>
<td>07/01/2017</td>
<td>07/01/2018</td>
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<td>DAMAGE TO RENTED PREMISES (Excluded): $100,000</td>
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<td>MED EXP (Any one person): Excluded</td>
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<td>BODILY INJURY (Per person): $</td>
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<td>PROPERTY DAMAGE (Per accident): $</td>
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<td>Hired/Non-Owned: $1,000,000</td>
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<td>AGGREGATE: $2,000,000</td>
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<td>B</td>
<td>WORKMENS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td>ANY PROPRIETOR/EXECUTIVE OFFICER/OWNER EXCLUDED? Y/N</td>
<td>MWC1016879</td>
<td>07/01/2017</td>
<td>07/01/2018</td>
<td>S.L. EACH ACCIDENT: $500,000</td>
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<td>S.L. DISEASE - EA EMPLOYEE: $500,000</td>
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<td>Aggregate</td>
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<td>Aggregate: 1,000,000</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Mounds View
2401 County Road 10
MN 55112

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD
To: Honorable Mayor and City Council
From: Don Peterson, Public Works Director
Item Title/Subject: Second Reading, Amending Ordinance 945, Municipal Code 600, Section 605, regarding Shade Tree Disease and Pest Control.

Background:
On April 9 the City of Mounds View was notified by The Minnesota Department of Agriculture (MDA) that a property in Mounds View has Emerald Ash Borer (EAB). On April 23, 2018, MDA along with Public Works Staff surveyed the City of Mounds View looking for other trees that may be infected. The survey found a large number of trees in the Northwest section of the City to be infected with EAB, and only a few trees scattered throughout the City that also showed signs of having EAB as well. First reading was held at the May 14, Council Meeting.

Discussion:
At the April 26th Parks, Recreation and Forestry Commission Meeting the MDA gave a presentation on the findings of the survey as well as some recommendations in dealing with EAB. The Parks, Recreation and Forestry Commission is recommending the following for the City Council to consider and/or approve;

- Change Ordinance, Chapter 605, No removal or heavy pruning of Ash trees after May 1 through Oct 31.
- All City licensed tree contractors are required to notify the City if they find an infected Ash tree.
- All licensed tree contractors, residents and business owners are required to obtain a no cost permit for injecting each Ash tree. (Tracking purposes only.)

The following is the reaming schedule for updating Ordinance 945:
May 29 City Council Meeting - Second Reading & Adoption (Public Hearing)
June 1 Publication in Sun Focus

Recommendation:
Attached is the updated Ordinance 945. Recommended changes are in blue and deletions are stricken in red. The City Council should review and approve the Second reading, authorize summary publication and approve the schedule for updating Ordinance 945, Chapter 605.

Respectfully submitted,

Don Peterson, Public Works Director
Attached copy of Ordinance 945 Municipal Code, Chapter 600, Section 605 with revisions
ORDINANCE 945

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CITY CODE
TITLE 600, CHAPTER 605, SHADE TREE DISEASE AND PEST CONTROL

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1. The City Council of the City of Mounds View hereby amends Title 600 of the Mounds View City Code, Chapter 605, Shade Tree Disease and Pest Control.

SECTION 2. The City Council of the City of Mounds View hereby amends Title 600, Chapter 605, inserting the double-underlined language and removing the striken language, and updating numbering as follows:

605.01: NUISANCES DECLARED; ABATEMENT:

Subd. 1. Nuisances Declared: The following are hereby declared public nuisances whenever they may be found within the City:

a. Any living or standing elm tree, or part thereof, infected to any degree with the Dutch elm disease fungus Ceratocystis ulmi (buisman) moreau or which harbors any of the elm bark beetles Scolytus multistriatus (eichh.) or Hylurgopinus rufipes (marsh).

b. Any dead or dying elm tree, or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed and burned or buried.

c. Any living or standing red oak tree, or part thereof, infected to any degree with the oak wilt fungus Ceratocystis fagacearum.

d. Any diseased wood from the red oak group which, by April 1 in any given year, has not been either debarked, burned, buried or split into quarter sections and completely enclosed with a covering (at least 4-mil, if plastic) adequately thick and whole so as to isolate the wood until July 15 or later, of the year immediately following the wilting of the tree from which said wood originated.

e. Any living or standing ash tree, or part thereof, infested to any degree with the emerald ash borer Agrilus planipennis by presence of: 1) larval galleries and emerald ash borer larva or larvae; or 2) emerald ash borer adult beetles and “D”-shaped exit holes. (Added, Ord. 871, 5-3-12) Woodpecker holes and/or woodpecker activity.
e. Any dead or dying ash tree, or part thereof, including logs, branches, stumps, firewood, or other ash material, to which the bark is still attached that may serve as a breeding place for emerald ash borer. (Added, Ord. 871, 5-3-12)

f. Other trees with non-native invasive pests, epidemic disease, or other factors which are potentially contributory to the spread of such pests and disease. (Amended, Ord. 871, 5-3-12)

Subd. 2. Nuisance Declared Unlawful: It is unlawful for any person to permit public nuisances, as herein defined, to remain on any premises owned or controlled by that person within the City. (1988 Code §92.03)

605.02 : ABATEMENT PROCEDURES; ASSESSMENT OF COSTS:

Subd. 1. Notice to Abate: Whenever the tree inspector finds that nuisances, as defined in Section 605.03 of this Chapter, exist on any public or private property in the City, they shall notify the property owner on which such nuisances are located, by personal service or by mail, that the nuisances must be abated within the specified time below.

If mailed notice or personal service cannot be achieved, then notice may be obtained by publishing same in the legal newspaper not less than five (5) days prior to the date that the nuisance must be abated pursuant to the notice. (Amended, Ord. 844, 5-20-10, 871, 5-3-12)

a. Not less than ten (10) days from the date of service or from the date of mailing of such notice for dead or diseased elms. (Added, Ord. 871, 5-3-12)

b. Before the date indicated in the notice for red oaks infected with oak wilt disease. (Added, Ord. 871, 5-3-12)

c. Before the date indicated in the notice, but no later than April 15 of the following year, for dead or infested ash trees. The tree inspector may order the immediate removal of dead or infested ash trees if said removal will eliminate the likelihood of an imminent threat of spread to other ash trees from late May to early August. (Added, Ord. 871, 5-3-12)

d. **Ash Tree removal to occur between October 31 and April 30, unless the tree inspector finds the ash tree hazardous and recommends the tree be removed immediately.**

e. **For any tree removal by the City, the City shall not be responsible for restoration of the removal site including but not limited to, seeding or replacement of sod, trees, shrubs, flowers, underground irrigation, or any other improvements not specifically mentioned herein which may be damaged, destroyed or removed during the tree removal process.**
Subd. 2. Failure to Abate; Cost Billed to Owner: If the owner shall fail to remove the nuisance(s) from the property described in the notice, the tree inspector may order the work to be done, and the cost of said work shall be billed against the owner. (1988 Code §92.05; 1993 Code) (Amended, Ord. 844, 5-20-10, Ord. 871, 5-3-12)

Subd. 3. Responsibility for Costs:

a. Trees which are diseased pursuant to this Chapter located on City boulevards in public rights-of-way will be removed at a cost of fifty percent (50%) to the owner of the abutting property with the City assuming the remaining costs. (Amended, Ord. 871, 5-3-12)

b. All other materials pursuant to this Chapter are the responsibility of the owner of the abutting property. (1988 Code §92.10)

Subd. 4. Special Assessment: If the owner shall fail to pay the bill, as provided for in subdivisions 1 and 2b hereof, within ninety (90) days, the Council may then assess the amount due, plus interest, plus costs against the property as a special assessment pursuant to Minnesota Statutes\(^1\). (1988 Code §92.06)

605.03: **DISRUPTION OF ROOT GRAFTS:** Whenever a tree is found, which is actually or potentially diseased with any disease covered in this Chapter, the tree inspector may take whatever steps are necessary as recommended by the Commissioner of Agriculture to disrupt all potential root grafts. This disruption shall be performed as soon as possible. The property owner or the person in possession, if different from the owner, on which the trees stand and adjacent property owners or the persons in possession, if different from the owner, if the disruption procedure extends onto that property, shall be notified by personal service or first class mail that said disruption will be done. (1988 Code §92.05) (Amended, Ord. 844, 5-20-10; Ord. 871, 5-3-12)

605.03: **TREATING OF TREES:**

Subd. 1. Whenever the tree inspector determines that any tree or wood within the City is infected with shade tree pests or disease-causing organisms pursuant to this Chapter, they may treat all nearby high value trees with the appropriate chemical treatment. Treating activities authorized by this Chapter shall be conducted in accordance with technical and expert opinions and plans of the Commissioner of Agriculture or other State officials. The provisions of subdivision 605.04(1) of this Chapter apply to treating operations conducted under this provision. Treatment authorized pursuant to this provision shall be considered an emergency activity by the City and an attempt to abate a public nuisance, and the City, the City Administrator and tree inspector, shall not be liable for any damages resulting hereunder. Permit must be obtained from the City for any tree treatment(s). (1988 Code §92.07) (Amended, Ord. 844, 5-20-10, 871, 5-3-12)

Subd. 2. Adjacent property owners may treat non-diseased and non-infested boulevard trees
located in public rights-of-way only after obtaining a permit from the City. All treatment of boulevard trees by adjacent property owner must be performed by a licensed tree contractor with possession of a current pesticide applicator license issued by the State of Minnesota and performed in accordance with methods approved by the Department of Agriculture. (Added, Ord. 871, 5-3-12)

605.04: PERMIT REQUIREMENTS FOR TRANSPORTING WOOD: It is unlawful for any person to transport within the City any bark-bearing wood, pursuant to this Chapter, which is known by the tree inspector, without first having obtained a permit from the City. The tree inspector may grant such permit only when the purposes of this Chapter will be served thereby. (1988 Code §92.08) (Amended, Ord. 844, 5-20-10, Ord. 871, 5-3-12)

605.05: STORAGE OF ELM WOOD: The storage or keeping of any elm wood with intact bark is only permitted during the season of dormancy from October 1 to March 15. (1988 Code §92.09)

605.09: LICENSING REQUIREMENTS FOR TREE CONTRACTORS: Tree services by private tree contractors shall be performed under the direction of an arborist certified by the International Society of Arboriculture (ISA) or forester certified by the Society of American Foresters (SAF) and employed by the contractor. The contractor shall also be registered with the Commissioner’s Office and the Minnesota State Tree Care registration number shall be provided to the City. Licensing of tree contractors shall be required for any routine or non-routine tree services performed on public or private property, including but not limited to tree trimming, tree removal, tree treatment by injection or trench methods, and stump grinding. (Added, Ord. 871-5-3-12)

605.10: VIOLATION OF PROVISIONS: Any person violating any of the provisions of this Chapter shall be guilty of a misdemeanor. (1988 Code §92.12) (Amended, Ord. 871, 5-3-12)

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

On April 29, 2018, the City Council adopted Ordinance 945 by amending Title 600 of the Mounds View City Code, Chapter 605, “Shade Tree Disease and Pest Control”.

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

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: May 14, 2018.
Second Reading and Adoption by the Mounds View City Council on: May 29, 2018.
Publication Date: June xx, 2018.

______________________________
Carol A. Mueller
Mayor

Attest:

______________________________
Nyle Zikmund
City Administrator

(Seal)
City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, Mounds View City Administrator
Item Title/Subject: 2nd Reading of Ordinance 943 Title 100 Updates to City Code, adoption, and Publication of Summary.

Introduction:

The City originally adopted a City Code in the early 1970's and does periodic updates. As part of the entire data/records management project, we are endeavoring to update the code with ordinances adopted since 2015 and also doing a review of the entire code starting with Title/Chapter 1 (100) – Administration.

Council provided feedback to changes at the April 16th meeting as well as further feedback at their May 7th Workshop. First reading of Ordinance 943 occurred at the May 14, 2018 Council meeting with the second reading scheduled for May 29th.

A short article on the entire code update and eventual codification has been published in our web page and submitted to the Sun Focus for a potential article. That publication was included as an attachment to this agenda item at the May 14 meeting.

Discussion:
Upon review and obtaining input from the council the following changes are summarized with an attempt to detail by technical or substantive. If in doubt, I listed under substantive.

Technical Changes
1. Publishing 2 written versions of the code instead of 3.
2. Administrative penalties established as part of the annual fee schedule instead of detailed in Title 100 of the Code.
3. Code Enforcement Officer allowed to issue citations for nuisance, illegal parking, building numbers and animal(s) versus the Community Service Officer issuing those.
4. Deputy Clerk changed to Deputy Administrator.
5. Bulk of Section 107 which details elections issues will be stricken as state law supersedes and provides much greater details thus our code provisions are redundant and while accurate, may not always be complete as state statutes have seen significant changes recently and are likely to continue seeing changes.

Substantive Changes
1. Misdemeanor and Petty Misdemeanors updated to current state statue penalties (from $700 to $1,000 and $200 to $300)
Resident Brian Amundson spoke at the 1st reading expressing concern regarding Section 5, Subd. 1 which changed the word shall to may (specific to City Administrator duties) and generally spoke regarding references to state statute. Staff has not received any other input/feedback.

Subsequent Council discussion included resident input and section 107 which covered Municipal Elections and the relationship to our Home Rule Charter.

City Attorney Scott Riggs and his staff; Dave Anderson have reviewed the Ordinance and considered all feedback and input and recommend adoption with the addition of Subd. 11. which clarifies our Home Rule Charter priority when applicable.

Recommendation:
Conduct second reading of Ordinance 943, adopt and publish summary ordinance in official City Newspaper.

Nyle Zikmund
City Administrator
ORDINANCE NO. 943
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE 100, CHAPTERS 101, 103, 104, 105, 106, AND 107
OF THE MOUNDS VIEW CITY CODE RELATING TO CITY ADMINISTRATION

SECTION 1. The City Council of the City of Mounds View hereby amends Title 100, Chapter
101, Section 101.06 of the Mounds View Municipal Code by adding the double-underlined
material and deleting the striken material as follows:

101.06: ADOPTION OF CODES, STATUTES AND ORDINANCES BY REFERENCE:
Pursuant to Minnesota Statutes 471.62, various codes, statutes and new ordinances are adopted by
reference in this Code. In all cases where codes, statutes and ordinances have been adopted by
reference, three (3) two (2) copies thereof shall be marked as official copies and maintained on file
with the Municipal City Administrator. These copies are available for public inspection.

SECTION 2. The City Council of the City of Mounds View hereby amends Title 100, Chapter
103, Section 103.02 of the Mounds View Municipal Code by adding the double-underlined
material as follows and renumbering the remaining subdivisions accordingly:

Subd. 11. HOME RULE CHARTER: The City Charter of the City of Mounds View.

SECTION 3. The City Council of the City of Mounds View hereby amends Title 100, Chapter
104, Section 104.01, Subdivisions 1, 2, and 3 of the Mounds View Municipal Code by adding the
double-underlined material and deleting the striken material as follows:

Subd. 1. Misdemeanors: Unless another penalty is expressly provided in this Code and
except for the provisions of subdivision 2 hereafter, any person violating any provisions of this
Code or any rule or regulation adopted or issued in pursuance thereof or any provision of any
Code adopted herein by reference shall, upon conviction, be punished by a fine of not more than
seven-hundred thousand dollars ($71,000.00) or by imprisonment for not more than ninety
(90) days or both.

Subd. 2. Petty Misdemeanors: Any person convicted of a petty misdemeanor shall be
subject to a fine of not more than two hundred dollars ($200.00).

Subd. 3. Administrative Offenses: Any person violating an administrative rule shall be
subject to the scheduled penalty established in the City’s fee schedule not to exceed one hundred
dollars ($100.00) for each offense.

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4. See also subdivisions 102.05(3) and (4) of this Title.
3. M.S.A. §609.0323
2. See Section 702.02 of this code for administrative offenses.
SECTION 4. The City Council of the City of Mounds View hereby amends Title 100, Chapter 104, Section 104.01, Subdivision 6 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Chapter 604; Nuisances: Code Enforcement OfficerCommunity Service Officer
Chapter 701; Animals and Animal Control: Code Enforcement OfficerCommunity Service Officer
Chapter 802; Parking Regulations: Code Enforcement OfficerCommunity Service Officer
Chapter 903; Building Numbers: Code Enforcement OfficerCommunity Service Officer

SECTION 5. The City Council of the City of Mounds View hereby amends Title 100, Chapter 105, Section 105.01, Subdivision 2 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 2. Acting Mayor: At its first meeting each year the Council shall choose an Acting Mayor from the Council Members. The Acting Mayor shall perform the duties of Mayor during the disability or absence of the Mayor from the Municipality or, in the case of vacancy in the office of Mayor, until a successor has been elected or appointed and qualifies.

SECTION 6. The City Council of the City of Mounds View hereby amends Title 100, Chapter 105, Section 105.04, Subdivision 4(b)(1) of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

(1) A member may be excused from voting in the case of conflict of interest on a matter before the Council only with the unanimous consent of the other members present.

SECTION 7. The City Council of the City of Mounds View hereby amends Title 100, Chapter 106, Section 106.03, Subdivision 1 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 1. Duties: The duties of the City Administrator of the Municipality shall include the duties of the clerk in a statutory city. The City Administrator shall give the required notice of each regular and special election, record the proceedings thereof, notify officials of their election or appointment to office, certify to the County Auditor all appointments and the results of all Municipal elections.

SECTION 8. The City Council of the City of Mounds View hereby amends Title 100, Chapter 106, Section 106.03, Subdivision 2 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 2. Deputy Clerk: City Administrator: With the consent of the Council, the City Administrator may appoint a Deputy City Administrator for whose acts the City Administrator is responsible and whom can be removed at pleasure. In case of the City Administrator’s absence from

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3. See also Charter subdivision 2.06(3).
2. See Section 106.01 of this Title for conflict of interest provisions.
2. M.S.A. §412.151.
the Municipality or disability, the Council may appoint a Deputy City Administrator, if there is none, to serve during such absence or disability. The Deputy City Administrator may discharge any of the duties of the City Administrator.

SECTION 9. The City Council of the City of Mounds View hereby amends Title 100, Chapter 106 of the Mounds View Municipal Code by deleting Section 106.05 (regarding the director of parks, recreation and forestry) in its entirety and renumbering Chapter 106 accordingly.

SECTION 10. The City Council of the City of Mounds View hereby amends Title 100, Chapter 107 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

SECTION:

107.01: Date of Elections
107.02: Terms of Officials; Transition
107.03: Election Law; Absentee-Ballot Precinct
107.04: Adoption of Statutes

107.01: DATE OF ELECTIONS: Notwithstanding any other provision herein to the contrary, regular City elections shall be held biennially on the first Tuesday after the first Monday in November in every even-numbered year.

107.02: TERMS OF OFFICIALS; TRANSITION: Two (2) Councilmembers shall be elected for four (4) year terms at each biennial election commencing in 1974. Two (2) Councilmembers shall be elected for a four (4) year term at the 1974 City election. The Mayor shall be elected for a two (2) year term at each such election commencing in 1976 biennial election.

107.03: ELECTION LAW. Except as otherwise provided by the Home Rule Charter or any supplementary ordinance, general state laws on elections shall apply to all City elections.

107.03: ABSENTEE BALLOT PRECINCT: As authorized by Minnesota Statutes section 203B.13, an absentee-ballot precinct is hereby established at the polling place, its activation at the discretion of the Municipal Clerk, the purpose of which is to receive, transfer and count City-wide absentee ballots.

107.04: ADOPTION OF STATUTES: The following Minnesota Statutes are hereby adopted by reference:

200.00 General Provisions, Definitions
201.00 Registration and Eligibility of Voters
202A.00 Caucuses, Conventions, Elections, and Canvasses
203B.00 Absentee Voting
204A.00 Conduct of Elections
204B.00 Elections; General Provisions
204C.00 Election Day Activities
SECTION 11. In accordance with Section 3.07 of the City Charter, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On May 29, 2018, the City Council adopted Ordinance 943 that amends Title 100, Chapters 101, 103, 104, 105, 106, and 107 of the Mounds View City Code. The purpose of the amendment was to update certain technical provisions contained in the aforementioned chapters and remove outdated language.

A printed copy of the ordinance is available for inspection during regular business hours at Mounds View City Hall and is available on line at the City’s web site located at www.ci.mounds-view.mn.us.

SECTION 12. 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 May 14, 2018.

Second Reading and Adoption by the Mounds View City Council on May 29, 2018.

Publication Date: ______________________, 2018.

__________________________
Carol A. Mueller, Mayor

Attest:

__________________________
Nyle Zikmund
City Administrator

(seal)
ORDINANCE NO. 943

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE 100, CHAPTERS 101, 103, 104, 105, 106, AND 107 OF THE MOUNDS VIEW CITY CODE RELATING TO CITY ADMINISTRATION

SECTION 1. The City Council of the City of Mounds View hereby amends Title 100, Chapter 101, Section 101.06 of the Mounds View Municipal Code by adding the double-underline material and deleting the striken material as follows:

101.06: ADOPTION OF CODES, STATUTES AND ORDINANCES BY REFERENCE: Pursuant to Minnesota Statutes 471.62, various codes, statutes and new ordinances are adopted by reference in this Code. In all cases where codes, statutes and ordinances have been adopted by reference, three (3) two (2) copies thereof shall be marked as official copies and maintained on file with the Municipal City Administrator. These copies are available for public inspection.

SECTION 2. The City Council of the City of Mounds View hereby amends Title 100, Chapter 103, Section 103.02 of the Mounds View Municipal Code by adding the double-underline material as follows and renumbering the remaining subdivisions accordingly:

Subd. 11. HOME RULE CHARTER: The City Charter of the City of Mounds View.

SECTION 3. The City Council of the City of Mounds View hereby amends Title 100, Chapter 104, Section 104.01, Subdivisions 1, 2, and 3 of the Mounds View Municipal Code by adding the double-underline material and deleting the striken material as follows:

Subd. 1. Misdemeanors: Unless another penalty is expressly provided in this Code and except for the provisions of subdivision 2 hereafter, any person violating any provisions of this Code or any rule or regulation adopted or issued in pursuance thereof or any provision of any Code adopted herein by reference shall, upon conviction, be punished by a fine of not more than seven hundred one thousand dollars ($71,000.00) or by imprisonment for not more than ninety (90) days or both.

Subd. 2. Petty Misdemeanors: Any person convicted of a petty misdemeanor shall be subject to a fine of not more than two thousand dollars ($2,000.00).

Subd. 3. Administrative Offenses: Any person violating an administrative rule shall be subject to the scheduled penalty established in the City's fee schedule, not to exceed one hundred dollars ($100.00) for each offense.

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1 See also subdivisions 102.05(3) and (4) of this Title.
2 M.S.A. §609.0332
3 See Section 702.02 of this code for administrative offenses.
SECTION 3.4. The City Council of the City of Mounds View hereby amends Title 100, Chapter 104, Section 104.01, Subdivision 6 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Chapter 604; Nuisances: Code Enforcement Officer
Chapter 701; Animals and Animal Control: Code Enforcement Officer
Chapter 802; Parking Regulations: Code Enforcement Officer
Chapter 903; Building Numbers: Code Enforcement Officer

SECTION 4.5. The City Council of the City of Mounds View hereby amends Title 100, Chapter 105, Section 105.01, Subdivision 2 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 2. Acting Mayor: At its first meeting each year the Council shall choose an Acting Mayor from the Councilmembers. The Acting Mayor shall perform the duties of Mayor during the disability or absence of the Mayor from the Municipality or, in the case of vacancy in the office of Mayor, until a successor has been elected or appointed and qualifies.

SECTION 5.6. The City Council of the City of Mounds View hereby amends Title 100, Chapter 105, Section 105.04, Subdivision 4(b)(1) of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

(1) A member may be excused from voting in the case of conflict of interest on a matter before the Council—only with the unanimous consent of the other members present.  

SECTION 6.7. The City Council of the City of Mounds View hereby amends Title 100, Chapter 106, Section 106.03, Subdivision 1 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 1. Duties: The duties of the City Administrator of the Municipality shall include the duties of the clerk in a statutory city. The City Administrator shall give the required notice of each regular and special election, record the proceedings thereof, notify officials of their election or appointment to office, certify to the County Auditor all appointments and the results of all Municipal elections.

SECTION 7.8. The City Council of the City of Mounds View hereby amends Title 100, Chapter 106, Section 106.03, Subdivision 2 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 2. Deputy Clerk: With the consent of the Council, the City Administrator may appoint a Deputy City Administrator for whose acts the City Administrator is responsible and whom can be removed at pleasure. In case of the City Administrator’s absence from

3. See also Charter subdivision 2.06(3).
4. See Section 106.01 of this Title for conflict of interest provisions.
5. M.S.A. §412.151.
the Municipality or disability, the Council may appoint a Deputy City Administrator, if there is none, to serve during such absence or disability. The Deputy City Administrator may discharge any of the duties of the City Administrator.

**SECTION 8.9.** The City Council of the City of Mounds View hereby amends Title 100, Chapter 106 of the Mounds View Municipal Code by deleting Section 106.05 (regarding the director of parks, recreation and forestry) in its entirety and renumbering Chapter 106 accordingly.

**SECTION 9.10.** The City Council of the City of Mounds View hereby amends Title 100, Chapter 107 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

**SECTION:**

107.01: Date of Elections  
107.02: Terms of Officials; Transition  
107.03: Election Law; Absentee Ballot Precinct  
107.04: Adoption of Statutes

**107.01: DATE OF ELECTIONS:** Notwithstanding any other provision herein to the contrary, regular City elections shall be held biennially on the first Tuesday after the first Monday in November in every even-numbered year.

**107.02: TERMS OF OFFICIALS; TRANSITION:** Two (2) Councilmembers shall be elected for four (4) year terms at each biennial election commencing in 1974. Two (2) Councilmembers shall be elected for a four (4) year terms at the 1974 City election. The Mayor shall be elected for a two (2) year term at each such election commencing in 1976 biennial election.

**107.03: ELECTION LAW.** Except as otherwise provided by the Home Rule Charter or any supplementary ordinance, general state laws on elections shall apply to all City elections.

**107.03: ABSENTEE BALLOT PRECINCT:** As authorized by Minnesota Statutes section 203B.13, an absentee ballot precinct is hereby established at the polling place, its activation at the discretion of the Municipal Clerk, the purpose of which is to receive, transfer and count City-wide absentee ballots.

**107.04: ADOPTION OF STATUTES:** The following Minnesota Statutes are hereby adopted by reference:

- 200.00 General Provisions, Definitions  
- 201.00 Registration and Eligibility of Voters  
- 202A.00 Caucuses, Conventions, Elections, and Canvasses  
- 203B.00 Absentee Voting  
- 204A.00 Conduct of Elections  
- 204B.00 Elections; General Provisions
SECTION 10.11. In accordance with Section 3.07 of the City Charter, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On May 29, 2018, the City Council adopted Ordinance 943 that amends Title 100, Chapters 101, 103, 104, 105, 106, and 107 of the Mounds View City Code. The purpose of the amendment was to update certain technical provisions contained in the aforementioned chapters and remove outdated language.

A printed copy of the ordinance is available for inspection during regular business hours at Mounds View City Hall and is available online at the City’s website located at www.ci.mounds-view.mn.us.

SECTION 11.12. 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 May 14, 2018.

Second Reading and Adoption by the Mounds View City Council on May 29, 2018.

Publication Date: ____________________ , 2018.

Attest:

Carol A. Mueller, Mayor

Nyle Zikmund
City Administrator

(seal)
City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Nyle Zikmund, Mounds View City Administrator
Item Title/Subject: Ordinance 944 Title 200 Updates to City Code

Introduction:

The City originally adopted a City Code in the early 1970's and does periodic updates. As part of the entire data/records management project, we are endeavoring to update the code with ordinances adopted since 2015 and also doing a review of the entire code starting with Title/Chapter 1 (100) – Administration.

Council provided feedback to changes at the April 16th meeting as well as further feedback at their May 7th Workshop. This is the first reading of Ordinance 944 with the second reading scheduled for June 25, 2018 meeting.

A short article on the entire code update and eventual codification has been published in our web page and submitted to the Sun Focus for a potential article. That publication is included as an attachment to this agenda item.

Discussion:
Upon review and obtaining input from the council the following changes are summarized with an attempt to detail by technical or substantive. If in doubt, I listed under substantive.

Technical Changes
1. Publication of proposal for bids in excess no longer needs to be published in city of first class newspaper; city newspaper and trade journal sufficient (cost of first class newspaper high and bidders all use trade journals).
2. Elimination of Contract Day Labor provisions – do not use and never have used.
3. Renaming of Mounds View Home Rule Charter, Chapter 202, Improvement Bond Redemption Fund to Debt Service Fun

Recommendation:
Conduct first reading of Ordinance 944 and amend if needed with second reading scheduled for June 25, 2018 Council Meeting.

Nyle Zikmund
City Administrator
ORDINANCE NO. 944
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE 200, CHAPTERS 202 AND 203 OF THE
MOUNDS VIEW CITY CODE RELATING TO MUNICIPAL FINANCES

SECTION 1. The City Council of the City of Mounds View hereby amends Title 200, Chapter
202, Section 202.02, Subdivision 3 of the Mounds View Municipal Code by adding the double-
underlined material as follows:

Subd. 3. CLERK: The Mounds View City Administrator or his/her designee.

SECTION 2. The City Council of the City of Mounds View hereby amends Title 200, Chapter
202, Section 202.02, Subdivision 7 of the Mounds View Municipal Code by adding the double-
underlined material and deleting the striken material as follows:

Subd. 7. NEWSLETTER: A letter published by the City at regular intervals at least six
(6)four (4) times each year.

SECTION 3. The City Council of the City of Mounds View hereby amends Title 200, Chapter
202, Section 202.07, Subdivision 2(a) of the Mounds View Municipal Code by deleting the
striken material as follows:

a. The Council resolution shall state the nature and scope of the proposed
improvement and shall provide means to obtain a cost estimate which shall set forth the
cost of the improvement both in unit price and in total thereof. Upon receipt of such
estimate, the Council shall, by resolution, set a date for a public hearing on the proposed
improvement, setting forth therein the time, place and purpose of such hearing. Such
resolution shall be described in the City Newsletter and published twice at least one (1)
week apart in the official newspaper of the City no less than two (2) weeks prior to the
date of said hearing, and in addition thereto, a copy of such resolution, including
estimated unit prices and estimated total price thereof, shall be mailed to each benefited
property owner at their last known address at least two (2) weeks prior to the date of said
hearing. Failure to give mailed notice or any defects in the notice shall not invalidate the
proceedings.

SECTION 4. The City Council of the City of Mounds View hereby amends Title 200, Chapter
202, Section 202.08 of the Mounds View Municipal Code by adding the double-underlined
material and deleting the striken material as follows:

Subd. 1. Plans and Specifications; Advertisement For Bids: When the Council determines
to make any improvement, it shall cause plans and specifications of the improvement to be made,

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3 See Charter Section 1.13.
or if previously made, to be modified, if necessary, and to be approved and filed with the City Administrator.

a.  Cost in Excess of Twenty Five Thousand Dollars: If the estimated cost exceeds twenty five thousand dollars ($25,000.00), it shall advertise for bids for the improvement in the newspaper and such other papers and for such length of time as it may deem advisable.

b.  Cost in Excess of One Hundred Thousand Dollars: If the estimated cost exceeds one hundred thousand dollars ($100,000.00), publication shall be made once in the newspaper and at least once in a newspaper or trade paper published in a city of the first class no less than three (3) weeks before the last day for submission of bids.

c.  Eligibility for Trade Paper: To be eligible as such a trade paper, a publication shall have all the qualifications of a legal newspaper; except, that instead of the requirement that it shall contain general and local news, such trade paper shall contain building and construction news of interest to contractors in this State, among whom it shall have general circulation.

d.  Advertisement: The advertisement shall specify the work to be done, shall state the time when the bids will be publicly opened for consideration by the Council, which shall be not less than ten (10) days after the first publication of the advertisement when the estimated cost is less than one hundred thousand dollars ($100,000.00) and not less than three (3) weeks after such publication in other cases, and shall state that no bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator, for such percentage of the amount of the bid as the Council may specify. In providing for the advertisement for bids, the Council may direct that bids shall be opened publicly by two (2) or more designated officers or agents of the Municipality and tabulated in advance of the meeting at which they are to be considered by the Council. Nothing herein shall prevent the Council from advertising separately for various portions of the work involved in an improvement, or from itself, supplying by such means as may be otherwise authorized by law, all or any part of the materials, supplies or equipment to be used in the improvement or from combining two (2) or more improvements in a single set of plans and specifications or a single contract.

Subd. 2. Contracts; Day Labor:

a.  In contracting for an improvement, the Council shall require the execution of one (1) or more written contracts and bonds, conditioned as required by law. The Council shall award the contract to the lowest responsible bidder, or it may reject all bids. If any bidder to whom a contract is awarded fails to enter promptly into a written contract and to furnish the required bond, the defaulting bidder shall forfeit to the Municipality the amount of the defaulter's cash deposit, cashier's check, bid bond or certified check, and the Council may, thereupon, award the contract to the next lowest responsible bidder.
b.——When it appears to the Council that the cost of the entire work projected will be less than twenty-five thousand dollars ($25,000.00) or whenever no bid is submitted after proper advertisement or the only bids submitted are higher than the Director of Public Works/City Engineer’s estimate, the Council may advertise for new bids or, without advertising for bids, directly purchase the materials for the work and do it by the employment of day labor or in any other manner the Council considers proper. The Council may have the work supervised by the Director of Public Works/City Engineer or other qualified person, but shall have the work supervised by a registered engineer if done by day labor and it appears to the Council that the entire cost of all work and materials for the improvement will be more than two thousand dollars ($2,000.00).

c.——In case of improper construction or unreasonable delay in the prosecution of the work by the contractor, the Council may order and cause the suspension of the work at any time and relet the contract or order a reconstruction of any portion of the work improperly done, and where the cost of completion or reconstruction necessary will be less than twenty-five thousand dollars ($25,000.00), the Council may do it by the employment of day labor.

Subd. 3.——Day Labor; Detailed Report:

a.——When the Council has performed construction work by day labor, it shall cause a detailed report to be filed with the City Administrator and certified by the registered engineer or other person in charge, if there is no registered engineer. The report shall show:

1. The complete cost of the construction.
2. Final quantities of the various units of work done.
3. Materials furnished for the project and the cost of each item thereof.
4. Cost of labor, cost of equipment hired and supervisory costs.

b.——The report shall have attached a certificate by the registered engineer or other person in charge that the work was done according to the plans and specifications or, if there were any deviations from them, an itemized statement of these deviations.

Subd. 4.——Alternate Procedure on Street Improvements: As to any improvements consisting of grading, graveling or bituminous surfacing of streets and alleys, the Council may proceed in the manner provided in this Chapter, except that it may:

a.——Order the work done by day labor, regardless of the estimated cost of such improvements.

b.——Use Municipal equipment or hire equipment and purchase materials for all such improvements to be done by day labor in any twelve (12) month period by advertising
once therefor, such advertisement to call for bids for the furnishing of equipment, if the City does not use its own equipment, and for materials at unit prices based on the quantities which the Council estimates will be required.

e. Contract at one time on a unit price basis for part or all of the street improvements to be constructed by the Municipality during the current year, including improvements which may thereafter be ordered constructed.

Subd. 52. Cooperation with State or Local Government: When an improvement is made under a cooperative agreement with the State or another political subdivision by the terms of which the State or other subdivision is to construct the improvement, it shall not be necessary to comply with subdivisions 1 and 2 hereof.

Subd. 63. Percentage Payment on Engineer’s Estimate: In case the contractor properly performs the work, the Council shall, from month to month before completion of the work, pay contractor not to exceed ninetyfive percent (95%) of the amount already earned under the contract, upon the estimate of the engineer or other competent person selected by the Council, and the contract shall so provide, and shall further agree that when the work is ninetyfive percent (95%) or more completed, upon the recommendation of the engineer, such portions of the retained price shall be released as the Council determines are not required to be retained to protect the City’s interest in satisfactory completion of the contract.

Subd. 74. Modification of Contracts: After work has been commenced on an improvement undertaken pursuant to a contract awarded on a unit price basis, the Council may, without advertising for bids, authorize changes in the contract so as to include additional units of work at the same unit price if the cost of the additional work does not exceed twentyfive percent (25%) of the original contract price. Original contract price means that figure determined by multiplying the estimated number of units required by the unit price.

Subd. 85. Time Limit on Improvements: When the Council determines to make any local improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as may be authorized by law, no later than one (1) year after the public hearing on the improvement.

SECTION 5. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 202.10, Subdivision 1(a) of the Mounds View Municipal Code by deleting the striken material as follows:

a. Determination of Expenses: At any time after a contract is let or the work ordered by day labor, the expense incurred or to be incurred in its making shall be calculated under the direction of the Council. The Council shall then determine by resolution the amount of the total expense the City will pay, other than the amount, if any, which it will pay as a property owner, and the amount to be assessed. Thereupon, the City Administrator, with the assistance of the engineer or other qualified person selected by the Council, shall calculate the proper amount to be specially assessed for the
improvement against every assessable lot, piece or parcel of land, without regard to cash valuation, in accordance with the provisions of Section 202.09 of this Chapter.

SECTION 6. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 202.19, Subdivision 4(d) of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

d. Any funds of the City may be invested in temporary improvement bonds in accordance with state statute the provisions of Minnesota Statutes, sections 471.56 and 475.66; except, that such temporary bonds may be purchased only out of funds which the Council determines will not be required for other purposes prior to their maturity, shall be resold prior to maturity only in the case of unforeseen emergency.

SECTION 7. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 202.19, Subdivision 6(a) of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

a. Funds of a municipality may be invested in its temporary improvement bonds in accordance with state statute the provisions of Minnesota Statutes, section 471.56 and may be purchased upon their initial issue but shall be purchased only from funds which the Council determines will not be required for other purposes before the maturity date and shall be resold before maturity only in case of emergency.

SECTION 8. The City Council of the City of Mounds View hereby amends Title 200, Chapter 203, Section 203.01 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 1. Fund Created: There is hereby created a fund designated as the "Mounds View Home Rule Charter, Chapter 202, Improvement Bond Redemption Debt Service Fund", referred to in this Section as the "Fund," which the Finance Director/Treasurer shall maintain on the official books and records of the Municipality and administer in accordance with this Chapter, so long as any bonds directed by the Council to be payable therefrom are outstanding.

Subd. 2. Purpose: This Fund shall be used to pay principal and interest only on general obligation improvement bonds issued to finance improvements instituted under the Mounds View Home Rule Charter as amended, Chapter 202 of this Title, as amended, or other statutory or Charter provisions amending or supplementing the Home Rule Charter or otherwise authorizing the issuance of general obligation bonds payable primarily from special assessments, whether in whole or in part.

Subd. 3. Use of Fund: The Fund shall be used for no other purpose except, when all such principal and interest due have been paid in full, to repay any advances from other funds used for such payments.

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1 See Charter Section 710 for City indebtedness.
Subd. 4. Investment of Fund: The Fund may be invested in accordance with Minnesota Statutes, section 475.66 or amendatory or supplementary acts.

Subd. 5. Separate Funds:

a. Each bond issue authorized hereunder and the Improvement Bond Redemption Fund created thereby shall be separate, and any balance remaining in such separate Fund after all bonds payable therefrom have been duly paid with interest and redeemed may be transferred to the General Fund.

b. A separate fund shall be created for each improvement or consolidated group of improvements to be financed by an issue of such bond, and all collections of special assessments and taxes levied for each improvement and all bond proceeds and any other monies appropriated thereto by the Council shall be held in such fund and used solely to defray the expenses of the improvement (including interest and principal, if any, becoming due on bonds whose proceeds are appropriate to the Fund), until the improvement is completed and the cost thereof is paid in full. Thereupon, the Improvement Fund shall be discontinued, and any balance of bond proceeds remaining therein may be transferred to the fund of another improvement similarly instituted to be used for debt service or to the General Fund if so directed by the Council.

Subd. 6. Tax Levies:

a. Before the delivery of any issue of improvement bonds directed by the Council to be payable from the Improvement Bond Redemption Fund, the Council shall, by resolution, estimate the approximate principal amount of special assessments to be levied for each improvement financed thereby and appropriated to the Redemption Fund, the number of installments thereof and the rate of interest to be charged upon deferred installments and shall levy, if necessary, a general ad valorem tax upon all taxable property within the Municipality, to be spread upon the tax rolls for each property with year of the term of the bonds, in amounts for all years such that if collected in full, they, together with the taxes theretofore levied and appropriated to the Redemption Fund, plus the estimated collections of said special assessments and of all other special assessments theretofore pledged to the Redemption Fund, will produce at least five percent (5%) in excess of the amount needed to meet, when due, the principal and interest payments on such bonds and on all other then outstanding bonds which are payable from the Redemption Fund.

b. All such tax levies shall be irrepealable; except, that if the Council, in any year, makes an irrevocable appropriation to the Improvement Bond Redemption Fund of monies actually on hand from sources other than the special assessments and taxes herein referred to, or if there is on hand any excess amount in that fund, the Municipality reserves the right to certify to the County Auditor the fact and amount thereof and to request the Auditor to reduce by the amount so certified the amount otherwise to be included in the tax rolls next thereafter prepared.
Subd. 7. Certification of Levies: The City Administrator is directed to file a certified copy of this Section in the office of the County Auditor of Ramsey County, and prior to the delivery of each series of improvement bonds payable from the Improvement Bond Redemption Fund, the City Administrator shall also file with the County Auditor a certified copy of the resolution authorizing such bonds and levying a tax for the payment thereof, together with full information regarding the bonds for which the tax levy required by law has made, and no further action by the Municipality shall be required to authorize the extension, assessment and collection of said tax, but the Auditor shall annually assess and extend upon the tax rolls the amounts specified in such resolution for each year, unless the amount has been reduced as authorized in subdivision 5 hereof.

Subd. 8. Pledge of Credit: The full faith and credit of the Municipality shall be and are hereby pledged for the prompt and full payment of the principal of and interest on all improvement bonds made payable from the Improvement Bond Redemption Fund, and the Council shall pay such principal and interest out of any fund of the Municipality if ever the amount credited to the Redemption Fund is insufficient for such purpose and shall each year levy a sufficient amount to meet any accumulated or anticipated deficiency in that fund, which levy shall not be subject to any statutory or Charter tax limitations. The provisions of Minnesota Statutes, sections 475.61 and 475.74 are hereby acknowledged to be and are affirmed as covenants of the Municipality with the holders of all such bonds, from time to time, outstanding.

Subd. 9. Preparation, Sale, Execution and Delivery:

a. Improvement bonds to be made payable from the Improvement Bond Redemption Fund may be prepared for execution in form, as provided for in Minnesota Statutes, section 475.55, with suitable variations as to date of issue, maturity, interest payment dates, redemption privilege, serial designation and number and other details.

b. The amounts, maturity, interest rates and other terms of each issue of improvement bonds made payable from the Improvement Bond Redemption Fund shall be established by the Council, by resolution, and such bonds shall be issued and sold upon such terms as are deemed by the Council, from time to time, to be reasonable and in the best interest of the Municipality and owners of property subject to special assessment.

c. Upon the sale of each issue, the bonds shall be prepared for execution under the direction of the City Administrator and shall be executed as provided for in Minnesota Statutes, section 475, and the Corporate Seal of the Municipality shall be affixed to each bond.

d. When executed, the bonds shall be delivered by the Finance Director/Treasurer to the purchaser thereof upon payment of the agreed purchase price, and the purchaser shall not be obligated to see to the application of the bond proceeds.

Subd. 10. Authentication of Transcript: The officers of the Municipality and the County Auditor of Ramsey County shall prepare and furnish to the purchaser of each series of such bonds certified copies of all proceedings and records relating to the authorization thereof and
such other certificates and affidavits as to matters shown by the records in their custody or otherwise known to them as may be required to evidence the validity and marketability of the bonds, and all such documents shall be deemed representations of the Municipality as to the correctness of all statements therein contained.

SECTION 9. The City Council of the City of Mounds View hereby amends Title 200, Chapter 203 of the Mounds View Municipal Code by deleting Section 203.03 in its entirety and renumbering the remaining sections accordingly.

SECTION 10. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 203.04 of the Mounds View Municipal Code by adding the double-underlined material and deleting the striken material as follows:

Subd. 1. Fund Established: There is hereby established and created a fund designated as the “Lakeside Park Fund”, hereinafter in this Section referred to as the “Fund”.

Subd. 2. Purpose: The purpose of the Fund is to account for expenses relating to the operation, maintenance and improvement of Lakeside Park. There shall be deposited in the Fund contributions and/or donations received from other governmental units, corporations and/or individuals, transfers from other City funds and fees charged for recreation activities conducted at the Park authorized by the City and supervised by the Director of Parks, Recreation and Forestry/Public Works Director or such other designee as authorized by the Council.

Subd. 3. Use of Fund: Such funds shall be used for the direct operating expense, maintenance and improvements of Lakeside Park and for the direct operating expenses of recreation activities conducted at the Park.

Subd. 4. Expenses: All expenses from the Fund shall be approved by the Council. The Director of Parks, Recreation and Forestry/Public Works Director may recommend expenses for approval.

Subd. 5. Accounting: The Director of Parks, Recreation and Forestry/Public Works Director shall be responsible for and shall prepare an annual accounting of the Fund. This shall include all revenues, expenses and balances at the end of each calendar year. All funds received shall be deposited with the City Finance Director/Treasurer as provided for in Section 106.04 of this Code.

Subd. 6. Transfer of Funds: The Council may transfer funds into the Recreation Activity Fund from any source, but there shall be no transfer of funds from the Recreation Activity Fund, except for the purposes enumerated in subdivision 203.07(3) of this Chapter.

SECTION 11. The City Council of the City of Mounds View hereby amends Title 200, Chapter 203 of the Mounds View Municipal Code by deleting Section 203.06 in its entirety and renumbering the remaining sections accordingly.
SECTION 12. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 203.07, Subdivision 5(d) of the Mounds View Municipal Code by adding the double-underscored material and deleting the stricken material as follows:

d. The SWM charge shall be as follows: set forth in the City’s fee schedule.

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<tr>
<th>Property-Zoned</th>
<th>SWM-Charge</th>
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</tr>
<tr>
<td>R-2</td>
<td>989.00 per lot</td>
</tr>
<tr>
<td>R-3</td>
<td>1,429.00 per acre</td>
</tr>
<tr>
<td>R-4, R-5, R-6, B-1, B-2, B-3, B-4 and I-1</td>
<td>1,966.00 per acre</td>
</tr>
</tbody>
</table>

SECTION 13. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 203.08, Subdivision 3(f) of the Mounds View Municipal Code by adding the double-underscored material and deleting the stricken material as follows:

f. This Fund may also be used to pay the bond service charges of the paying agents of the bonds which were formerly accounted for in the Improvement Bond Redemption Debt Service Fund and which were defeased on January 18, 1984.

SECTION 14. The City Council of the City of Mounds View hereby amends Title 200, Chapter 202, Section 203.08, Subdivision 4 of the Mounds View Municipal Code by adding the double-underscored material and deleting the stricken material as follows:

Subd. 4. Funds to be Deposited: There shall be deposited in said Fund the initial sum of eight hundred fifty three thousand four hundred fifty nine dollars ($853,459.00) which represents the cash balance remaining in the Improvement Bond Redemption Debt Service Fund after the cash defeasance of the Fund’s outstanding bonds. The special assessments receivable of the Improvement Bond Redemption Debt Service Fund shall be transferred to said Fund, and hereafter, all future payments of principal and interest on those assessments shall be deposited in the Fund. There may also be deposited in said Fund such other monies as may be directed by the Council.

SECTION 15. In accordance with Section 3.07 of the City Charter, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On June 11, 2018, the City Council adopted Ordinance 944 that amends Title 200, Chapters 202 and 203 of the Mounds View City Code. The purpose of the amendment was to update certain technical provisions contained in the aforementioned chapters and remove and amend outdated language.
A printed copy of the ordinance is available for inspection during regular business hours at Mounds View City Hall and is available on line at the City’s web site located at www.ci.mounds-view.mn.us.

SECTION 16. 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 May 29, 2018.

Second Reading and Adoption by the Mounds View City Council on June 11, 2018.

Publication Date: _______________________, 2018.

Attest:

Carol A. Mueller, Mayor

Nyle Zikmund
City Administrator

(seal)
To: Honorable Mayor and City Council
From: Jon Sevald, City Planner/Supervisor
Item Title/Subject: Ordinance 946, First Reading and Introduction of an Amendment to the Mounds View City Code, Chapter 1012 related to Rental Dwelling Licenses (Special Planning Case SP-214-18)

Introduction
The intent of this Amendment is to update required information to be included on Rental Dwelling Application forms, and to change the licensure date to follow the calendar year.

Discussion
A Rental License is required for any residential building (including single-family homes) with rental units or rented bedrooms. Exceptions; a rental dwelling license is not required for residences occupied by the owner where no more than two (2) sleeping rooms are rented and the renters have access to the entire residence, or for residences occupied only by the owner’s children or parents.¹

Rental licensure is administered by Sherri Eisenbraun (Permit Technician) and Jacob Martin (Housing/Zoning Inspector). After working together for two rental seasons, there are changes to the program that are needed to make the program more efficient. These changes are needed prior to the issuance of renewal notices in August, and include:

1. Amending the definition of “Multiple Dwelling” to be consistent with the definition used in the Zoning Code.

2. Amending information required to be included on the Rental License application form, removing what is not necessary, and adding what is.

3. Removing the requirement that Group Homes be licensed by the City, since they are licensed and inspected by Ramsey County (duplication). This requirement was added in 2016² to address a concern that the City was not being notified by Ramsey County of Group Homes. The County does notify the City of applications for licensure, but not of active licenses. The Minnesota Department of Human Services maintains a website listing active licensed facilities within the City. This website listing will address the Police Department’s concerns.

¹ Mounds View Municipal Code, Section 1012.03, Subd 1(b) (Exceptions)
² Ordinance 915
4. Removing the requirement that the property must be current on utility bills and property taxes, since this is not a requirement of other city licenses (except liquor licenses).

5. Amending annual rental license dates from Oct 1st thru September 30th, to January 1st thru December 31st.

Summary
Staff is proposing minor changes to the rental licensing ordinance, the most significant of which is the expiration date of annual licensees (proposed December 31st).

Recommendation
Staff recommends that the City conduct a First Reading and Introduction of Ordinance 946, amending the Mounds View City Code, Chapter 1012 related to Rental Dwelling Licenses.

Respectfully,

Jon Sevald, AICP
City Planner / Supervisor

ATTACHMENTS
Ordinance 946
ORDINANCE 946

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

AN ORDINANCE AMENDING THE CITY CODE, TITLE 1000, CHAPTER 1012,
RELATING TO RENTAL DWELLING LICENSES

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1. The City Council of the City of Mounds View hereby amends Title 1000 (Building and Development Regulations), Chapter 1020 (Rental Dwelling License) by inserting the double-underlined language and removing the striken language, and updating numbering as follows:

TITLE 1000

BUILDING AND DEVELOPMENT REGULATIONS

CHAPTER 1012: RENTAL DWELLING LICENSE

1012.02: DEFINITIONS:

Subd 3 Dwelling, Multiple: A building or portion thereof containing two (2) or more dwelling units exclusively for occupancy by two (2) or more families living independently of each other. A building designed with three (3) or more dwelling units exclusively for occupancy by three (3) or more families living independently of each other.

1012.03: LICENSING PROVISIONS:

Subd. 2. Application for Rental Dwelling License: Before any license required by this Section shall be issued or renewed, the owner shall make written application with the Community Development Department for a license to carry on the business of renting residential property.

c. The application shall be made on forms provided by the Community Development Department. License applications shall include the following information:
(1) Legal address of the rental dwelling.

(2) Number and type of units rented.

(3) Height of building in stories.

(4) Construction of the exterior of the building.

(5) Total floor area of the building.

(6) Total area provided on premises for off-street parking. The number of off-street uncovered parking spaces, and the number of covered parking spaces.

(7) Names and street address of the vendee if the rental dwelling is being sold on a contract for deed.

(8) Name, business or residence address, telephone number, and email address, date of birth of the owner of the dwelling. If the owner is a partnership the name of the partnership, the name, residence address, and email address, date of birth of the managing partner, and the full name and address of all partners. If the owner is a corporation, the application shall include the name and address of the corporation, and the name of the chief operating officer.

(9) If the owner has appointed a property manager, or an agent authorized to accept service of process and to receive and give receipt for notices, the name, business or residence address, telephone number, and email address, date of birth of such agent.

(10) Every applicant, whether an individual, partnership, or corporation, shall identify in the application the residence or business street address, telephone number, and email address, date of birth, of a natural person who is actively involved in, and responsible for, the maintenance and management of the premises. Said natural person shall, if other than the owner, shall accept joint and several responsibility with the owner, including any potential criminal, civil, or administrative liability, for the maintenance and management of the premises. A post office box or commercial mail receiving service are not acceptable as an address for such person. The individual designated herein may also be the owner of the dwelling or an agent identified in Section 1012.02, Subdivision 2d.

d. Local Agent: No rental dwelling license shall be issued or renewed if the owner does not reside within the eleven (11) county metro area consisting of: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright; unless the owner designates in writing the name of a local agent who resides within the eleven (11)
county metro area. The Community Development Department shall be notified in writing of any change of local agent.

e. In the event that any of the information required to be provided by this Subdivision changes, the applicant or licensee shall, within fourteen (14) days, notify in writing the Community Development Department of the changes.

f. Group Homes licensed by the state or Ramsey County must submit a completed rental dwelling license application but shall be exempt from license fees, conversion fees and inspection requirements.

Subd. 3. License Fees: An annual fee, established by City Council resolution, shall be paid thirty (30) days prior to the license expiration date. License fees may be reduced by voluntary participation in the Crime Free Rental Housing Program as outlined in Section 1012.08. Any owner or agent who fails to apply for license renewal in the case of an existing license, prior to the time or date set forth herein shall pay a penalty as established by City Council resolution. The license fee shall include the initial inspection and one (1) follow-up inspection. A fee, established by City Council resolution, shall be charged for any reinspections or attempted reinspections required, whether due to the failure of the reinspection, the Enforcement Officer’s inability to gain access to the multiple dwelling at the time of attempted reinspection, or otherwise, and must be paid before a license will be issued. The operation of an unlicensed rental dwelling unit shall be subject to an additional administrative fine, as established by City Council resolution.

Subd 5. Issuance of License: The Community Development Department shall issue a rental dwelling license if the building is found to be in compliance with the provisions of this Chapter 1012, Chapter 1005 of this Code, and the applicable requirements of Minnesota Statutes, 299F, as amended, provided however that all real estate taxes and utility bills for the premises which are due have been paid.

Subd 7. Annual Renewal of License: The term of the rental dwelling license is twelve (12) months and expires on September 30th December 31st of each year.

a. Exceptions:

(1) The 2019 annual fee shall be fifteen (15) months (five quarters); October 1, 2018 thru December 31, 2019.

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

On June 11, 2018, the City Council adopted Ordinance 946 by amending Chapter 1012 of the Mounds View City Code, regulating Rental Dwelling Licenses. The revisions relate to the definition of Multiple Dwelling, information required on the Rental Dwelling License application form, Group Homes, property taxes and utility bills, and rental dwelling license fees.
A printed copy of the ordinance is available for inspection during regular business hours at Mounds View City Hall and is available on line at the City’s web site located at www.moundsvIEWmn.org.

**SECTION 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: **May 29, 2018.**

Second Reading and Adoption by the Mounds View City Council on: **June 11, 2018.**

Publication Date: **June 22, 2018.**

———

Carole A. Mueller
Mayor

Attest:

———

Nyle Zikmund
City Administrator

(seal)
To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resources Coordinator
Item Title/Subject: Resolution 8969, Approving Hiring of Peter Szurek to the position of Public Works Superintendent

Background

Upon the promotion of Don Peterson to Public Works Director, the Public Works Superintendent position became vacant. Council took the opportunity to review the job description of the Public Works Superintendent and the position was posted internally. Finding no internal candidates, the position was opened to the public. A candidate was offered the position however failed the hiring assessment. A second candidate was offered the position however turned down the job after receiving a promotion with his current employer. The position was then reposted.

Discussion

A posting based on the job description was published for 10 working days on the Cities Web Site, the League of Minnesota Cities, and the American Public Works Association (APWA). Seven (7) applications were received by the deadline. The applications were scored with three (3) individuals being interviewed by Public Works personnel and the Human Resource Coordinator.

The candidate selected to fill the position is Peter Szurek. Mr. Szurek was a long time employee with the City of Mounds View before leaving in 2017 to work for another city. Mr. Szurek has the necessary qualifications for the position and has accepted the conditional offer of employment. Mr. Szurek requested to start at Step 2 of the 2018 Compensation Plan and accumulate vacation at the rate of three (3) weeks per year. Mr. Szurek has successfully completed all hiring requirements.

Recommendation

The panel is recommending the Council appoint Mr. Peter Szurek to the position of Public Works Superintendent starting on or about June 11, 2018. Due to his 17 years’ experience previously in the City of Mounds View Public Works Department and meeting the qualifications the position, the panel is recommending Mr. Szurek start at Step 2 in the 2018 compensation plan, complete a six-month probationary period, and move to Step 3 upon his one year anniversary.

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<th>Step  1</th>
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Respectfully submitted,

Rayla Sue Ewald
Human Resources Coordinator
RESOLUTION NO. 8969

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

APPROVING HIRING OF PETER SZUREK TO THE POSITION OF
PUBLIC WORKS SUPERINTENDENT

WHEREAS, the City of Mounds View posted for a Public Works Superintendent; and

WHEREAS, the City of Mounds View posted for the position on its web page, the League of Minnesota Cities web page, and the American Public Works Association (APWA); and

WHEREAS, seven (7) applications were received, scored and three (3) interviews were conducted; and

WHEREAS, an interview panel comprised of the Public Works Director, Public Works Administrative Assistant, and Human Resources Coordinator, conducted an interview on May 15, 2018. At the conclusion of the interview, the panel engaged in discussion and came to a conclusion for a recommendation of Mr. Peter Szurek; and

WHEREAS, Mr. Szurek was previously a longtime City of Mounds View employee, and has successfully completed all hiring requirements for the Public Works Superintendent position.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council approves the hiring of Peter Szurek to the position of Public Works Superintendent starting on or about June 11, 2018 at Step 2 of the 2018 Compensation plan and upon successful completion of a six (6) month probation and one (1) year employment be moved to Step 3.

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Adopted this 29th Day of May, 2018

ATTEST:

Carol A. Mueller, Mayor

Nyle Zikmund, City Administrator

(seal)
City of Mounds View Staff Report

From: Administrator Zikmund
To: Honorable Mayor Mueller and Council
Date: May 29, 2018 Council
Re: Resolution 8971 – Final 2018 Council Goals and Priorities

Background:
The Council met in retreat this past November and at that time, Interim Administrator Zikmund made notes and provided summary (Appendix B) to Council via a November 27, 2017 Staff Report. Building upon that work, the council met again on January 29th to finish presentation of the goals by the remainder of council and presentation of department goals. Upon conclusion, Council/Staff engaged in discussion. The council met again in Retreat on April 16th with a focus on money matters and finally, met on May 21, 2018 with a focus on Human Resource Issues.

At the February 26th Council Meeting the Council adopted the “body of work” completed to that point on 2018 Council priorities.

Discussion:
The combination of the April and May retreats along with the May workshop provided the council with the opportunity to conduct a final review, further discuss and refine the goals, receive an update on current status of each; and reach consensus on what should be adopted at the final council priorities for 2018. See attachment for update on all Council Priorities as well as updates on Department Goals for 2018 which are inclusive with the Council Priorities for 2018.

Recommendation:
Adopt resolution 8971 which establishes the 2018 Council Priorities.

Respectfully Submitted,

Nyle Zikmund, City Administrator
RESOLUTION 8971
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION ADOPTING COUNCIL GOALS AND PRIORITIES FOR 2018

WHEREAS, the Mounds View City Council recognizes the Best Practices of both the process and action of establishing and measuring short and long term goals; and

WHEREAS, Council requested staff to work on establishing department goals which were reported at the November 2017 workshop; and

WHEREAS, Council used both the November 2017 workshop and January, 2018 workshop to review those goals as well as detail and refine the council established goals; and

WHEREAS, Council’s 2018 goals include substantive work on long range and fiscal planning goals and to that end established two more workshops enabling them to complete that body of work; and

NOW, THEREFORE BE IT RESOLVED, that the Mounds View Council wishes to adopt the 2018 Council Priorities as detailed in the attachment and summarize as;

• Short and Long Term Financing Plan for all aspects of City Operations
• Redevelopment of Mounds View Boulevard
• Completion of Trail Section 8
• Environmental Sustainability
• Environmental Beautification
• Community Connection/Connectivity
• Strategy/Vision for Redevelopment on Community Level

Adopted this 29th Day of May

Carol A. Mueller, Mayor

ATTEST

Nyle Zikmund, City Administrator

(seal)
2018 Mounds View City Council Priorities
With May 29 Update

- Short and Long Term Financing Plan for all aspects of City Operations.
  - Plan in Place for all funds (April 2018)

- Redevelopment of Mounds View Boulevard.
  - Ongoing efforts

- Complete Trail Section 8.
  - Section including in trail plan, funding source needed

- Environmental Sustainability.
  - Green Step 1 Award at League Conference this June, working on items for step 2 whenever possible.

- Environmental Beautification – Rain Gardens, Pollinator Plantings, etc.
  - Implementing wherever possible, Public Works Building will have pollinator garden

- Community Connection/Connectivity – Internet/Wi-Fi sufficient for working from home.
  - Small cell wireless ordinance adopted spring 2018 a partial step

- Strategy/Vision for redevelopment on community level – versus parcel by parcel.
  - Ongoing, May 7, 2018 workshop exercise and comp plan both address this goal
Department Generated Priorities
May 29, 2018 Update

Police

• Hiring and training new police officer
  o Officers Brian Sawyer and Melissa Miller hired and both in FTO Training
• Successful transfer of one officer to the VCET (Ramsey County Drug Task Force).
  o JPA Agreement on May 29 Council Agenda for approval
• Funding (through foundation), training, and implementing a second K-9.
  o Canine acquired, Handler identified, Training of both completed May 24
• ICAT and reality based training, active shooter training for entire agency.
  o Training set for mid July
• Successful Super Bowl events
  o Event occurred with no police calls or deleterious impacts to city
• Launch Twitter social media outreach (in progress now).
  o Done
• Continuation of successful outreach programs: mobile rock wall outreach, NNO, NNO pre-party, father daughter ball, shop with cop, bowling with cop, coffee with a cop, launch new ones including New Americans academy and Kids N Cops hockey.
  o Ongoing, numerous events to date
• Mobile outreach and command vehicle implemented.
  o Ongoing but minimal activity to date with focus on officer hire and training

Community Development

• Cross-train staff so that every time-sensitive task can be covered by another team member.
  o Ongoing, Jacob Martin now certified as Fire Inspection

• Innovation - During the transition of Building Officials, it became apparent that there are ups & downs in time needed for plan review and inspections, as there likely is with all positions. During these lulls, there is capacity to do other things. I would like to initiate "Innovation Thursdays", in which staff is allotted the day to develop ideas of solving ongoing problems in an effort of becoming more efficient.

• Comprehensive Plan Update.
Ongoing, survey work nearly complete, extension granted by Met Council

- Mounds View Boulevard Beautification - Explore options for beautifying Mounds View Blvd and other major corridors.
  - Working on options, including quote on fountain

Public Works

- Implementation of Public Works Reorganization.
  - Done

- Research GIS/Asset Management software and implementation of software.
  - Meeting scheduled for next month

- Research additional technology that would provide better customer service.
  - Ongoing

- Develop SOG for Operations and Maintenance.
  - Ongoing

- Continue goal of cross training employees.
  - Ongoing

- Continue professional development of all employees.
  - Ongoing

Finance

- Transitions related to Debbie’s retirement. (training and backfilling receptionist)
  - Continues, Kerrie will be doing July utility billing

- Continue to cross train staff.
  - Ongoing

- AV/Cable upgrades.
  - RPF nearly done and ready for publication

- Technology Improvements – Metro I-Net.
  - Replacement schedule up to date
  - Working with them on Laserfiche
Administration

- Strategic Planning for Council and Staff.
  - Ground work (retreats) completed May 21, September date to be established but consensus to meet during day

- Human Resource assessment and adjustments/changes as needed.
  - May 21 retreat focused on HR
  - One on one meetings nearly done
  - Employee manual draft policies in production
  - Continuation of 360's on employees

- Record Retention/Data Management
  - 2nd Shred event on May 23, another 140 boxes plus 10 one yard cubic totes.
  - All council/admin items to be scanned relocated to scanning station and ready to scan
  - All finance records in storage consolidated
  - Police records to be scanned consolidated and awaiting scanning
City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Don Peterson, Director of Public Works
Item Title/Subject: Resolution 8975 Approving Future Maintenance of New Trail on Long Lake Road in Coordination of Road Improvements by Ramsey County

Introduction / Discussion:
Ramsey County will be performing road maintenance on Long Lake Road from County Road H2 to County Road J. The road maintenance will consist of milling the current pavement to a depth of 2 inches and re-surface with new asphalt.

The County will be placing a new trail segment on the North side of Long Lake Road from Eastwood Road to County Road J.

Ramsey County is requesting that the City Council approve, with a resolution, future maintenance responsibilities. Maintenance includes, but not limited to:

1) Snow removal
2) Pavement maintenance
3) Bituminous patching
4) Surface maintenance
5) Tree trimming
6) Grass and lawn maintenance next to the trail.

Recommendation:
Ramsey County is seeking Council’s support with a Resolution future maintenance of the trail section on Long Lake Road from Eastwood Road to County Road J.

Respectfully submitted,

Don Peterson, Public Works Director
RESOLUTION 8975
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

APPROVING FUTURE MAINTENANCE OF NEW TRAIL ON LONG LAKE ROAD IN
COORDINATION OF ROAD IMPROVEMENTS BY RAMSEY COUNTY

WHEREAS, Ramsey County will be performing road maintenance on Long Lake Road
from County Road H2 to County Road J, and;

WHEREAS, The County will be placing a new trail segment on the North side of Long
Lake Road from Eastwood Road to County Road J.

WHEREAS, Ramsey County is requesting that the City Council approve, with a resolution,
future maintenance responsibilities. Maintenance includes, but not limited to:

1. Snow removal
2. Pavement maintenance
3. Bituminous patching
4. Surface maintenance
5. Tree trimming
6. Grass and lawn maintenance next to the trail.

WHEREAS, Ramsey County is requesting the City of Mounds View provide, by a
resolution to support to fund future maintenance of the trail section on Long Lake Road from
Eastwood Road to County Road J.

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

1. The City Council of the City of Mounds View agrees to fund future maintenance
   needs for the trail segment on Long Lake Road from Eastwood Road to County Road
   J.

2. The City Council also understands maintenance includes, but is not limited to, snow
   removal, pavement maintenance, bituminous patching, surface maintenance, tree
   trimming mowing and lawn maintenance next to the trail.

Adopted this 29th day of May, 2018

ATTEST:

Carol A. Mueller, Mayor

Nyle Zikmund, City Administrator