



CITY OF MOUND CITY COUNCIL

AGENDA

Tuesday, July 28, 2026

6:00 pm

THIS AGENDA IS SUBJECT TO CHANGE UNTIL THE START OF THE CITY COUNCIL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

4. PUBLIC COMMENTS

5. CONSENT AGENDA

- | | |
|--|-------|
| a. Minutes of the July 14, 2026 City Council Regular Meeting, Kelly | 1-4 |
| b. Approve Resolution No. 26-49 to Establish Absentee Ballot Board, Kelly | 5-6 |
| c. Approve Resolutions No. 26-50 & 26-52 Compliance Check Failures at Harbor Wine and Spirits & Mi Pueblo Express, Kelly | 7-18 |
| d. Approve Resolution 26-51 approving Temporary 1-4 Day Liquor Application and Music Permit Application for 2026 Our Lady of the Lake Incredible Festival, Smith | 19-24 |
| e. Pay Request No. 3 in the amount of \$130,195.39 to American Liberty, Inc. for Water Treatment Plant Improvements – Well 9; City Project No. PW-25-11, Bauman | 25-27 |

6. PRESENTATIONS

- | | |
|--|-------|
| a. Metropolitan Mosquito Control District Updates, Imihy | 28 |
| b. Introduction to the 2027 Budget, Erdmann | 29-36 |
| c. Harbor Wine and Spirits Update, Peterson | 37-38 |

7. PUBLIC HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS

- | | |
|---|-------|
| a. Council Introduction - 4851 Shoreline Drive, Smith | 39-46 |
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10. ANNOUNCEMENTS

- | | |
|--|--|
| a. Comments/Reports from Council Members | |
| b. Comment/Report from City Manager | |
| c. Next City Council Regular Meeting: Tuesday, August 12, 2026, at 6:00 p.m. | |

11. ADJOURN

City of Mound Mission Statement: The City of Mound, through teamwork and cooperation, provides at a reasonable cost, quality services that respond to the needs of all citizens, fostering a safe, attractive and flourishing community.

MOUND CITY COUNCIL MINUTES
July 14, 2026

The City Council of the City of Mound, Hennepin County, Minnesota, met in regular session on Tuesday, July 14, 2026, at 6:00 p.m. in the Council Chambers in the Centennial Building.

Members present: Mayor Jason Holt, Council Members Sherrie Pugh, Kathy McEnaney, Kevin Castellano, and Michelle Herrick.

Members absent: None

Others present: City Manager Jesse Dickson, City Clerk Kevin Kelly, Ryan Prich Public Works Director, City Attorney Scott Landsman, City Engineer Matt Bauman, Orono Police Chief Chad Stensrud, Chris Carlson, AJ Chouanard, Suzanne Schmidt, Helen Canning and Paula Larson.

1. Call to Order

2. Pledge of Allegiance

3. Adopt Agenda

MOTION by McEnaney, seconded by Pugh, to approve the agenda. All voted in favor. Motion carried.

4. Public Comments

Chris Carlson, 5950 West Branch Road, said he owns properties in Mound which he mows. Carlson said there are many illegal signs placed on his and City property which he has to mow around. Carlson said he would like to see more enforcement of the removal of the signs including fines to control the activity.

At 6:26 p.m. a motion was made by Herrick, seconded by Pugh, to reopen the Item 4., Public Comments. All voted in favor. Motion carried.

AJ Chouanard, 2105 Village Trail, said the City should do something about the water quality in Mound. Holt said the City is replacing water infrastructure and will be voting in August on a plan for building a water treatment plant.

Suzanne Schmidt, 2986 Highland Blvd. and 2887 Halstead Lane, said the water at her residences was tested and were found to have arsenic, magnesium and phosphates which has created cancer and neurological disorders in several people around the area in the last 6-8 months. Schmidt said the drinking water was tested at four different sources in the two residences. Prich said he will connect with Schmidt to go over her specific water situation.

5. Consent Agenda

a. PULLED

b. Check Registry for May & June 2026, Erdmann

c. Resolution No. 26-37 Approve Appointment of Election Judges, Kelly

d. Pay Request No. 2 in the amount of \$101,925.50 to TanksCo, Inc. for the Reconditioning of Well No. 8 – Hercules Tower; PW-26-10, Prich

e. Pay Request in the amount of \$27,415.00 to KLM Engineering for construction management, supervision and inspections of Reconditioning of Well No. 8 – Hercules

- Tower, Prich
- f. PULLED
 - g. Pay Request No. 1 in the amount of \$141,960.30 to GMH Asphalt for 2026 Street and Utility Improvements, PW-26-01 & PW-26-02, Bauman
 - h. Resolution No. 26-49 Support for SW Trails Association FY 2027 Grant to the Minnesota DNR, Imihy

MOTION by McEnaney, seconded by Pugh, to approve consent agenda items 5b, c, d, e, g and h. All voted in favor. Motion carried.

- i. PULLED Item 5a – Approve Minutes of the June 23, 2026 City Council Regular Meeting, Kelly

Castellano said the Mayor was listed as absent instead of actually being in attendance at the meeting. Castellano requested the meeting minutes will be corrected.

MOTION by Pugh, seconded by McEnaney, to approve the amended June 23, 2026 CC Meeting Minutes. All voted in favor. Motion carried.

PULLED Item 5f, Pay Request No. 5 in the amount of \$1,138,736.70 to Minger Construction for the Water Treatment Improvements – Phase 2, PW 25-12, Bauman

Herrick questioned the payments to Minger Construction particularly the extra pay requests for additional traffic control costs. Bauman said the extra costs were related to the Bartlett Blvd. traffic control.

MOTION by McEnaney, seconded by Pugh, to approve the consent agenda. All voted in favor. Motion carried.

6. Presentations

a. Orono Police Department with the June 2026 Activity Report, Spencer
Orono Police Chief Chad Stensrud introduced himself to the Council. Stensrud said he worked in Orono Police Department (OPD) for 17 years previously and was Captain in Robbinsdale for four years. Stensrud said he is happy to be back in the Lake area. Stensrud gave the activity report and said there was a burglary of a nearby business and there isn't any surveillance video of the scene. Stensrud said most of the activity in the last month was generally standard calls for service.

Pugh said the City has a consistently high number of DWI's and alcohol related offenses. Pugh said is there a way to get the City to be a little drier. Stensrud said the liquor establishments could receive more staff training on who not to serve. Stensrud said he there are options for people to take ride shares from liquor establishments and he said he doesn't mind to see cars in parking lots of liquor establishments after hours.

Herrick asked Stensrud for traffic statistics on Westedge Blvd. during the construction detour. Holt said he did talk to an OPD officer who said they are stopping vehicles is there is an issue.

Castellano asked about OPD staffing. Stensrud said a cadet is ready to fill the one open position with the Orono Police Department and should be ready to go in August. Castellano asked about any big changes to the OPD budget and Stensrud said no big changes.

7. Public Hearings

8. Old Business

a. Avon Park Play Equipment Decision, Prich

Prich presented the options for the playground sets for Avon Park. Prich said the survey data was presented to four different companies for their playground concept designs. Prich said those concepts included the following:

- New Play Equipment
- Installation
- New surround
- Fiber Mulch
- Shade and Caregiver seating
- Swings, slides, and climbing structures

Prich presented a number of slides from three companies:

- Flagship Recreation
- MWP Recreation (GameTime)
- Northland Recreation (Little Tikes)

Prich presented the costs and color schemes of each option.

Prich said the Parks Commission recommend Option 3A from Northland Recreation (Little Tikes) in a blue/white color scheme.

Discussion ensued about costs and adding features to the options presented which include an ADA ramp and path to the play area, arm rests and a shaded bench option. Discussion included approval of option 3A in a green color scheme.

MOTION by Pugh, seconded by Herrick, to approve Option 3A, play equipment design for Avon Park from MWP Recreation (GameTime) in a forest green color scheme with a cinnamon-colored shade and a foam-colored railings and bench. All voted in favor. Motion carried.

9. New Business

10. Announcements

a. Comments/Reports from Council Members:

Council Member Pugh – Pugh said she was out of town and didn't have anything to add.

Council Member McEnaney – McEnaney said she went to Music in the Park at Lost Lake Commons Park and everybody really enjoyed the location. Holt said he also attended the event and Daruma was one of the two Food Trucks at the event. Holt said one of the comments he received was the sound was amazing at Lost Lake Commons Park. Holt said he would like to see more events at Lost Lake Park in 2027.

Council Member Castellano – Castellano said he had nothing to add.

Council Member Herrick – Herrick said she didn't have anything to add

Mayor Holt – Holt said there will be a special water treatment plant related newsletter coming soon. Discussion ensued about the description of the water situation in Mound and the cost of the Water Treatment Plant. Holt reviewed the contents of the newsletter to the Council which include dates in August, October and December where bids are offered, received and awarded.

b. Comments/Reports from City Manager: Dickson said he received a call from the staff who organize Music in the Park. Dickson said the staff would like to hold their next event at Lost Lake Commons Park in August. The Council said they agreed.

c. Next City Council Regular Meeting: Tuesday, July 28, 2026 at 6:00 p.m.

11. Adjourn

MOTION by McEnaney, seconded by Herrick, to adjourn the meeting at 7:29 p.m. All voted in favor. Motion carried.

Mayor Jason R. Holt

Attest: Kevin Kelly, Clerk



City Council Item 5b.

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Kevin Kelly, City Clerk

Date: July 28, 2026

Subject: Establish Absentee Ballot Board

RECOMMENDED ACTION:

MOTION TO: APPROVE RESOLUTION NO. 26-49: RESOLUTION APPOINTING ABSENTEE BALLOT BOARD FOR 2026

OVERVIEW:

City Election Staff administers absentee and Early Voting at City Hall starting 46 days before the State Partisan Primary and General Election. The City has six staff in 2026 who can take part in processing voters who are voting at City Hall.

If the amount of voting at City Hall creates the need for additional assistance, the City Clerk, may require Election Judges to provide absentee and Early Voting support.

The election judges on the Absentee Ballot Board, if needed, would be responsible to verify voter signatures on their absentee ballot application and the voters signature envelope match.

SUPPORTING INFORMATION:

- Resolution No. 26-49

**CITY OF MOUND
RESOLUTION NO. 26-49**

RESOLUTION APPOINTING ABSENTEE BALLOT BOARD FOR 2026

WHEREAS, Minnesota State Statutes 203B.121 states that the governing body of a municipality with responsibility to accept and reject absentee ballots must, by ordinance or resolution, establish a ballot board consisting of a sufficient number of election judges trained in the handling of absentee ballots; and

WHEREAS, the ballot board may include staff trained as election judges,

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Mound, Minnesota, hereby appoints an Absentee Ballot Board as provided in Minnesota State Statutes 203B121.

BE IT FURTHER RESOLVED that it has been determined, based on the number of absentee ballots cast in the general elections since 2020 that six staff members, from the City of Mound, and two trained election judges are a sufficient number for the absentee ballot board,

BE IT FURTHER RESOLVED that the members of the Absentee Ballot Board for the State Primary and General Election are hereby named as Kathy Boerbon, JoAnn Deveny, Kevin Kelly, Kate Vogt, Johnny Menhennet, Jessica Bonniwell, Laila Imihy and Lindsey Erdmann.

Adopted by the City Council this 28th day of July, 2026.

Mayor Jason R Holt

Attest: Kevin Kelly, Clerk



City Council Item 5c.

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Kevin Kelly, City Clerk

Date: July 28, 2026

Subject: Compliance Check Failures at Harbor Wine and Spirits (HWS) and Mi Pueblo Express

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION NO. 26-50: RESOLUTION MAKING FINDINGS, CONCLUSION AND DECISION REGARDING LIQUOR LICENSE SUSPENSION AND IMPOSING CIVIL PENALTY ON MI PUEBLO EXPRESS AND APPROVE RESOLUTION NO. 26-52: RESOLUTION MAKING FINDINGS, CONCLUSION AND DECISION REGARDING LIQUOR LICENSE SUSPENSION AND CANNABIS REGISTRATION SUSPENSION PENALTY ON HARBOR WINE AND SPIRITS

OVERVIEW: The Orono Police Department conducts periodic checks on Mound businesses and the Harbor Wine and Spirits Municipal Liquor Store which hold Liquor Licenses and/or Low Potency Hemp Derived Edible (LPHE) Licenses. During the last compliance check operation, a Mi Pueblo Express staff sold alcohol to an underage person. During the same compliance check operation staff at HWS sold alcohol and LPHE products to an underage person. These violations were the only compliance check failures for Mi Pueblo Express and HWS in the past three years.

The management and ownership of Mi Pueblo Express have expressed regret at the compliance check failure and have chosen to forego a hearing before the City Council on the matter. The ownership and management of Mi Pueblo Express have expressed its commitment to improvement on compliance check activities and have provided its training and operational procedures framework. Mi Pueblo Express have indicated it will accept any penalty the City Council decides to impose.

Staff recommends the City Council impose the minimum penalty for a first compliance check violation at Mi Pueblo Express within the last three years. The minimum penalty is a \$500 fine and a one-day suspension of liquor license. This level of penalty imposed for previous first violations by the City Council is consistent with previous City Council penalties.

HWS staff have also expressed regret for the compliance check failures at HWS and are committed to improvement in this area. HWS staff provided documentation of its emphasis on improved compliance check training and procedures at the Liquor Store.

Staff recommends the City Council impose the minimum penalty for first Liquor License and Cannabis Registration compliance check violations within the last three years without the cash civil penalty. The minimum penalty would be amended to a one-day suspension of liquor license and a two consecutive day suspension of Cannabis Registration for HWS.

SUPPORTING INFORMATION:

- Resolution 26-50
- Resolution 26-52
- Mi Pueblo Alcohol Compliance – Training and Prevention Document
- HWS Alcohol Compliance and Prevention of Underage Sales Document
- HWS Liquor Operations Identification Policy
- Orono Police Department Alcohol Compliance Check Report
- Orono Police Department THC Compliance Check Report

**CITY OF MOUND
RESOLUTION NO. 26-50**

**RESOLUTION MAKING FINDINGS, CONCLUSION AND DECISION REGARDING
LIQUOR LICENSE SUSPENSION AND IMPOSING CIVIL PENALTY ON
MI PUEBLO EXPRESS**

WHEREAS, a meeting regarding the imposition of a penalty was held by the City Council of the City of Mound pursuant to Mound City Code Section 6-38 and Minn. Stat. §340A.415 on July 28, 2026, at which time written evidence were received.

NOW, THEREFORE, based upon the evidence and testimony the City Council of the City of Mound, makes the following:

FINDINGS

1. Mi Pueblo Express (hereinafter "Licensee"), 2281 Commerce Blvd., Mound, MN holds an On Sale Liquor License issued by the City of Mound ("City").

2. On May 16, 2026, an employee of Licensee was observed, by an Orono Police Officer, violating Minnesota statutes and City Code as follows:

An employee of Licensee sold an alcoholic beverage to an underage customer, who was an undercover person authorized by the City to assist with compliance checks of its alcohol license holders, in violation of Minn. Stat. §340A.503, subd. 2(1).

This is the first liquor violation by Licensee within the last three years.

3. Notice was given to Licensee of the entitlement to a hearing on the alleged violation of Minn. Stat. § 340A.503, subd. 2(1). The Licensee has chosen to not to have hearing on the alleged violation.

4. Mound City Code Section 6-38 states that the minimum penalty for a first violation within any three-year period shall be a \$500.00 fine and a one (1) day suspension of the liquor license. The maximum penalty under Minnesota Statutes Chapter 340A is \$2,000.00 penalty and revocation or suspension of the liquor license.

5. A representative of Licensee has chosen to accept the penalty of the City Council without a penalty hearing.

CONCLUSION

Licensee sold an alcoholic beverage to a person under the age of 21 in violation of Minn. Stat. §340A.503, subd. 2(1).

DECISION

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Mound, based upon the foregoing Findings and Conclusion, the City Council does hereby impose a civil penalty of \$500.00, to be paid within the time period established by the Police Chief, and does hereby suspend the On Sale Liquor License held by Licensee for a one (1) day period determined by the Police Chief.

This resolution was adopted by the City Council of Mound on this 28th day of July, 2026.

Jason Holt, Mayor

ATTEST: _____
Kevin Kelly, City Clerk

**CITY OF MOUND
RESOLUTION NO. 26-52**

**RESOLUTION MAKING FINDINGS, CONCLUSION AND DECISION REGARDING
LIQUOR LICENSE AND CANNABIS REGISTRATION SUSPENSION ON
HARBOR WINE AND SPIRITS**

WHEREAS, a meeting regarding the imposition of a penalty was held by the City Council of the City of Mound pursuant to Mound City Code Section 6-38 and Minn. Stat. §340A.415 on July 28, 2026, at which time written evidence were received.

NOW, THEREFORE, based upon the evidence and testimony the City Council of the City of Mound, makes the following:

FINDINGS

1. Harbor Wine and Spirits (hereinafter “Licensee”), 2135 Commerce Blvd., Mound, MN holds an Off Sale Liquor License and a Lower-Potency Hemp Edible Retailer Registration issued by the City of Mound (“City”).

2. On May 16, 2026, an employee of Licensee was observed, by an Orono Police Officer, violating Minnesota statutes and City Code as follows:

An employee of Licensee sold an alcoholic beverage and a LPHE product to an underage customer, who was an undercover person authorized by the City to assist with compliance checks of its alcohol license holders, in violation of Minn. Stat. §340A.503, subd. 2(1).

This is the first liquor and cannabis violation by Licensee within the last three years.

3. Notice was given to Licensee of the entitlement to a hearing on the alleged violation of Minn. Stat. § 340A.503, subd. 2(1). The Licensee has chosen to not to have hearing on the alleged violation.

4. Mound City Code Section 6-38 states that the minimum penalty for a first violation within any three-year period shall be a \$500.00 fine and a one (1) day suspension of the liquor license. The maximum penalty under Minnesota Statutes Chapter 340A is \$2,000.00 penalty and revocation or suspension of the liquor license or LPHE license.

5. A representative of Licensee has chosen to accept the penalty of the City Council without a penalty hearing.

CONCLUSION

Licensee sold an alcoholic beverage and a LPHE product to a person under the age of 21

in violation of Minn. Stat. §340A.503, subd. 2(1).

DECISION

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Mound, based upon the foregoing Findings and Conclusion, the City Council does not hereby impose a civil cash penalty of \$500.00, but does hereby suspend the Off Sale Liquor License held by Licensee for a one (1) day period determined by the Police Chief and a suspension of the Cannabis Registration for two (2) consecutive days.

This resolution was adopted by the City Council of Mound on this 28th day of July, 2026.

Jason Holt, Mayor

ATTEST: _____
Kevin Kelly, City Clerk



July 21, 2026

To: City of Mound Administration

Re: Alcohol Compliance – Training and Prevention of Underage Sales

To Whom It May Concern,

Mi Pueblo Restaurant is committed to the responsible sale and service of alcohol and to full compliance with all applicable state and local laws and regulations. We sincerely regret the results of our recent compliance check and recognize the seriousness of preventing underage patrons from being served alcohol. This was our first compliance failure in several years of operation, and we are taking immediate and proactive steps to ensure it does not happen again.

To strengthen our practices and reinforce compliance, we are implementing the following training and operational procedures:

1. Enhanced Staff Training

All employees who sell or serve alcohol will receive mandatory training on Minnesota alcohol laws, our internal policies, and the importance of preventing underage sales. Training will occur at onboarding and at least annually thereafter.

2. ID Verification Policy

We will continue to check the identification of any guest who appears to be under the age of 40 before serving or selling alcohol, without exception.

3. Proper ID Examination

Employees will be trained to closely inspect all identification for expiration dates, validity, and signs of alteration.

4. Ongoing Reinforcement

Management will review alcohol service policies regularly during staff meetings and provide refresher training and updates as needed throughout the year.

5. Manager Support

Any employee who has a question or concern about a guest's identification will be required to consult a manager before completing the sale.

6. Monitoring and Accountability

Management will continue to monitor compliance through routine observations and reinforcement. We will address any violations of this policy promptly and appropriately.

Our goal is to maintain the highest standards of responsible alcohol service and to be a trusted part of the Mound community. We appreciate your attention to this matter and remain committed to continuous improvement.

Sincerely,

Braulio Cuellar

Braulio Cuellar

Owner

Mi Pueblo Restaurant



July 23, 2026

To: Mound City Council

RE: Alcohol Compliance and Prevention of Underage Sales

Mayor Holt and Members of the Mound Council,

During a routine compliance check by Orono PD, a member of Harbor Wine and Spirits failed to check ID for both alcohol and THC sales. We acknowledge this is not an acceptable practice and does not meet the high standards expected of our Harbor Wine and Spirits Staff. As a municipal operation, Harbor Wine and Spirits should be the highest community example of compliance with state liquor laws. We take accountability and have deep regret for these actions.

To ensure our commitment to compliance the City has worked with Harbor Wine and Spirits to implement the following:

1. **Updating City Policy:** The City has implemented a new policy and acknowledgement related to ID compliance. This new policy holds staff accountable, and failure to comply may result in termination. A copy of this policy is enclosed with this letter.
2. **Dedicated Staff Training:** All HWS staff will be trained at time of hire and annually on policies and procedures related to ID checking.
3. **Increased Monitoring:** HWS leadership will continue to monitor, correct and re-train staff as needed to ensure Staff meet City expectations.

Harbor Wine and Spirits Staff is committed to improvement and is deeply regretful that our actions have led us to this point. We thank our City and the City Council for your trust in us to be a leader in this community.

Many thanks,

Laila Imihy, Deputy City Manager

Sara Peterson, Store Manager – Harbor Wine and Spirits.



Policy: Liquor Operations Identification Policy

Original Adoption: July 2026

Policy Statement

The Harbor Wine and Spirits main objective is to sell alcohol and cannabinoid products legally and responsibly. The purpose of this policy is to assure that Liquor Operations staff have proof that all potential customers are at least 21 years of age to purchase either alcohol or cannabinoid products. Guidelines are provided to maintain that all sales are responsible and legal.

Policy Overview

Guidelines

Every individual who desires to purchase any item at Harbor Wine and Spirits must produce identification prior to the sale and present the identification to an Operations staff member who then performs the transaction. Staff should follow all of the policy steps provided.

Steps

1. Politely request the individual's driver's license or state issued identification card.
2. Look closely at the individual's identification card photo and their height, weight, eye, skin and hair color and again at the date of birth to ensure that they are the owners of the identification.
3. If all of the information appears to be correct, thank them and proceed with the sales transaction. Alternative forms of identification may be used without store manager's approval: - Military I.D. - Valid Passport - Mexican Matricula Consular (Consular Identification Card) Any other form of identification needs manager or supervisor on duty's approval

Multiple Parties

For the majority of transactions, one legal age individual would constitute a legal transaction, however a group of individuals whose ages are questionable (under or near 21 years old) and only one person has identification, may be a situation where the individuals who cannot provide identification, must leave the building, leaving the "of age" individual the opportunity to purchase. Rude or unruly behavior may also be a determination if the sale proceeds. The final decision on groups of individuals or individuals that do not want their identification scanned is the manager's jurisdiction!

Consequences of Violations

Violations of this policy constitute just cause for discipline, including probable discharge. The final determination will be made by the City Manager on employment disciplinary status. More importantly, employees must be aware that the sale of alcoholic products to any individual under the age of 21 is a violation of state law, and any individual purchasing any item at Harbor

Wine and Spirits must be at least 21 years of age and produce proper identification that must be scanned by staff, this does include tobacco products and lottery.

Approved: /s/ Jesse Dickson

City Manager

Orono Police Department

*Proudly Serving Orono, Minnetonka Beach, Spring Park and Mound
Dedicated to Fairness, Service, Pride and Quality*

To: City of Mound
Date: May 28, 2026
Subject: Alcohol Compliance Checks

On Saturday, May 16, 2026, the Orono Police Department conducted compliance checks at license holders in the City of Mound. Two license holders failed the check and sold alcohol to an underage person. The following businesses failed the compliance check:

Mi Pueblo Express
2281 Commerce Blvd.
Mound, MN 55364

Harbor Wine & Spirit
2135 Commerce Blvd.
Mound, MN 55364

Both businesses involved were sent letters notifying them of their compliance check status. We have forwarded the results of failed compliance checks to the city attorney for review of possible charges.

Sincerely,



Josh Raze #526
Police Officer
Orono Police Department

JR:km

Orono Police Department

*Proudly Serving Orono, Minnetonka Beach, Spring Park and Mound
Dedicated to Fairness, Service, Pride and Quality*

To: City of Mound
Date: May 28, 2026
Subject: THC Compliance Checks

On Saturday, May 16, 2026, the Orono Police Department conducted compliance checks at license holders in the City of Mound. One license holder failed the check and sold alcohol to an underage person. The following business failed the compliance check:

Harbor Wine & Spirits
2135 Commerce Blvd.
Mound, MN 55364

The business involved was sent a letter notifying them of their compliance check status. We have forwarded the results of failed compliance checks to the city attorney for review of possible charges.

Sincerely,



Josh Raze #526
Police Officer
Orono Police Department

JR:km



**Community Development
Department**

City Council Item 5d

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Sarah Smith, Comm. Development Director

Date: July 23, 2026

Subject: City of Mound Permitting – 2026 Our Lady of the Lake Incredible Festival

RECOMMENDED ACTION - Review/action on permits for the 2026 Our Lady of the Lake (OLL) Catholic Church Annual Incredible Festival

MOTION to approve Resolution No. 26-51 Approving Permits for 2026 OLL Incredible Festival

OVERVIEW

Our Lady of the Lake Catholic Church ("OLL") submitted Musical Concert Permit and 1-4 Day Temporary On-Sale Liquor License applications for the 2026 Incredible Festival being held at 2385 Commerce Boulevard on Friday, September 25, 2026 through Sunday, September 27, 2026 to included extended time period for music beyond 10:00 p.m. The annual 3-day festival includes food and beverages, entertainment, carnival rides and a raffle / silent auction. The requested City permits and/or approvals are as follows:

- A. Musical Concert Permit (*for music event beyond 10:00 p.m.*)
- B. 1-4 Day Temporary On-Sale Liquor License

DISCUSSION

- Staff notified the Public Works Department and the Orono Police Department about the upcoming event; also involved public agencies. Applicant is responsible for coordinating OPD assistance, as required, for the annual event.

- *Lawful Gambling.* If this year's festival includes a silent auction, similar to previous years, a lawful gambling license will be required. This application is eligible for administrative approval and is issued by the State of Minnesota.
- *Tent.* A membrane structure/tent permit is required but is reviewed and issued by the Fire Department. An inspection is required. Council approval is not required. Applicant is requested to contact Chief Drilling at the Mound Fire Department.
- *Signage.* Temporary banners are being used to promote this year's festival in several locations including the City of Mound site on CSAH 15 and was administratively approved.
- *Fees.* The fee for the Musical Concert Permit is \$50 per day. The fee for the 1-4 Day Temporary On Sale Liquor License is \$50 per event.
- *Agency Permits.* The applicant is required to obtain all required permits to hold the event, including but not limited to, approvals from the Hennepin County Health Department, MN Dept. of Public Safety, Alcohol and Gambling Enforcement Division, etc. for food/beverages to be served at the event and activities/events.

RECOMMENDED ACTION

The City Council of the City of Mound approves the Musical Concert Permit (*including extended time for music beyond 10:00 p.m*) and the 1 to 4 Day Temporary On-Sale Liquor License for the 2026 Our Lady of the Lake Incredible Festival subject to the following conditions:

1. Applicant shall be responsible for procurement of all required public agency permits that are needed to hold the event (*i.e., the Hennepin County Sheriff's Department and Water Patrol, Hennepin County Transportation, Hennepin County Health and Environmental Services, etc.*)
2. Applicant shall be responsible for contacting the Orono Police Department, the Fire Department, and the Public Works Department regarding logistics for the upcoming event including, but not limited to, equipment and personnel needs, site set-up and staging, traffic/pedestrian control and circulation, etc. Applicants are responsible for payment of fees for public safety or public services that may apply.
3. As applicable, amplified music, speakers, and PA/sound systems are to be oriented in the direction best suited to minimize impact upon neighbors.
4. The applicant shall be responsible for submitting a MFD application and for obtaining tent permit from the MFD including the required inspection.

5. Applicant shall notify or provide copies of its severe weather/emergency response plans to the City of Mound, the Orono Police Department and the Mound Fire Department.
6. No signage can be placed upon private property unless permission from the private property owner and/or other interested party has been provided to the applicant who shall be responsible for obtaining same.
7. Signage placement is subject to review and approval by the City of Mound. No signage shall be placed in a location so as to affect vehicular and pedestrian traffic. The City of Mound reserves the right to modify sign placement in the field.
8. The submittal of a Certificate of Insurance, naming the City of Mound as an additional insured, is required and shall be provided prior to the release and issuance of the 1-4 Day Temporary Liquor License for review and approval by the City Manager. Required insurance and coverage shall be in accordance with the City's established policies.
9. If different from the application, contact information, including name and cell phone number, for the person(s) who will be on site the day of the event shall be provided prior to the release of the permits.

SUPPORTING INFORMATION

- Music Permit application (*for music event beyond 10:00 p.m.*)
- 1-4 Day Temporary On-Sale Liquor License

**CITY OF MOUND
RESOLUTION NO. 26-51**

**RESOLUTION APPROVING PERMITS PERMIT FOR 2026 OUR LADY OF THE LAKE
CATHOLIC CHURCH INCREDIBLE FESTIVAL TO BE HELD ON FRIDAY,
SEPTEMBER 25, 2026 THROUGH SUNDAY, SEPTEMBER 27, 2026 TO INCLUDE
EXTENDED TIME FOR MUSIC PAST 10:00 P.M.**

WHEREAS, the 2025 Fee Schedule sets a Musical Concert Permit Fee at \$50 per day;
and

WHEREAS, the 2025 Fee Schedule set the 1-4 Day Temporary On-Sale Liquor License
at \$50 per event; and

WHEREAS, Our Lady of the Lake Catholic Church ("OLL") submitted Musical Concert
Permit and 1-4 Day Temporary On-Sale Liquor License applications for the 2025
Incredible Festival being held at 2385 Commerce Boulevard on Friday, September 25,
2026 through Sunday, September 27, 2026 to included extended time period for music
beyond 10:00 p.m.; and

WHEREAS, Staff has reviewed said applications and has recommended approval
subject to conditions as set forth in a staff memo to the City Council dated July 23, 2026
("Conditions"); and

WHEREAS, the City Council, upon recommendation of the City Staff, reviewed the
applications.

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

1. The recitals set forth above are incorporated into this Resolution.
2. Payment of the required application fees of \$50 for the Musical Concert Permit
and \$50 for the 1-4 Day Temporary On-Sale Liquor License.
3. The Musical Concert Permit (*including extended time for music beyond 10:00
p.m.*) and the 1-4 Day Temporary On Sale Liquor License are hereby approved
with Conditions.

Adopted by the City Council this 28th day of July, 2026.

Mayor Jason R. Holt

Attest: Kevin Kelly, Clerk



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
Our Lady of the Lake Catholic Church		1/1/1909	
Organization Address (No PO Boxes)	City	State	Zip Code
2385 Commerce Blvd	Mound	MN	55364
Name of person making application		Business phone	Home phone
Maggie Sartori			
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
September 25, 26, 27 2026	☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
Fr. Peter Richards, Pastor	Mound	MN	55364
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.
2385 Commerce Blvd; Mound, MN 55364 - Parking Lot in back of the Church

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Breakthru Beverage
701 Industrial Blvd NE
Minneapolis MN 55413

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Self-insured through the Archdiocese of St. Paul and Minneapolis, with program administered through Catholic Mutual

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Mound
City or County approving the license
\$50.00
Fee Amount

7-15-2026
Date Approved
Sept. 25-27, 2026
Permit Date

Event in conjunction with a community festival ☒ Yes ☐ No
9398
Current population of city

City or County E-mail Address

Kevin Kelly
Please Print Name, of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

\$50/event (only if no Public Gathering Permit Issued)

Date(s) of Musical Concert

LICENSE #

CITY OF MOUND
2415 WILSHIRE BLVD.
MOUND, MINNESOTA 55364

MUSICAL CONCERT PERMIT APPLICATION

(Including, but not limited to, live music, music provided by a disc jockey, and/or any type of amplified music)

EVENT: The Incredible Festival

LOCATION OF MUSICAL CONCERT: Our Lady of the Lake
2385 Commerce Blvd, Mound, Mn 55364

TYPE OF MUSICAL CONCERT: Community Festival

TIME PERIOD OF MUSICAL CONCERT Fri-Sun 11AM-11PM
(HOURS PERMITTED: Mon - Sun: 7:00 am - 10:00 pm) Sept 25-27, 2026

REQUESTED EXTENSION OF HOURS: —
(Council approval must be received to conduct a musical concert after 10:00 pm)

APPLICANT: Our Lady of the Lake CONTACT: Maqae Sartori

ADDRESS: 2385 Commerce Blvd ADDRESS: Mound, Mn 55364

E-MAIL: [REDACTED]

HOME PHONE # [REDACTED] WORK PHONE #: —

07/06/2026

Date

[Signature]
Applicant's Signature

A certificate of insurance naming the City of Mound as Certificate Holder/Additional Insured is required with respect to the City's ownership of the public lands, if applicable.

Department Review

Approved Denied

Police Dept.

Adm.

Fire Dept.



City Council Item 5e.

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Matt Bauman, PE, City Engineer

Date: July 28, 2026

Subject: Well 9 Pay Request No. 3

RECOMMENDED ACTION:

MOTION TO approve Pay Request No. 3 in the amount of \$130,195.39 to American Liberty, Inc. for Water Treatment Plant Improvements – Well 9; City Project No. PW-25-11.

OVERVIEW

Please find enclosed Pay Request No. 3 from American Liberty, Inc. for work completed on the Water Treatment Plant Improvements – Well 9 project from June 1, 2026 through June 26, 2026.

We have reviewed the contractor's request, verified quantities, and recommend payment in the amount of \$130,195.39 to American Liberty.

SUPPORTING INFORMATION

- Pay Request 3 from American Liberty, Inc.

APPLICATION AND CERTIFICATE FOR PAYMENT

Page One of Two

TO OWNER: City of Mound 2415 Wilshire Blvd., Mound, MN 55364 FROM CONTRACTOR: American Liberty Construction, Inc. P.O. Box 547, Rockford, MN 55373 CONTRACT FOR General Construction	PROJECT: Water Treatment Plant Improvements: Well No. 9 VIA ARCHITECT: Bolton & Menk, Inc. 12224 Nicollet Ave. Burnsville, MN 55337	APPLICATION #: Three PERIOD TO: 6/26/2026 PROJECT #S: Owner Proj. #: PW-25-11 ALC Proj. #: 2508 CONTRACT DATE: 10/24/2025	Distribution to: ☐ OWNER ☒ ARCHITECT ☐ CONTRACTOR
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CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1). ORIGINAL CONTRACT SUM	\$ 586,116.44
2). Net change by Change Order	\$12,981.59
3). CONTRACT SUM TO DATE (Line 1 +/- 2)	\$599,098.03
4). TOTAL COMPLETED AND STORED TO DATE	\$ 234,726.03
(Column G on Cont. Sheet)	
5). RETAINAGE:	
a). 5 % of Completed Work	\$ 11,736.30
(Columns D + E on Cont. Sheet)	
b). 5 % of Stored Material	\$0.00
(Column F on Cont. Sheet)	
Total Retainage (Line 5a + 5b or	\$ 11,736.30
Total in Column I of Cont. Sheet)	
6). TOTAL EARNED LESS RETAINAGE	\$222,989.73
(Line 4 less Line 5 Total)	
7). LESS PREVIOUS CERTIFICATES FOR PAYMENT ..	\$92,794.34
(Line 6 from previous Certificate)	
8). CURRENT PAYMENT DUE	\$130,195.39
9). BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	
	\$376,108.30

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$12,981.59	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$12,981.59	\$0.00
NET CHANGES by Change Order	\$12,981.59	

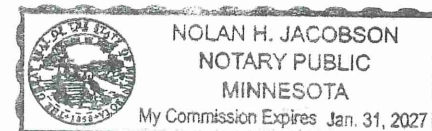
NOTE: Invoices unpaid after 30 days incur interest from invoice date at 18% APR.
 Prepared by American Liberty Construction, Inc.

The undersigned Contractor certifies that to the best of the Contractor's Knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payment s received from the Owner, and that current payment shown is herein now due.

CONTRACTOR: Howard Jacobson
 By: Howard Jacobson - President Date: 6/26/2026

State of: Minnesota County of: Wright
 Subscribed and sworn to before
 me this 26th day of June, 2026

Notary Public: Nolan H. Jacobson
 My Commission expires 1/31/2027



ARCHITECT'S CERTIFICATION FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application. The Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED. **\$130,195.39**

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Maya Brodner
 By: _____ Date: 7/13/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Water Treatment Plant Improvemets: Well No. 9
City of Mound

Appl. #: Three
From:6/1/2026
To:6/26/26

Item	Description	Qty Bid	Unit	Unit Price	Total Contracted Amount	Qty Prevs App	Qty This App	Qty Total	Prevs Work In Place	Work this Application	Total Work In Place	Retainage
BASE BID: Demolition and Sealing Well No. 7 and Well House												
1	Mobilization, permits, erosion control & site cleanup	1	LS	\$41,343.00	\$ 41,343.00	0.69127	0.30873	1.000	\$ 28,579.06	\$ 12,763.94	\$ 41,343.00	\$ 2,067.15
2	Set up pump removal equipment	1	LS	\$ 2,800.00	\$ 2,800.00	1.0	0.0	1.0	\$ 2,800.00	\$ -	\$ 2,800.00	\$ 140.00
3	Remove pump & motor, column pipe & equipment	1	LS	\$ 21,236.00	\$ 21,236.00	1.0	0.0	1.0	\$ 21,236.00	\$ -	\$ 21,236.00	\$ 1,061.80
4	Video the well to determine the well depth and condition	1	LS	\$ 2,464.00	\$ 2,464.00	1.0	0.0	1.0	\$ 2,464.00	\$ -	\$ 2,464.00	\$ 123.20
5	Set up equipment to grout well	1	LS	\$ 2,240.00	\$ 2,240.00	1.0	0.0	1.0	\$ 2,240.00	\$ -	\$ 2,240.00	\$ 112.00
6	Grout	15	CY	\$ 840.00	\$ 12,600.00	15.0	0.0	15.0	\$ 12,600.00	\$ -	\$ 12,600.00	\$ 630.00
7	Remove concrete pedestal and cut casing 12" below floor	1	LS	\$ 560.00	\$ 560.00	1.0	0.0	1.0	\$ 560.00	\$ -	\$ 560.00	\$ 28.00
8	Demolition of Well House	1	LS	\$ 23,696.00	\$ 23,696.00	0.6	0.4	1.0	\$ 14,217.60	\$ 9,478.40	\$ 23,696.00	\$ 1,184.80
9	Site Restoration	1	LS	\$ 35,476.00	\$ 35,476.00	0.0	1.0	1.0	\$ -	\$ 35,476.00	\$ 35,476.00	\$ 1,773.80
	TOTAL - BASE BID - WELL HOUSE DEMO & SEALING WELL NO. 7				\$ 142,415.00				\$ 84,696.66	\$ 57,718.34	\$ 142,415.00	\$ 7,120.75
ALTERNATE 1: Well No. 9 (Dual-Rotary Method - UPDATED)												
1.1	Mobilization, cleanup site, erosion control, and permit fees	1	LS	\$142,240.00	\$ 142,240.00	0.0	0.056	0.056	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 400.00
1.2	Drill 6" Pilot Hole	330	LF	\$ 33.60	\$ 11,088.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.3	Sieve Analysis &Screen Size Recommendation	1	LS	\$ -	\$ -	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.4	Drill & Drive 24" Casing	212	LF	\$ 467.04	\$ 99,012.48	0.0	76.0	76.0	\$ -	\$ 35,495.04	\$ 35,495.04	\$ 1,774.75
1.5	Drill 23" Nominal Bore	90	LF	\$ 220.64	\$ 19,857.60	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.6	Furnish and Install 18" Casing	330	LF	\$ 151.20	\$ 49,896.00	0.0	237.0	237.0	\$ -	\$ 35,834.40	\$ 35,834.40	\$ 1,791.72
1.7	18" Telescoping Screen	95	LF	\$ 293.44	\$ 27,876.80	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.8	Screen Fittings & K-Packer	1	LS	\$ -	\$ -	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.9	Pull Back Casing to Expose Well Screen	95	LF	\$ 118.72	\$ 11,278.40	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.10	Install Gravel Pack	4.8	CY	\$ 1,120.00	\$ 5,376.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.11	Grout	10	CY	\$ 840.00	\$ 8,400.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.12	Furnish, Install and Remove Well Development Equipment	1	LS	\$ 5,824.00	\$ 5,824.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.13	Well Development	100	HRS	\$ 352.80	\$ 35,280.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.14	Plumness and Alignment Test	1	LS	\$ 560.00	\$ 560.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.15	Furnish, Install and Remove Test Pump with Discharge Piping	1	LS	\$ 8,400.00	\$ 8,400.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.16	Test Pumping (Step Test)	36	HRS	\$ 201.60	\$ 7,257.60	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.17	Test Pumping (Recovery Test)	24	HRS	\$ 190.40	\$ 4,569.60	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.18	Well Disinfecton	1	LS	\$ 1,184.96	\$ 1,184.96	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
1.19	Water Analysis	1	LS	\$ 2,800.00	\$ 2,800.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
2.20	Videotaping	1	LS	\$ 2,800.00	\$ 2,800.00	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
	TOTAL - ALTERNATE 2 - WELL NO. 9				\$ 443,701.44				\$ -	\$ 79,329.44	\$ 79,329.44	\$ 3,966.47
	TOTAL:				\$ 586,116.44				\$ 84,696.66	\$ 137,047.78	\$ 221,744.44	\$ 11,087.22
Change Orders Accepted:												
COR #1	Construct Access Road to Well 9 Site	1	LS	\$ 12,981.59	\$ 12,981.59	1.0	0.0	1.0	\$ 12,981.59	\$ -	\$ 12,981.59	\$ 649.08
		1	LS	\$ -	\$ -	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
		1	LS	\$ -	\$ -	0.0	0.0	0.0	\$ -	\$ -	\$ -	\$ -
	TOTAL WITH CHANGE ORDERS TO DATE:				\$ 599,098.03				\$ 97,678.25	\$ 137,047.78	\$ 234,726.03	\$ 11,736.30



Memorandum

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Laila Imihy, AICP – Deputy City Manager

Date: July 28, 2026

Subject: Presentation from the Metropolitan Mosquito Control District

PURPOSE

To provide an update on Metropolitan Mosquito Control District activities in Mound.

INFORMATION

The Metropolitan Mosquito Control District (MMCD) has been monitoring and controlling mosquitoes since 1958. They provide services for all seven counties in the metro area, serving 189 cities and towns. The MMCD monitors ticks, gnats and mosquitos working to test for and control the diseases carried by these pests.

Each summer, MMCD deploys control efforts both by helicopter and using staff in the field to eliminate mosquitoes and mosquito breeding sources. Historically, staff have encountered challenges when working with Mound residents who may not be aware of the purpose of MMCD visits to their homes.

Tonight, the MMCD will provide a brief presentation on their mosquito control efforts and be available to answer any questions regarding their services.

FUTURE ACTION

No future action required.



City Council Item 6b.

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Lindsey Erdmann, Finance Director

Date: 07/23/2026

Subject: Budget Process Overview Presentation, Item 6b

PURPOSE

The purpose of the presentation is to provide high-level information to the City Council and public about the steps involved in budget development.

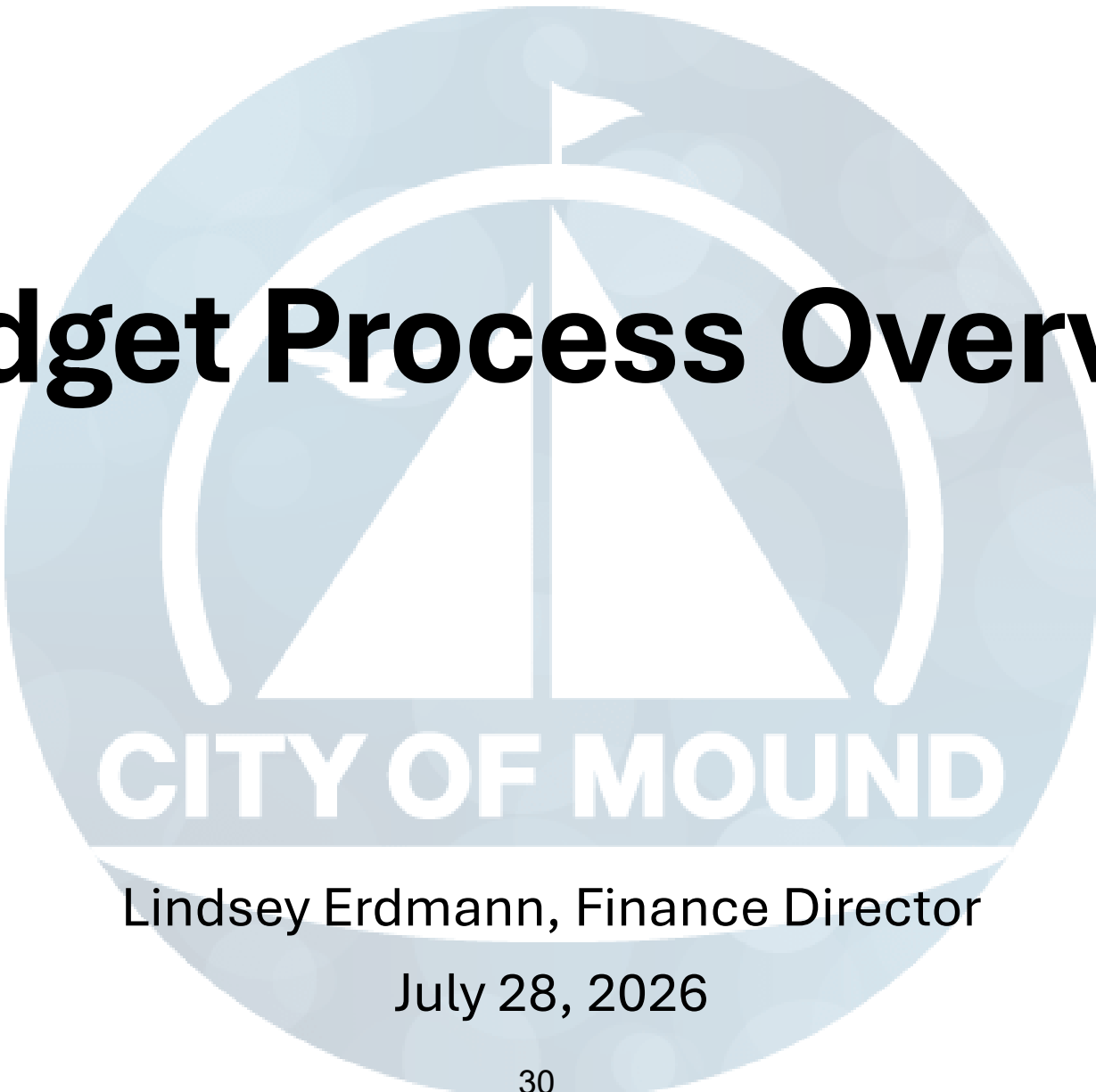
INFORMATION

The presentation will describe the components of a budget, provide a status report of the budget development process, and go over next steps in the budget process.

FUTURE ACTION

- The presentation is attached.
- The City Council will vote on the preliminary level on September 22nd.

Budget Process Overview



CITY OF MOUND

Lindsey Erdmann, Finance Director

July 28, 2026

Agenda

- Budget components
- Status update of budget preparation
- Next steps in process



What makes up a budget?

- Expenses
 - Personnel
 - Non-personnel
 - Debt service
- Revenues
 - Property Taxes
 - Intergovernmental aid
 - Permits, licenses, & charges for services,
 - Interest income
 - Transfers
 - Special Assessments



Steps to Develop Budget

1. Finance staff prepare department budgets
 - Review personnel budgets
 - Remove one-time costs
 - Gather cost increases from vendors & estimate inflationary increase to services
2. Department heads review budgets
 - Verify personnel data
 - Make any changes to line-item spending for net 0 change
 - Prepare budget proposals for increased spending needs
3. Complete analyses
 - Review line-item level spending from prior years to inform spending recommendations to department heads
 - Fee study of business licensing and permitting
 - Update Indirect Cost Allocation model
 - Determine levy amount based on expense budgets and other revenues



Steps to Develop Budget

4. Compile data to build budget
 - Ensure budget is aligned with Financial Management Plan
5. Present draft budget to City Manager
 - Incorporate any changes
6. Present recommended budget to City Council
 - Staff gathers feedback after initial presentation
 - Staff incorporate changes before final recommended budget presentation
 - Council votes to certify proposed levy
7. Budget markup
 - Staff and council may continue to make changes to budget
8. Adopt budget
 - Council votes to adopt budget and certify the levy



Looking Ahead







Memorandum

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Sara Peterson, Liquor Store Manager
Laila Imihy, AICP, Deputy City Manager

Date: July 28, 2026

Subject: Harbor Wine and Spirits Update

PURPOSE

To provide a high-level update on recent Harbor Wine and Spirits activities

INFORMATION

This Spring, long-time Assistant Store Manager Sara Peterson was promoted into the role of Store Manager for Harbor Wine and Spirits. Tonight Staff will present an overview of the following:

- Recent Staffing changes and updates
- Outcomes from extended summer hours
- Sales trends, including a high-level YTD sales overview

Currently, total alcohol sales nationally are estimated to be down by between two and three percent, with categories like whiskey and scotch down by four to seven percent.

Product Type	March 2025 YTD Actuals	March 2026 YTD Actuals	% Change - YTD
Liquor	\$263,561	\$264,760	0.45%
Beer	\$227,150	\$221,954	-2.29%
Wine	\$172,980	\$179,454	3.74%
Taxable Mix & Misc.	\$20,624	\$ 18,803	-8.83%
Other Merchandise/Misc	\$3,734	\$ 3,260	-12.69%
Cannabinoid Products	\$54,896	\$54,534	-0.66%
Total Revenues	\$742,945	\$742,765	-0.02%

Comparatively, Harbor Wine and Spirits was down by just 2% as of March 2026 reporting and Summer sales have been strong. Recent transitions and vacancies in the City's finance department mean we are unable to provide more detailed reporting year-to-date, however, the City Council can expect a full update as part of this fall's fiscal year 2027 budget.

Tonight, Staff will be available to answer any questions from the Council related to Harbor Wine and Spirits operations.

FUTURE ACTION

A comprehensive update on the financial standing of Harbor Wine and Spirits will be presented as part of the overall budget process this fall.



Community Development Department

Council Agenda Item No. 9a

TO: Honorable Mayor and City Council and
Jesse Dickson, City Manager

FROM: Sarah Smith, Community Development Director

DATE: July 23, 2026

SUBJECT: Council Introduction - Concept Plan for Building/Property
Reuse at 4851 Shoreline Drive

PURPOSE

Council Introduction of Concept Plan for Building/Property Reuse at 4851 Shoreline Drive.

INFORMATION

As established in *City Policy No. 012 Development Application Review Procedures*, Jan Knutson, a family member of the property owner, Anders Knutson of Pine West LLC, and the proposed tenant, Stewart's Boats and Board Shop, will be attending the July 28th City Council meeting to present a concept plan as a Council Introduction for proposed reuse of the building and property at 4851 Shoreline Drive. The concept is for boat/marine dealership sales and related service/maintenance activities in the west portion of the building, along with outdoor storage in the rear/south side of the property. The proposed business would also include accessory retail sales. *"Boat and Marine Sales" and "Open Sales Lot" are allowed by conditional use in the Mixed-Use Corridor District, while the marine service/maintenance activities requires review as a Substantial Use Determination per City Code Sec. 129-171 to allow marine service and maintenance to be deemed similar to activities included in the "Automotive Repair, Minor" use which is permitted in the Mixed-Use Corridor District. The east half of the building will be used by the property owner for office use for administrative and property management functions, general business administration and personal storage.*

As the Council is aware, the purpose of the concept introduction is to provide City Council members the opportunity to review the basic elements of the proposed project and to provide direction about any refinements or issues that should be researched or addressed prior to making a formal application. There will be no formal motions or votes.

As this is a concept introduction, Staff will not be summarizing the concept, making a recommendation, or making a presentation. As required by *City Policy No. 012*, Staff did send property owners within 350 feet a letter on July 17, 2026 informing them of the Council Introduction about the proposed project and notifying them of the opportunity to provide comment at the July 28th City Council meeting. The proposed tenants have also been reaching out and meeting neighboring property owners and residents on their own.

ATTACHMENTS

- Stewart's Boat's and Board Shop request
- Stewart's Boat's and Board business overview/plan
- Pine West LLC (owner) business overview/plan
- Preliminary site/parking plan

Request for Review of Proposed Use at 4851 Shoreline Dr.

July 10, 2026

Dear Sarah,

We are requesting your review of our proposed marine sales and service use at 4851 Shoreline Dr. as part of the Conditional Use Permit process.

Our proposed use is a professional boat dealership and service facility with indoor sales, showroom, accessory retail, and enclosed service bays. As discussed, we intend to operate in a clean, orderly, and low-impact manner consistent with the zoning district and surrounding uses. As experienced boaters and active members of the wakesurfing community in the area, we also value responsible boating practices and community stewardship.

Thank you for your time and guidance.

Sincerely,
Katie Stewart
Stewart's Boat and Board Shop

Stewart's Boat and Board Shop Scope of Activities

Stewart's Boat and Board Shop is proposed as a professional marine dealership and service facility specializing in premium marine products, with a primary focus on inboard towboats and watersports-related equipment. Our goal is to provide high-quality boat sales, service, and customer support while maintaining a clean, orderly, and well-managed property that complements the surrounding community.

The front portion of the property will be used primarily for customer parking and access to the building. We would request the ability to mount business signage on the building. No trailer storage, outdoor repair activities, or outdoor inventory storage are planned in the front lot area. The front office area will serve as the primary customer reception and administrative space. Customers will visit the dealership for scheduled appointments, boat sales consultations, financing discussions, service scheduling, and customer support. The office areas will approximately house 4 employee workstations, administrative functions, staff meetings, and manufacturer training sessions. A small retail component will be incorporated into the office and showroom areas, offering marine accessories, watersports equipment, life jackets, ropes, apparel, and other products that support boat ownership. This retail component is intended to compliment the dealership's core marine business rather than function as a stand-alone retail store. The office environment will maintain a professional atmosphere with low-volume background music similar to a typical office setting.

Behind the office area is a combined showroom and service space that serves as the operational heart of the business. The layout is designed to accommodate up to four boats indoors at one time. The two spaces closest to the office wall will typically be used for the display of inventory boats available for sale, allowing customers to view boats in a clean, climate-controlled environment. Customers will move through this space for product demonstrations, sales consultations, and boat delivery orientations. Depending on the season and available inventory, approximately two to four boats may be displayed indoors at any given time. The two spaces closest to the overhead garage door will generally be utilized for scheduled service work, maintenance, inspections, and customer boat preparation.

The service department will operate within two designated service bays and be staffed by certified marine technicians performing scheduled maintenance, diagnostics, winterization, detailing, warranty repairs, accessory installation, and pre-delivery inspections. Most work will occur indoors during normal business hours, although technicians may occasionally perform scheduled off-site service calls.

Service-related noise will include occasional engine testing while boats are connected to a water supply (garden hose for diagnostic and service verification purposes). Typical marine inboard engine noise is measured around ~70-80dB when within 1-2 meters. At a distance of 50 feet, sounds drops to ~60dB or less. For reference, a normal conversation is ~60dB, vacuum cleaner is ~70dB, and a lawnmower is ~90dB. Centurian boats have noise suppressing mufflers, which helps keep service/test runs

relatively subdued compared to unmodified marine engines. In the future, a small forklift may be used periodically to move boats between designated staging areas, service bays, and the showroom. Background music may be played within the building at normal office volume levels and will not be audible outside the facility.

As a premium boat dealership, our business experiences seasonal fluctuations. We anticipate maintaining approximately six inventory boats on-site throughout the year. During peak spring de-winterization and fall winterization seasons, an average of approximately five customer boats may be present awaiting scheduled service. Some customer boats may remain on-site longer when waiting for parts, warranty authorization, or completion of repairs.

The rear portion of the property will function as an organized operational staging area. Customer boat drop-off will occur in the designated location along the southeastern portion of the lot bows facing the north starboard (right) side on the edge of the grass. Following check-in, dealership personnel and certified technicians will move boats into designated service staging spaces located along the west side of the property, where they will await scheduled service. Once the boat is pulled in and service is complete it will get marked done then staged back into its designated spot for pick up. Inventory boats available for sale will also be parked in the same orientation as the service boats, west side of the property backed into designated spots bows facing east. This layout is intended to create an efficient and organized flow of customer units and inventory while maintaining a clean and professional appearance. (See attached diagram).

The rear lot is not intended to serve as a long-term storage facility. Rather, it functions as a temporary staging area supporting normal dealership operations, including service appointments, inventory management, customer deliveries, and demonstration preparation. A semi-truck delivery may occur in the back lot approximately once every three months. The site has capacity for approximately eleven boats during peak periods, although the actual number present will vary depending on the season and operational needs. Additional business activities may include customer boating safety and operational training, scheduled delivery orientations, seasonal open houses, and off-site boat demonstrations conducted on public waterways.

We are committed to operating a professional business that is respectful of neighboring properties and compatible with the surrounding community. Our goal is to create a clean, organized, and attractive facility that provides valuable services to local boat owners, while contributing positively to the local economy.

Proposed hours of operation: Mon-Fri 9-5. Sat. 9-noon or by appointment. Closed on Sunday.

Pines West, LLC — Scope of Activities

Owner-Occupied East Portion · 4851 Shoreline Drive, Mound, MN 55364

Overview

Pines West, LLC is the owner of the building at 4851 Shoreline Drive and will occupy the east portion of the property — approximately 50% of the building, consisting of two front offices and the east warehouse bay (shown as the “future showroom” on the tenant’s concept drawing). The owner’s use of this space is low-intensity and limited to administrative office work and private personal storage. There is no retail activity, no customer or public traffic, no outdoor storage, and no use of the rear lot associated with the owner’s portion. The owner is committed to maintaining a clean, orderly, and well-managed property consistent with the surrounding community.

Front Offices — Administrative Use

The two front offices on the east side will be used by Pines West for administrative and property-management functions related to the ownership and operation of the building, as well as the owner’s general business administration. Typical activities include bookkeeping, lease and records administration, vendor and contractor coordination, correspondence, and general office work. Occupancy is limited and intermittent — primarily the owner — with no regular customer appointments, walk-in traffic, or public visits. The offices will maintain a quiet, professional atmosphere consistent with a typical low-occupancy office setting.

East Warehouse Bay — Private Storage

The east warehouse bay is currently retained by Pines West and used for low-intensity private storage. Stored items consist of the owner’s personal vehicle and bicycles, along with similar personal belongings. No commercial inventory, hazardous materials, or industrial activity is stored or conducted in this space, and no repair, fabrication, or service work takes place. The bay generates no appreciable noise and has no customer or public access; entry is limited to the owner on an as-needed basis during normal hours.

Regarding the “future showroom” notation shown on the tenant’s concept drawing: this reflects only a potential future possibility and not a current use. The east bay is presently retained by Pines West for the owner’s own administrative and storage purposes as described above. Should Pines West seek to lease this space or change its use in the future, it will return to the City for review and approval through the appropriate process before any such use commences.

Rear Lot — No Use

Pines West makes no use of the rear lot. All rear-lot activity is associated solely with the tenant’s operation. The owner conducts no storage, staging, or other activity in the rear lot. Owner access to the east portion is limited to ordinary front-lot parking for entry to the offices.

Summary

Pines West's retained use of the east portion of the building is intentionally low-impact: quiet administrative office work and private personal storage, with no retail, no customer traffic, no outdoor storage, and no rear-lot use. This owner-occupied use is intended to complement the surrounding community and to be fully compatible with the adjacent neighborhood.

