



City of

**MAHTOMEDI**

Minnesota

A 'Small Town' City

# **CITY OF MAHTOMEDI**

## **CANDIDATE FILING INFORMATION 2021**

City of Mahtomedi  
600 Stillwater Road.  
Mahtomedi, MN 55115-2007  
651-426-3344

**CITY OF MAHTOMEDI**  
**2021 CANDIDATE INFORMATION**

This packet contains selected general information regarding the candidate filing and election process for federal, state and county offices. The process is principally governed by Minnesota Statutes, Chapter 200 through 211B. Please refer to these sources for more complete information.

If you have any questions pertaining to the election, feel free to call this office at 651-426-3344 or the Secretary of State's Office at 651-215-1440.

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**ATTACHMENTS ENCLOSED:**

Minnesota Affidavit of Candidacy  
Campaign Financial Report  
Affidavit of Withdrawal  
Minnesota Campaign Manual  
Minnesota Department of Transportation letter  
Washington County Department of Transportation letter  
Secretary of State Map Order Form  
Secretary of State Voter Registration List Request  
Secretary of State Precinct Finder, Table, & Polling Place Request

## Our Vision Statement

### Mahtomedi: a “Small Town” City

- **Close knit small town atmosphere:** Residents have strong connections with each other and take pride in their community. By working together to maintain the small town atmosphere residents, businesses and community leaders have created a safe environment in which to live, work and learn.
- **Natural Resources:** The abundance of bodies of water, vegetation and nature areas create a natural setting for City parks for residents to enjoy.
- **Excellent Education:** The educational system and educational opportunities provided in cooperation with the Mahtomedi School District and Community Education creates an informed community.
- **Location:** Located on the east shore of White Bear Lake, within twenty minutes of Minneapolis and St. Paul with direct access to Interstate 694 provide residents and businesses with a place to call home.
- **History:** The history of the Chatauqua Association, Wildwood Amusement Park, Cottages, Street cars and Summer Resorts have contributed to the historical significance of the community.

The City covers four square miles and is home to 7,900 residents and a small, but growing, business community. The Mahtomedi School District and Century College offer educational excellence in a wide variety of interests and concentrations. We invite you to come visit Mahtomedi. It's a wonderful small town with convenient access to all of the amenities of the Twin Cities. We know that you will enjoy it as much as we do.

Visitors to Mahtomedi will find a community that appreciates its past. Mahtomedi has been a summer retreat for a variety of users. The City was founded as a Chatauqua community around 1900, when visitors would come to the east shore of White Bear Lake for recreation, lectures, music and a time of reflection. Later Wildwood Amusement Park was built by the streetcar company to give Twin Cities residents a reason to ride to the end of the line. At about the same time, summer homes and cottages began to be built as Mahtomedi became a resort and vacation destination. The area was so popular that even Ma Barker and her gang spent time here when they were in town.

Today, Mahtomedi is a community still focused on its single greatest recreational amenity, White Bear Lake. You can enjoy our many parks and trails, some of which retrace the streetcar line. You can also visit our wonderful restaurants and, if you listen very carefully, you might even hear a streetcar going by.

The City's day to day activities are managed by a professional staff of 19 people who work in six City Departments. It is the staff's responsibility to provide quality public services to our customers and to implement City Council actions and policies. The City also contracts for a number of services through other units of government or private companies. This combination allows the City to provide the best possible services to our constituents at the lowest possible cost.

The City Administrator is responsible for the day to day operations of the City and for implementing the City Council's policies and actions. The Administrator oversees the City staff and coordinates the responsibilities of the departments and consulting services.

The Finance Department oversees the City's accounts and investments. The Department is responsible for preparation and implementation of the annual budget, maintenance of financial records and reports and the application of appropriate regulations to the City's financial activities.

The City of Mahtomedi offers a wonderful parks and trails system that provides recreational opportunities for residents and visitors with a variety of interests. From athletic fields at Mahtomedi High School and Southwest Park to the natural setting of Katherine Abbott Park, from recreation opportunities on White Bear Lake and other lakes in the community to the scenic and historic Streetcar Trail, you will find a lot to enjoy in Mahtomedi's parks.

The City's trail system is also well connected to the County and regional trail system with the Gateway Trail located immediately south and east of the City. Mahtomedi is a great place to play, exercise and enjoy nature's beauty.

The Public Works Department is responsible for the maintenance and upkeep of the City's streets, utilities and parks. The Department is made up of 9 staff members who are cross trained to meet a variety of maintenance needs ranging from street repairs to playground construction and snowplowing to sewer maintenance.

The Streets Maintenance Division is responsible for the maintenance of Mahtomedi's 52 miles of City streets. Maintenance activities include seal coating, pot hole repairs, winter snow and ice removal and a variety of other activities that keep our streets clear and drivable year round.

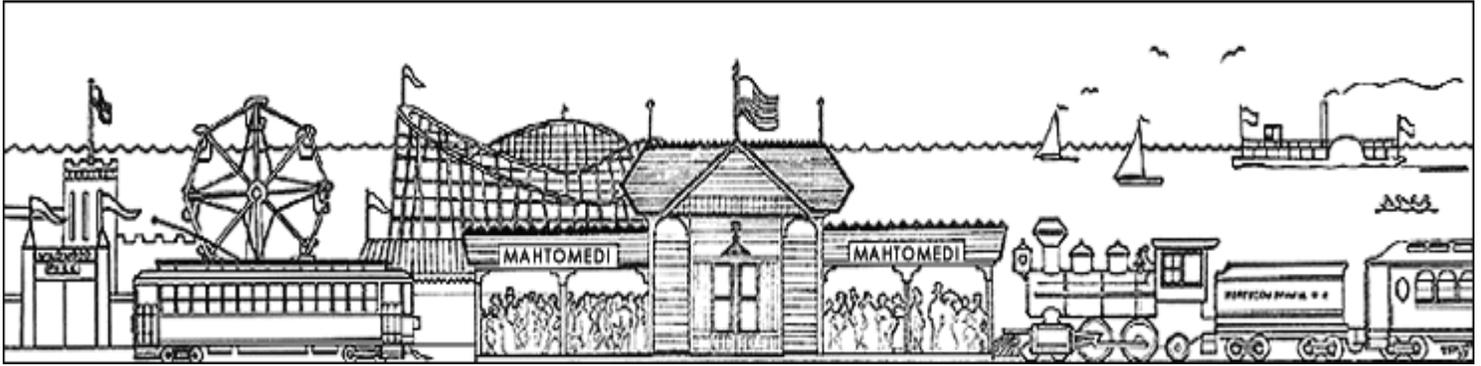
The Sanitary Sewer Division oversees the City's waste water removal system including 38 miles of sanitary sewer piping and 8 lift stations. Mahtomedi's waste water goes to the Metropolitan Council waste treatment facility.

The Water Division is responsible for operating and the maintenance of the City's three municipal wells, the water tower and the distribution system that brings potable water to homes and businesses throughout the community.

The City of Mahtomedi's storm water system is made up of its storm sewers and related water quality and holding ponds that help control the quantity and quality of rain and snow melt entering our area lakes and ponds. This is important for all water bodies, but it is especially important because Mahtomedi recognizes one of its greatest natural resources in White Bear Lake

The City of Mahtomedi contracts with the Washington County Sheriff's Department for police services. The contract provides for regular patrol services and prompt access to the Department's other services including investigations, water rescue and emergency response.

The City of Mahtomedi is served by a volunteer Fire Department that provides fire prevention, fire suppression and advanced life support ambulance service to the Mahtomedi, Willernie and part of the City of Grant.



## DESCRIPTION OF OFFICE DUTIES

### COUNCIL

The City of Mahtomedi operates under a Council-Administrator form of government. The Mayor and Council members are elected for staggered, four year terms. The Mayor and Council appreciate comments and input from Mahtomedi's residents and businesses.

The City Council meets on the 1st and 3rd Tuesday of the month. The Planning Commission meets on the 2nd Wednesday of the month. The Park Commission meets on the 3rd Wednesday of the month. The Environmental Commission meets the 2<sup>nd</sup> Monday of the month. The Finance Commission meets on an as needed basis.

The City is also a member of several multi-city organizations.

- Ramsey-Washington Suburban Cable Commission
- White Bear Lake Conservation District

## 2021 Open Seats

CITY OF MAHTOMEDI	Term
<b>2 City Council</b>	<b>Four Years</b>

# Filing for Office

## When to File:

### CITY OF MAHTOMEDI OFFICES

Filing for the City of Mahtomedi offices opens Tuesday, July 27, 2021 and ends at 5:00 p.m. on Tuesday, August 10, 2021. The filing fee for a city office is \$2.00.

A candidate who provides the filing fee by a check or other instrument for which sufficient funds are not available will have his or her name removed from the ballot and is liable for all costs incurred by election officials in removing the name from the ballot. (MS 204B.11)

A candidate for a municipal elective office may withdraw from the election by filing an affidavit of withdrawal with the municipal clerk no later than 5:00 p.m. August 12, 2021. After that date, no candidate may file an affidavit of withdrawal. Filing fees are not refundable.

### July/ August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## Where to File:

File with the City of Mahtomedi Office, 600 Stillwater Road, Mahtomedi, MN 55115. The telephone number 651-426-3344 for these offices:

- 2 City Council Members for a 4 year term.

### Qualifications for candidates filing for City of Mahtomedi office:

- eligible voter
- at least 21 years of age when assuming office
- resident of district for thirty days preceding the General Election
- has not filed for another office in the same election

# Affidavit of Candidacy

## **AFFIDAVIT OF CANDIDACY**

An individual who is eligible and desires to become a candidate for an office to be voted on at the election must file an affidavit of candidacy with the municipal clerk. The affidavit must be in substantially the same form as that in section 204B.06 subdivision 1. The municipal clerk shall also accept an application signed by at least 5 voters and filed on behalf of an eligible voter in the municipality whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. No individual shall be nominated by nominating petition for a municipal elective office except in the event of a vacancy in nomination as provided in section 205A.03, subdivision 6. Upon receipt of the proper filing fee, the clerk shall place the name of the candidate on the official ballot without partisan designation. Affidavits of candidacy for municipal candidates must be filed during the applicable filing period. The affidavit must be signed in the presence of a notarial officer. Filings are not complete without the filing fee or petition filed in lieu of the fee. The candidate should be prepared to supply satisfactory evidence of identification.

All candidates, including those filing by petition, must file affidavits stating, in part,

- the name of the office sought
- that the candidate is an eligible voter
- that he/she has no other affidavit on file for any other office for the election
- that the candidate meets the qualifications for the office; and
- that the name listed on the affidavit is the candidate's true name or name by which the candidate is commonly known in the community.

### **Filing Fee (or Petition in Lieu of Filing Fee)**

To petition in lieu of a filing fee, five or more voters may "draft" a candidate by filling an application on behalf of a candidate with the clerk. The candidate must indicate his or her willingness to run by signing the application. The petition in lieu of a filing fee must have signatures of people who are eligible to vote in the election, either 500 signatures or a number equal to 2% of the total number of persons who voted in the last general election when the office was on the ballot (whichever is less). (M.S. 204B.11, subd 2; M.S. 205A.06, subd. 3 and 4)

## **2021 ELECTION DATES**

**GENERAL ELECTION: [Tuesday, November 2, 2021](#)**

### **Electronic Filing of Financial Reports**

Financial reports required under Minnesota Statutes 211A.02 may be filed electronically, subject to the approval of the filing officer. (MS 211A.02, Subd. 5).

# Campaign Financial Reporting

## City of Mahtomedi

### **Campaign Finance Reports:**

Minnesota Statute 211A generally regulates campaign reporting requirements of candidates and committees supporting county, municipal, school districts or other political subdivisions candidates for office and questions. Candidates and committees supporting candidates for judicial office are not regulated by Chapter 211A.

Minnesota Statute 211B regulates a variety of campaign practices and applies to all federal, state, and local candidates. It also regulates the activities of committees formed to promote or oppose ballot questions and proposed constitutional amendments.

Candidates and their committees for elective office are responsible for adherence to the provisions of Minnesota Statutes 211A and 211B regarding Campaign Financial Reporting and Fair Campaign Practices.

Enclosed for your use are the following :

- **Minnesota Campaign Manual.**  
This contains a digest and the text of Chapters 211A and 211B.
- **Campaign Financial Report Forms.**  
These are to be filed as indicated by the provisions of M.S. 211A.02

As a candidate for municipal elective offices, you are responsible for fulfilling the requirements of Minnesota Statutes Chapter 211A Campaign Financial Reporting.

A summary of several important dates regarding Campaign Financial Reporting related to November General Election is as follows.

### **INITIAL REPORT**

A committee or a candidate who receives contributions or makes disbursements of more than \$750 in a calendar year shall submit an initial report to the filing officer **within 14 days** after the candidate or committee receives or makes disbursements of more than \$750. Reporting dates for candidates and committees required after the initial report are as follows:

### **TEN DAYS BEFORE THE GENERAL ELECTION**

**October 23, 2021**

### **CAMPAIGN FINANCIAL REPORT CERTIFICATION OF FILING**

**November 9, 2021**

Each county, municipal or school district level candidate shall certify to the filing officer that all reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer or that the candidate **or** committee has not received contributions or made disbursements exceeding \$750.00 in the calendar year. The certification shall be submitted to the filing officer no later than **seven days** after the general election.

A certificate of election will **not** be issued to a candidate who has not certified that all reports required by Section 211A.02 have been filed.

### **30 DAYS AFTER THE GENERAL ELECTION**

**December 2, 2021**

**JANUARY 31, 2022**

The committee or candidate must file a report by January 31<sup>st</sup> of each year following the year when the initial report was filed.

### **FINAL REPORT**

A candidate or committee may file a final report when all debts have been settled and all assets in excess of \$100 in the aggregate are disposed of. The final report may be filed at any time and must include the kinds of information contained in the financial statements required by Section 211A.02 for the period from the previously submitted report to the date of the final report.

### **NOTICE OF FAILURE TO FILE**

If a candidate or committee fails to file a report on the date it is due, the filing officer shall immediately notify the candidate or committee of the failure to file. If a report is not filed within ten days after the notification is mailed, the filing officer shall file a complaint under section 211B.32

### **Administrative Hearings Office to Address M.S. 211A and M.S. 211B Complaints**

A complaint of violations under Minnesota Statutes 211A and 211B must be filed with the Office of Administrative Hearings within one year of the alleged incident. (M.S. 211B.32, subd., 1 & 2)

Filings before the Office of Administrative Hearings must:

1. be written
2. submitted under oath, and
3. detail the factual basis for the complaint.

The complaint must be accompanied by a \$50.00 (fifty dollar) filing fee, except for required complaints by filing officers. The fee may be waived upon request and may be refunded to a complainant who prevails.

**THIS IS ONLY A SUMMARY TO HELP INFORM YOU REGARDING REPORTING DATES AND REQUIREMENTS. PLEASE REFER TO THE FULL TEXT OF MINNESOTA STATUTES CHAPTER 211A FOR THE COMPLETE INFORMATION**

## Fair Campaign Practices

Minnesota Statute 211B governs fair campaign practices. Candidates must comply with regulations concerning campaign contributions and spending, Election Day campaigning, advertising, influencing voters, and other campaign activities.

### Questions?

Call the Washington County Elections Division at 651-430-6790

## Campaign Signs

Contact the clerk in any community where you will campaign if you plan to post political signs and have any questions as to any local sign regulations. Placing signs on State or County right-of-way is prohibited. Minnesota Statute 160.27 prohibits advertisements on highway right-of-ways. See attached letters from Minnesota Department of Transportation and County Transportation Department. If signs are to be placed on private property, permission must be obtained from the landowner. Any signs that are in the highway right-of-way will be removed. The telephone numbers for the cities and townships in Washington County are as follows:

<b><u>CITY</u></b>	<b><u>Phone</u></b>
<b>MAHTOMEDI</b>	<b>426-3344</b>

## 2021 Important Election Dates

### Filing for Office:

<b>July 27</b>	First day to file affidavits of candidacy
<b>August 10</b>	Last day to file affidavits of candidacy
<b>August 12</b>	Last day to file affidavits of withdrawal

### Election Dates:

<b>September 17-Nov 1</b>	Absentee voting
<b>October 12</b>	End of pre-registration of voters for general election
<b>October 30</b>	Saturday hours 8-3 absentee voting
<b>November 2</b>	General Election

## Important Financial Reporting Dates

### More than \$750 (contribution/disbursements)

Within 14 day	of receiving or disbursing more than \$750 in a calendar year
<b>October 23</b>	Pre-general election campaign financial reports due
<b>December 2</b>	Post-general election campaign financial reports due
<b>January 30</b>	Annually until all debts have been settled and all assets in excess of \$100 in the aggregate are disposed of, at which a final report is filed.

### \$750 or less (contribution/disbursements)

<b>November 9</b>	Certificate of filing due
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