



CITY COUNCIL MEETING
Tuesday, February 21, 2023
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

A G E N D A

CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

- A) **PUBLIC HEARINGS:** Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL.
- B) **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA**

Any member of the public may speak at this time on any item **NOT** on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Other Business at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion without permission of the presiding officer.

Your participation, as prescribed by the Council's RULES, is welcomed and your cooperation is greatly appreciated.

- 1. CITY COUNCIL MEETING CALLED TO ORDER
- 2. ROLL CALL: Murphy, Webb, Parisian, Wagner, Mayor Blonigan
- 3. **MICROPHONE CHECK:** Murphy, Webb, Parisian, Wagner, Mayor Blonigan
- 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
- 5. **OATH OF OFFICE ADMINISTERED BY THE CITY CLERK TO COUNCIL MEMBER WARD 1**
- 6. APPROVAL OF THE FEBRUARY 21, 2023 MEETING AGENDA

CITY COUNCIL MEETING AGENDA

February 21, 2023

Page 2

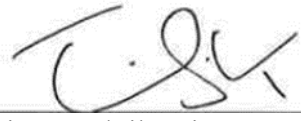
7. CONSENT AGENDA: Pursuant to Council rules, one motion, non-debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:
- A. Motion to approve and order placed on file minutes of the City Council meeting: 2-7
 - City Council meeting minutes on 2/7/23
 - B. Motion to receive advisory commission minutes: 8-11
 - Planning Commission meeting minutes on 1/19/23
 - C. Motion to approve issuance of licenses dated 2/21/23. 12-14
 - D. Motion to approve the January 2023 payment for City credit card charges. 15-25
 - E. Motion to acknowledge the financial reports for the quarter ended December 2022. 26-31
 - F. Appointment of Alternate Commissioners to Bassett Creek and Shingle Creek Watershed Commission.
 - 1. Motion to waive the reading and order the adoption of Resolution #__ “A RESOLUTION APPROVING THE APPOINTMENT OF ROBERT (BOB) STAMOS AS ALTERNATE COMMISSIONER TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FOR A TERM CONCLUDING JANUARY 31, 2026.” 32-34
Res. 33
Res. 34
 - 2. Motion to waive the reading and order the adoption of Resolution #__ “A RESOLUTION APPROVING THE APPOINTMENT OF WENDY SCHERER AS ALTERNATE COMMISSIONER TO THE SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION FOR THE TERM CONCLUDING JANUARY 31, 2026.”
 - G. Motion to approve THC Sales license submitted by Vapor Bunker, 4066 Lakeland Avenue North, subject to a successful background investigation. 35
 - H. Motion to approve the submittal of MPCA Level 2 EV Charging Station grant. 36
 - I. Motion to approve the creation of an internal Sustainability Committee. 37

CITY COUNCIL MEETING AGENDA

February 21, 2023

Page 3

- J. Motion to approve the City of Robbinsdale Recreation Services Department Duathlon Race to be held on Saturday, August 5, 2023 at Lakeview Terrace Park with the conditions listed in the memo. 38-41
- K. Motion to approve updates to the Employee Handbook as have been presented to the Council at the previous Council meeting. 42
- L. Motion to approve the THC Sales License submitted by the Birdhouse Eat & Drink, 4153 West Broadway subject to a successful background investigation. 43
- M. Motion to authorize the Professional Services Contract with LEAST Services/Counseling LLC. 44
- N. Motion to schedule a Goals Setting Session to take place on Monday, March 20th at 5:00 p.m. at Robbinsdale City Hall. 45
- O. Motion to authorize the City Manager and Mayor to execute the Joint Powers Agreement with PUPS. 46
- 8. PRESENTATIONS
*There are no presentations scheduled.
- 9. PUBLIC HEARINGS
 - A. Permit – Chickens – 3623 Lowry Avenue North
 - 1. Conduct the public hearing and take public comment. 47
 - 2. Consider approval of the request for thee (3) chickens at 3623 Lowry Avenue North subject to the conditions listed in the memo.
- 10. OLD BUSINESS
*There is no old business scheduled.
- 11. NEW BUSINESS
*There is no new business scheduled.
- 11. OTHER BUSINESS
 - A. Motion to approve disbursement requests for period ending 2/21/2023. 48
- 12. ADMINISTRATIVE REPORTS
- 13. COUNCIL GENERAL COMMUNICATIONS
- 14. ADJOURNMENT



Tim Sandvik, City Manager



City of Robbinsdale

4100 Lakeview Avenue North • Robbinsdale • Minnesota • 55422-2280
Phone (763)531-1258 • Fax (763)531-1291
Website www.robbinsdalemn.com

February 21st, 2023

OATH OF OFFICE

City of Robbinsdale

County of Hennepin

I, Regan Murphy, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the Office of Council Member Ward 1 of the City of Robbinsdale, Minnesota, to the best of my judgment and ability, so help me God.

Regan Murphy, Ward 1

Subscribed and sworn to before me this 21st day of February 2023.

Dustin Leslie, City Clerk

**City of Robbinsdale
CITY COUNCIL MINUTES
February 7, 2023
Meeting No. 3**

CALL TO ORDER

1. Mayor William A. Blonigan called the meeting to order at 7:00 p.m.

ROLL CALL

2. Present: Wagner, Webb, Parisian, Mayor Blonigan
Staff: Tim Sandvik, City Manager; Dustin Leslie, City Clerk; Rick Pearson,
Community Development Coordinator.

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON
MATTERS NOT ON THE AGENDA**

3. Mayor Blonigan opened the floor to anyone wishing to speak on any items not on the agenda.
4. Teresa Baird – 4335 Unity Ave N: resident spoke about wanting to add something to Pocket Park to commemorate her family who has lived in the area for over 30 years.
5. Jerry Blem – 2605 Parkview Blvd: resident spoke about the challenges of towing cars during the last snow emergency due to the impound lot being full.

APPROVAL OF THE FEBRUARY 7, 2023 MEETING AGENDA

6. Leslie reported the following updates to the agenda:
 - An item was added to the Consent Agenda as Consent item M: Accept Quote for Purchase of Eight Copiers.
 - An item was added to the Consent Agenda as Consent item N: Appointment of Melanie Sedqi to the Human Rights Commission.
 - The MOU for Consent Item K was added.
 - The Voucher Report was added to Other Business C.
 - Additional language was added to Presentation A.
7. **Member Webb MOVED, seconded by Member Parisian to approve the February 7, 2023 Agenda with the update given to Council by the City Clerk. The vote was unanimous and the motion carried.**

CONSENT AGENDA

8. Member Parisian removed items G, K, and N from the Consent Agenda for further consideration.

9. **Member Wagner MOVED, seconded by Member Parisian to approve the February 7, 2023 Consent Agenda with the exception of items G, K, and N which was pulled for further consideration. The vote was unanimous and the motion carried.**

- A. Motion to approve and order placed on file minutes of the City Council meeting:
 - City Council meeting minutes on 1/17/23
- B. Motion to receive advisory commission minutes:
 - Parks, Recreation, and Forestry Commission minutes on 10/25/22
 - Human Rights Commission minutes on 10/27/22
- C. Motion to approve issuance of licenses dated 2/7/23.
- D. Motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of December 2022.
- E. Motion to acknowledge the Deputy Registrar's financial reports for the month of December 2022.
- F. Motion to acknowledge the Investment Report for the quarter ended December 2022.
- G. (Removed).
- H. Motion to extend Variance request V22-1 to June 30, 2023 and amend Resolution 7963 accordingly.
- I. Motion to waive the reading and order the adoption of Resolution #8026 "A RESOLUTION APPROVING CONDITIONAL USE PERMIT REQUEST C23-1 ALLOWING SOLAR COLLECTORS ON AN ACCESSORY STRUCTURE AT 3934 WELCOME AVENUE NORTH."
- J. Motion to authorize the City Manager and Finance Director to issue a purchase order to Maqueen Equipment of St. Paul, Minnesota for the purchase of an Envirosight Rovver Camera in accordance with the estimate dated January 19th, 2023 for a net price of \$115,590.00 including a \$4,250.00 trade-in of the City's existing Aries Pathfinder camera.
- K. (Removed).
- L. Motion to authorize purchase of Getac Worn Cameras (BWC)/Squad Videos System at a cost of \$89,972.82.

M. Motion to authorize the City Manager and Finance Director to issue a Purchase Order to Canon USA Inc. for the Purchase of eight copiers in accordance with the estimate dated February 2nd, 2023 for a net price of \$55,562.07.

N. (Removed).

CONSENT ITEMS G AND N: APPOINTMENT OF THE WARD 3 PARKS, RECREATION, AND FORESTRY COMMISSIONER AND APPOINTMENT OF MELANIE SEDQI TO THE HUMAN RIGHTS COMMISSION

10. Member Parisian stated she withdrew the appointment of Denise Beck to acknowledge and thank her for applying to become Commissioner.
11. Member Parisian recognized Melanie Sedqi for her service to the city and thanked her for applying to the Human Rights Commission.
12. **Member Parisian MOVED, seconded by Member Webb to approve Denise Beck's nomination to the Parks, Recreation, and Forestry Commission effective immediately as well as Melanie Sedqi's application to the Human Rights Commission.**
13. Member Wagner stated he knew Melanie Sedqi and that she would be a fantastic addition to the Human Rights Commission.
14. Mayor Blonigan thanked both residents for volunteering.
15. **The vote was unanimous and the motion carried.**

CONSENT ITEM K: CONSIDER MEMORANDUM OF UNDERSTANDING (MOU) WITH LAW ENFORCEMENT LABOR SERVICE, INC LOCAL #517, LAW ENFORCEMENT LABOR SERVICE, INC LOCAL #8, AND LAW ENFORCEMENT LABOR SERVICE, INC LOCAL #179

16. Member Parisian asked questions about how the language of the MOU was drawn up and asked if the date range on the incentive payments could be changed to January 1st so that any officers suspended or terminated would not be eligible for the retention bonus.
17. Sandvik discussed the process of writing the MOU and how Council could edit the MOU.
18. Member Parisian suggested tabling the MOU to a work session then future Council meeting so they could further discuss the language.
19. Member Wagner preferred tabling for further discussion.
20. Mayor Blonigan stated he would be ok with tabling and suggested the Police Department come to the work session to present to the new Council.

21. Sandvik suggested creating language prior to date/shift requirements, related to suspensions. Council agreed with this suggestion.
22. **Member Parisian MOVED, seconded by Member Wagner to table the discussion and approval of the MOU to a future work session and Council meeting. The vote was unanimous and the motion carried.**

PRESENTATION A: UPDATES TO EMPLOYEE HANDBOOK

23. Sandvik gave the report and described each update to Council.
24. Mayor Blonigan suggested grammatical changes to the break times portion of *Attendance and Work Hours*.
25. Member Wagner and Sandvik discussed break times and how often employees should have a 15-minute break.
26. Sandvik introduced Volunteer Time Off (VTO) to Council.
27. Member Wagner stated he liked that the volunteering would be done in Robbinsdale.
28. Member Webb asked to look at allowing volunteer opportunities outside of Robbinsdale in the future. Member Parisian suggested an approval process on a case-by-case basis for any volunteer time outside of Robbinsdale.
29. Member Wagner stated he preferred the language centered around Robbinsdale.
30. Sandvik introduced Paid Parental Leave.
31. Member Wagner and Sandvik discussed using partner rather than spouse in the policy. Sandvik stated spouse is legally defined while partner is not.

PRESENTATION B: PROCLAMATION DECLARING THE MONTH OF FEBRUARY, 2023 AS BLACK HISTORY MONTH IN THE CITY OF ROBBINSDALE

32. Member Webb spoke about Black History Month and its importance and acknowledged the contributions made by Black Americans throughout history.
33. Member Webb recited the proclamation in its entirety for the public.
34. **Member Webb MOVED, seconded by Member Parisian to proclaim the month of February, 2023 as Black History Month in the City of Robbinsdale. A roll call was taken. Ayes: Wagner, Webb, Parisian, Mayor Blonigan. Nays: None. The vote was unanimous and the motion carried.**

NEW BUSINESS A: LETTER OF COMMITMENT TO PARTICIPATE IN THE EV SMART PROGRAM

35. Sandvik gave the report.
36. Mayor Blonigan stated Great Plains has a great website which directs people to a lot of environmental resources and that they would be good partners to work with.
37. **Member Parisian MOVED, seconded by Member Webb to authorize the Mayor to sign the EV Smart program letter of commitment and to designate Kayla Kirtz, Assistant to City Manager – Communications, as the EV Smart program liaison. The vote was unanimous and the motion carried.**

OTHER BUSINESS A: SCHEDULE CANVASS BOARD MEETING

38. Leslie spoke about the requirements for canvassing and asked Council to schedule the meeting before the next Council meeting so the new member could be sworn in.
39. **Member Webb MOVED, seconded by Member Wagner to set the time for the Ward 1 Special Election Canvass Board meeting to be held on Tuesday, February 21, 2023 at 6:30 p.m. before the regular City Council meeting. The vote was unanimous and the motion carried.**
40. Leslie gave a special election update and how residents could vote.

OTHER BUSINESS B: SCHEDULE SPECIAL WORK SESSION FOR FEBRUARY AND MARCH

41. **Member Parisian MOVED, seconded by Member Webb to schedule a special work session to discuss the Blue Line Light Rail Project on Tuesday, February 28 at either 6:00 p.m. as well as a special work session with Commissioner Lunde on Tuesday, March 21 at 6:00 p.m. The vote was unanimous and the motion carried.**

OTHER BUSINESS C: DISBURSEMENT REQUEST APPROVAL

42. **Member Wagner MOVED, seconded by Member Webb to approve disbursement requests for period ending 2/7/2023. The vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

43. Sandvik spoke about issues residents were having with accessing Council agendas online and that staff have made them available directly on the website.
44. Sandvik spoke about the Green Sheet transitioning to the Birdtown Brief and that the new format has been well-received so far.
45. Sandvik spoke about various meeting he attended and encouraged residents to check out the League of Minnesota Cities if they wanted to learn more about legislation.

46. Sandvik reminded Council and the public that the next REDA meeting and work session would be held Wednesday instead of Tuesday due to the Special Election.

COUNCIL GENERAL COMMUNICATIONS

47. Member Wagner stated he recently had an interview with CCX and thanked them for a positive experience.
48. Member Webb spoke about the most recent Human Rights Commission meeting she attended and thanked them for the work they do.
49. Member Webb spoke about the “Table Talk” she and Member Parisian had with residents at Birdhouse. Member Webb stated it went well. Member Webb stated the next one would be held March 28 at Birdhouse.
50. Member Parisian spoke about the success of the “Table Talk” meeting.
51. Member Parisian praised Member Webb for her work on the Black History Month proclamation and how it inspired her. Member Parisian also thanked staff for including events in the Birdtown Brief for Black History Month.
52. Member Parisian encouraged Ward 1 residents to vote in the upcoming Special Election.
53. Mayor Blonigan spoke about upcoming Black History Month events for residents and wished everyone a good Black History Month.

Adjournment:

54. **Member Parisian MOVED, seconded by Member Wagner to adjourn the meeting at 8:32 p.m. The vote was unanimous and the motion carried.**

Dustin Leslie, City Clerk

William A. Blonigan, Mayor

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 19, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:01 p.m.

ROLL CALL:

Commissioners Present: Markfort, Allen, Montemayor, Weinberg

Commissioners Absent: Ralston Aoki

Staff Present: Rick Pearson, Community Development Coordinator

2. **#2A: CONSIDERATION OF MINUTES:**

MOTION by Commissioner Markfort, seconded by Commissioner Montemayor to approve Planning Commission Meeting Minutes of December 15, 2022.

The vote was 4-0 and the motion carried. (Ralston Aoki absent)

3. **#3A: Welcome and Swearing In of New Commissioners**

Administered the Oath to Commissioners Allen, Montemayor, and Weinberg.

4. **#4A: Election of Officers and 2023 Meeting Dates**

This item will return on the February 16, 2023 agenda.

#5A: PUBLIC HEARING:

Consideration of Conditional Use Permit C23-1 to locate solar panels on the roof of the detached garage as well as the single family home at 3934 Welcome Ave N by BRS Field Ops, LLC as requested by the homeowner Troy Loken

5. **MOTION** by Commissioner Markfort, seconded by Commissioner Allen to OPEN the public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**

6. Pearson presented a brief overview for this conditional use permit request to locate solar panels on the roof of the detached garage and single family home. Many roofline variations on the house, the largest amount of surface is on the garage roof. Staff supports this request. Recommends approval of the conditional use permit with the four conditions listed.

7. **Troy Loken, 3934 Welcome Ave N, Homeowner**
Wanted to do the house only but it could only fit 6 panels due to tree coverage will have to have 9 panels. Will offset on Xcel Energy bill by 54%. No overhead wires because they are all buried. The house was built in 1980.
8. Pearson stated that for conditional use permits, public hearing notices were mailed to the neighbors within 350 of applicant address and the notice was published in the SunPost newspaper. He did not receive any calls regarding this item.
9. **MOTION** by Commissioner Markfort, seconded by Commissioner Weinberg to CLOSE the public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
10. There was no further discussion.
11. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to recommend that the City Council approve Conditional Use Permit request C23-1 for the installation of a solar energy collector on the detached garage at 3934 Welcome Avenue North based upon the following findings of fact:
 - a. That the installation of a solar energy device on a residential accessory structure is consistent with policies of the Comprehensive Plan;
 - b. That the location of the solar device on a detached garage oriented towards an alley will not be a negative or disturbing influence in the character of the area, neighborhood or geographical area;
 - c. That the solar energy device contributes to the sustainability of the residential area and should be a positive influence to the area;And with the following conditions:
 1. That the alley shall not be obstructed due to deliveries of materials or by the builder during the course of installation of the solar panels;
 2. That there shall be no obstruction to waste, recycling and yard waste collection;
 3. That any wiring associated with the solar panels shall be located underground; and
 4. That a building permit is required.**The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
12. Pearson announced that this item would be on the Consent Agenda of the City Council meeting to be held on February 7, 2023.

#6A: PUBLIC HEARING:

Consideration of Conditional Use Permit C23-2 to allow multiple family housing;
And

Variance Request V23-1 for:

Required parking: 17 on-site spaces are required and it appears only 4 are available;

Required minimum floor space: for the 5 one-bedroom, multiple family units;

Required lot area for the combined number of hotel and multiple family units;

at 4628 41st Ave N as requested by the Minnesota Assistance Council for

Veterans

13. **MOTION** by Commissioner Weinberg, seconded by Commissioner Allen to OPEN the public hearing. **The vote was 4-0 and the motion carried.**
(Ralston Aoki absent)
14. Pearson presented the staff report for multiple requests from the owners of the Robin Hotel, Minnesota Assistance Council for Veterans, at 4628 41st Ave N who want to remodel the property to provide affordable housing to homeless veterans. The building is 120 years old. The use is changing from a hotel to a combined hotel and multiple family housing. Explained how the use of the property is changing. Reviewed site plan. Reviewed the variance request and conditional use permit request. Explained the off-street parking requirements.elayed concerns of the fire and police departments regarding turning movements of vehicles entering and exiting the building. Presented aerial photograph of the area around the Robin Hotel. Reviewed possible solutions for parking arrangements. Recommending continuing this public hearing to obtain further information regarding this project
15. Commissioner Markfort opened the meeting for public comment.
16. **Kurt Johnson, Metro Regional Director for the Minnesota Assistance Council for Veterans, 24865 113th St. NW, Zimmerman, MN**
He stated their mission statement is to end homelessness of veterans in Minnesota. Provided statistics on their progress. Receiving state and federal legislative support to serve veterans. Provides support for veterans in housing, health care navigators, employment specialists, and legal services. Seeking to expand quality, stable housing for veterans while providing wrap around services including mental health services.
17. **Sara Regal, Vice-President of Property Operations for MACV, 1607 Morning Side Ave, Stillwater, MN**
18. Commissioner Markfort asked if there would be outdoor meeting space for residents. **Ms. Regal** replied that yes there will be interior meeting space was well. Plans to remodel kitchen, expand and finish the basement. Plan to add

Planning Commission
Meeting Minutes
January 19, 2023

bathroom and laundry facility and small community room and office for staff. Will also have designated smoking areas. Many cannot afford a vehicle. About 40% of those that do have a vehicle, actually, live in the vehicle.

The unit mix will allow MACV to move the client into immediate, safe, housing and move up to a larger unit later. Will serve primarily single adults at this location. Theoretically people could double up in the one bedrooms but unlikely. Will offer transitional apartments averaging a 10 months stay. No hard and fast timeline to vacate.

19. One of the commissioners inquired if there is a maximum parking distance requirement for off-site parking. Pearson stated that typically its 300 feet; The Council can grant a conditional use permit for use public ROW for a credit for required parking or the other option is a conditional use permit for off-site parking on private property. Pearson provided an example of a nearby barber shop and antique shop that have both.
20. **Theresa Gooley, 4901 Winstead St. N., Golden Valley, MN.**
Here on behalf of Sacred Heart. However, since the item has been continued to February 16th she will return then.
21. **MOTION** by Commissioner Weinberg, seconded by Commissioner Allen to CLOSE the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
(Ralston Aoki absent)
22. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to continue the public hearing to February 16, 2023.
The vote was unanimous and the motion carried. (Ralston Aoki absent)

#10A: INFORMATION ONLY: Project Updates

23. No action required.

#11: ADJOURNMENT:

24. **MOTION** by Commissioner Markfort, seconded by Commissioner Weinberg to adjourn the meeting at 8:17 p.m.
The vote was unanimous and the motion carried. (Ralston Aoki absent)



Rick Pearson, AICP
Community Development Coordinator



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: February 21, 2023
RE: Approval of Licenses

Background:

As required by City Code, contractor and business licenses issued in the City of Robbinsdale must be approved by the City Council. Attached is a list of applicants requesting a license or license renewal to operate within the City. All appropriate fees have been paid and certificates of insurance and bonds, if required, have been filed with the City Clerk.

Recommendation:

By motion approve issuance of licenses dated 2/21/23.

Tim Sandvik, City Manager

CONCURRENCE:

Dustin Leslie, City Clerk

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
BRIAN HEINS PLUMBING LLC	Plumbing Contractor	\$50.00
COMFORT MATTERS HEATING & COOLING	Mechanical Contractor	\$50.00
COMFORT MATTERS HEATING & COOLING	Plumbing Contractor	\$50.00
FLARE HEATING & AIR	Mechanical Contractor	\$50.00
JOE & SONS SHEETMETAL INC	Mechanical Contractor	\$50.00
SERVICE TECH PLUMBING, LLC	Plumbing Contractor	\$50.00
YOUR HOME IMPROVEMENT COMPANY LLC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

7

BUSINESS LICENSES FOR COUNCIL APPROVAL

02/14/2023

License Type	Applicant	License Fee
Tree/Lawn Fertilizer	CENTRAL MINNESOTA TREE SERVICE	50.00
Tree/Lawn Fertilizer	ELIJAH'S TREECARE LLC	50.00
Tree/Lawn Fertilizer	A to Z TREE CARE, LLC.	50.00
Tree/Lawn Fertilizer	KOTA TREE	50.00
Tree/Lawn Fertilizer	ARBORTECH STUMP & TREE REMOVAL	50.00



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Tim Sandvik, City Manager
DATE: February 21, 2023
RE: Approval of Credit Card Charges and Payment

The City has issued credit cards to certain employees as designated by the City Manager. Credit card payments are made using the ACH payment method directly to the bank, no check is issued, and payment is required by a certain date to avoid finance charges.

The attached listings are the credit card payments made in the month of January 2023 representing charges for the period December 11, 2022 through January 10, 2023, for expenses for City operations.

Recommendation

By motion approve the January 2023 payment for City credit card charges.

Tim Sandvik, City Manager**CONCURRENCE:**

Diaa Tahoun, Finance Director

Inv Num	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12152022							
109738	POWER MOWER	12/15/2022	01/26/2023	37.94	0.00	Paid	Y
	BRUSH CUTTER HARNESS	Bjohnson18					12/15/2022
	1000-1370-6214.00000	OPERATING SUPPLIES		37.94			
12192022							
109739	ISA	12/19/2022	01/26/2023	68.39	0.00	Paid	Y
	WOOD DECAY FUNGI BOOK	Bjohnson18					12/19/2022
	1000-1370-6512.00000	CONFERENCE & SCHOOLS		68.39			
12192022							
109740	SOCIETY OF AMERICAN FORESTERS	12/19/2022	01/26/2023	106.00	0.00	Paid	Y
	MEMBERSHIP RENEWAL	Bjohnson18					12/19/2022
	1000-1370-6514.00000	DUES & MEMBERSHIPS		106.00			
12192022							
109741	ARBOR DAY FOUNDATION	12/19/2022	01/26/2023	30.00	0.00	Paid	Y
	MEMBERSHIP RENEWAL	Bjohnson18					12/19/2022
	1000-1370-6514.00000	DUES & MEMBERSHIPS		30.00			
01042023							
109742	MN TIMBERWOLVES	01/04/2023	01/26/2023	150.00	0.00	Paid	Y
	GAME TICKETS FOR COMMUNITY	Bjohnson18					01/04/2023
	1000-1340-6710.00000	RECREATION SERVICES		150.00			
01052023							
109743	NET SPORTS WORLD	01/05/2023	01/26/2023	535.97	0.00	Paid	Y
	HOCKEY GOALS	Bjohnson18					01/05/2023
	1000-1318-6710.00000	RECREATION SERVICES		535.97			
01072023							
109744	WHENTOWORK	01/07/2023	01/26/2023	110.00	0.00	Paid	Y
	EMPLOYEE SCHEDULING APP	Bjohnson18					01/07/2023
	1000-1305-6214.00000	OPERATING SUPPLIES		110.00			
01072023							
109745	WHENTOWORK	01/07/2023	01/26/2023	110.00	0.00	Paid	Y
	EMPLOYEE SCHEDULING APP	Bjohnson18					01/07/2023
	1000-1330-6214.00000	OPERATING SUPPLIES		110.00			
01082023							
109746	AMAZON	01/08/2023	01/26/2023	27.92	0.00	Paid	Y
	PORTABLE RADIO	Bjohnson18					01/08/2023
	1000-1360-6214.00000	OPERATING SUPPLIES		27.92			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12122022 109747	FRANKIES THANK YOU HOLIDAY DINNER FOR RESER 1000-1200-6214.00000	12/12/2022 Bjohnson18 OPERATING SUPPLIES	01/26/2023	409.73 409.73	0.00	Paid	Y 12/12/2022
12132022 109748	AMAZON SUPPLIES FOR GUN CLEANING 1000-1205-6214.00000	12/13/2022 Bjohnson18 OPERATING SUPPLIES	01/26/2023	78.87 78.87	0.00	Paid	Y 12/13/2022
12142022 109749	AMAZON SUPPLIES FOR GUN CLEANING 1000-1205-6214.00000	12/14/2022 Bjohnson18 OPERATING SUPPLIES	01/26/2023	33.49 33.49	0.00	Paid	Y 12/14/2022
01062023 109750	AMAZON SUPPLIES FOR GUN CLEANING 1000-1205-6214.00000	01/06/2023 Bjohnson18 OPERATING SUPPLIES	01/26/2023	58.59 58.59	0.00	Paid	Y 01/06/2023
12142022 109751	FBI NAA FBI DUES 1000-1200-6514.00000	12/14/2022 Bjohnson18 DUES & MEMBERSHIPS	01/26/2023	115.00 115.00	0.00	Paid	Y 12/14/2022
12192022 109752	PAPA JOHNS PIZZA 1000-1260-6510.00000	12/19/2022 Bjohnson18 MEETING / TRAVEL EXPENSE	12/06/2023	59.14 59.14	0.00	Paid	Y 12/19/2022
12122022 109753	AMAZON BRANNIGANS BLDG CONSTRUCTION 1000-1260-6512.00000	12/12/2022 Bjohnson18 CONFERENCE & SCHOOLS	01/26/2023	679.63 679.63	0.00	Paid	Y 12/12/2022
12202022 109754	ACTIVE 911 INC ACTIVE TEAM USER LICENSE 1000-1260-6332.00000	12/20/2022 Bjohnson18 MAINTENANCE CONTRACTS	01/26/2023	39.27 39.27	0.00	Paid	Y 12/20/2022
12222022 109755	TWIN CITY HARDWARE DOOR & DOOR FRAME 7100-7115-6340.00000	12/22/2022 Bjohnson18 REPAIR & MAINTENANCE	01/26/2023	1,554.29 1,554.29	0.00	Paid	Y 12/22/2022

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12222022							
109756	HY-VEE INC	12/22/2022	01/26/2023	10.47	0.00	Paid	Y
	FLOOR CLEANER FOR LIQUOR STORE	Bjohnson18					12/22/2022
	6400-6405-6214.00000	OPERATING SUPPLIES		10.47			
12152022							
109757	ARAMARK	12/15/2022	01/26/2023	214.75	0.00	Paid	Y
	UNIFORMS FOR LIQUOR STORE	Bjohnson18					12/15/2022
	6400-6405-6214.00000	OPERATING SUPPLIES		214.75			
12292022							
109758	DRYWALL SUPPLY	12/29/2022	01/26/2023	1,098.80	0.00	Paid	Y
	DRYWALL	Bjohnson18					12/29/2022
	7100-7115-6340.00000	REPAIR & MAINTENANCE		1,098.80			
12122022							
109759	AMAZON	12/12/2022	01/26/2023	134.86	0.00	Paid	Y
	AIR FILTERS	Bjohnson18					12/12/2022
	6000-6010-6234.00000	EQUIPMENT PARTS & SUPPLIES		134.86			
12122022							
109760	AMAZON	12/12/2022	01/26/2023	53.97	0.00	Paid	Y
	SMARTPHONE CASE X 3	Bjohnson18					12/12/2022
	6000-6005-6214.00000	OPERATING SUPPLIES		53.97			
12132022							
109761	WE CARD	12/13/2022	01/26/2023	54.92	0.00	Paid	Y
	AGE CALENDARS FOR LIQUOR STORE	Bjohnson18					12/13/2022
	6400-6405-6214.00000	OPERATING SUPPLIES		54.92			
12152022							
109762	AMAZON	12/15/2022	01/26/2023	52.20	0.00	Paid	Y
	CITY HALL - COMPOST BAGS	Bjohnson18					12/15/2022
	7100-7105-6214.00000	OPERATING SUPPLIES		52.20			
12182022							
109763	AMAZON	12/18/2022	01/26/2023	(52.20)	0.00	Paid	Y
	CITY HALL COMPOST BAGS - CREDIT	Bjohnson18					12/18/2022
	7100-7105-6214.00000	OPERATING SUPPLIES		(52.20)			
12172022							
109764	AMAZON	12/17/2022	01/26/2023	27.78	0.00	Paid	Y
	FORESTRY SUPPLIES_BRASS NOZZLE WIH	Bjohnson18					12/17/2022
	1000-1370-6214.00000	OPERATING SUPPLIES		27.78			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 01/24/2023 - 01/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12182022	AMAZON	12/18/2022	01/26/2023	52.20	0.00	Paid	Y
109765	CITY HALL COMPOST BAGS	Bjohnson18					12/18/2022
	7100-7105-6214.00000	OPERATING SUPPLIES		52.20			
01012023	CRYSTAL CAR WASH	01/01/2023	01/26/2023	72.00	0.00	Paid	Y
109766	CAR WASHES - FIRE DEPT	Bjohnson18					01/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		72.00			
01012023	CRYSTAL CAR WASH	01/01/2023	01/26/2023	384.00	0.00	Paid	Y
109767	CAR WASHES - POLICE DEPT	Bjohnson18					01/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		384.00			
01012023	HOLIDAY CAR WASH	01/01/2023	01/26/2023	5.50	0.00	Paid	Y
109768	CAR WASHES - POLICE DEPT	Bjohnson18					01/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		5.50			
01032023	AMAZON	01/03/2023	01/26/2023	19.95	0.00	Paid	Y
109769	FORESTRY SUPPLIES -STEPHAN PAPIZ (	Bjohnson18					01/03/2023
	1000-1370-6214.00000	OPERATING SUPPLIES		19.95			
12122022	UPS	12/12/2022	01/26/2023	(2.28)	0.00	Paid	Y
109770	SHIPPING	Bjohnson18					12/12/2022
	6700-6705-6378.00000	POSTAGE & SHIPPING		(2.28)			
12122022	UPS	12/12/2022	01/26/2023	7.22	0.00	Paid	Y
109771	SHIPPING	Bjohnson18					12/12/2022
	6700-6705-6378.00000	POSTAGE & SHIPPING		7.22			
12162022	AMAZON	12/16/2022	12/06/2023	27.20	0.00	Paid	Y
109772	SUPPLIES - DMV	Bjohnson18					12/16/2022
	6700-6705-6214.00000	OPERATING SUPPLIES		27.20			
12192022	UPS	12/16/2022	01/26/2023	7.22	0.00	Paid	Y
109773	SHIPPING	Bjohnson18					12/16/2022
	6700-6705-6378.00000	POSTAGE & SHIPPING		7.22			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 01/24/2023 - 01/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12202022							
109774	AMAZON	12/20/2022	01/26/2023	64.92	0.00	Paid	Y
	SUPPLIES -DMV	Bjohnson18					12/20/2022
	6700-6705-6214.00000	OPERATING SUPPLIES		64.92			
12202022							
109775	AMAZON	12/20/2022	01/26/2023	26.82	0.00	Paid	Y
	SUPPLIES-DMV	Bjohnson18					12/20/2022
	6700-6705-6214.00000	OPERATING SUPPLIES		26.82			
12202022							
109776	FULL SLATE	12/20/2022	01/26/2023	49.95	0.00	Paid	Y
	APPOINTMENT SOFTWARE	Bjohnson18					12/20/2022
	6700-6705-6336.00000	OTHER CONTRACTS		49.95			
12222022							
109777	AMAZON	12/22/2022	01/26/2023	17.00	0.00	Paid	Y
	SUPPLIES - DMV	Bjohnson18					12/22/2022
	6700-6705-6214.00000	OPERATING SUPPLIES		17.00			
12262022							
109778	UPS	12/26/2022	01/26/2023	7.22	0.00	Paid	Y
	SHIPPING	Bjohnson18					12/26/2022
	6700-6705-6378.00000	POSTAGE & SHIPPING		7.22			
01022023							
109779	UPS	01/02/2023	01/26/2023	7.22	0.00	Paid	Y
	SHIPPING	Bjohnson18					01/02/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		7.22			
01022023							
109780	AMAZON	01/02/2023	01/26/2023	48.99	0.00	Paid	Y
	SUPPLIES - DMV	Bjohnson18					01/02/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		48.99			
01022023							
109781	AMAZON	01/02/2023	01/26/2023	25.98	0.00	Paid	Y
	SUPPLIES	Bjohnson18					01/02/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		25.98			
01062023							
109782	AMAZON	01/06/2023	01/26/2023	36.78	0.00	Paid	Y
	SUPPLIES - DMV	Bjohnson18					01/06/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		36.78			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
01092023							
109783	UPS	01/09/2023	01/26/2023	52.44	0.00	Paid	Y
	UPS SHIPMENT	Bjohnson18					01/09/2023
	1000-1200-6378.00000	POSTAGE & SHIPPING		52.44			
12192022							
109784	BADEN SPORTS INC	12/19/2022	01/26/2023	1,365.00	0.00	Paid	Y
	VOLLEYBALLS	Bjohnson18					12/19/2022
	1000-1335-6214.00000	OPERATING SUPPLIES		1,365.00			
01032023							
109785	THE FIRE STORE	01/03/2023	01/26/2023	634.89	0.00	Paid	Y
	BOOTS	Bjohnson18					01/03/2023
	1000-1260-6216.00000	CLOTHING & PERSONAL EQUIPMENT		634.89			
12162022							
109786	NNA SERVICES	12/16/2022	01/26/2023	47.31	0.00	Paid	Y
	NOTARY STAMP	Bjohnson18					12/16/2022
	1000-1200-6214.00000	OPERATING SUPPLIES		47.31			
12302022							
109787	PETSMART	12/30/2022	01/26/2023	129.99	0.00	Paid	Y
	KENNEL FOR ANIMALS	Bjohnson18					12/30/2022
	1000-1205-6214.00000	OPERATING SUPPLIES		129.99			
01052023							
109788	MNCPA	01/05/2023	01/26/2023	50.00	0.00	Paid	Y
	CRIME PREVENTION DUES 2023	Bjohnson18					01/05/2023
	1000-1220-6514.00000	DUES & MEMBERSHIPS		50.00			
12282022							
109789	CABELAS	12/28/2022	01/26/2023	169.99	0.00	Paid	Y
	WORK BOOTS	Bjohnson18					12/28/2022
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		169.99			
12282022							
109790	CABELAS	12/28/2022	01/26/2023	169.99	0.00	Paid	Y
	WORK BOOTS	Bjohnson18					12/28/2022
	6000-6005-6216.00000	CLOTHING & PERSONAL EQUIPMENT		169.99			
01092023							
109791	USPS	01/09/2023	01/26/2023	9.00	0.00	Paid	Y
	POSTAGE	Bjohnson18					01/09/2023
	6000-6005-6378.00000	POSTAGE & SHIPPING		9.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
01052023	MSFCA	01/05/2023	01/26/2023	460.00	0.00	Paid	Y
109792	MSFCA - MEMBERSHIP	Bjohnson18					01/05/2023
	1000-1260-6514.00000	DUES & MEMBERSHIPS		460.00			
01052023	ESO	01/05/2023	01/26/2023	3,297.00	0.00	Paid	Y
109793	ESO CONFERENCE	Bjohnson18					01/05/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		3,297.00			
12172022	AMAZON	12/17/2022	01/26/2023	79.18	0.00	Paid	Y
109794	LIGHT BULB	Bjohnson18					12/17/2022
	1000-1573-6340.00000	REPAIR & MAINTENANCE		79.18			
12182022	TWIN CITIES HARDWARE	12/18/2022	01/26/2023	4,920.00	0.00	Paid	Y
109795	DOORS & DOOR FRAMES	Bjohnson18					12/18/2022
	7100-7115-6340.00000	REPAIR & MAINTENANCE		4,920.00			
12122022	MN DEPT OF AGRICULTURE	12/12/2022	01/26/2023	10.22	0.00	Paid	Y
109796	PESTICIDE LICENSE - PAPIZ	Bjohnson18					12/12/2022
	1000-1370-6514.00000	DUES & MEMBERSHIPS		10.22			
01052023	DEPT OF LABOR	01/05/2023	01/26/2023	20.00	0.00	Paid	Y
109797	BOILER LICENSE - PEABODY	Bjohnson18					01/05/2023
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
12162022	AMAZON	12/16/2022	01/26/2023	63.99	0.00	Paid	Y
109798	CELL PHONE CHARGERS	Bjohnson18					12/16/2022
	7100-7110-6214.00000	OPERATING SUPPLIES		63.99			
12162022	AMAZON	12/16/2022	01/26/2023	82.78	0.00	Paid	Y
109799	USB C CABLES	Bjohnson18					12/16/2022
	7100-7110-6214.00000	OPERATING SUPPLIES		82.78			
12192022	AMAZON	12/19/2022	01/26/2023	255.96	0.00	Paid	Y
109800	LAPTOP DOCK CHARGERS	Bjohnson18					12/19/2022
	7100-7110-6214.00000	OPERATING SUPPLIES		255.96			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12292022							
109801	AMAZON	12/29/2022	01/26/2023	229.31	0.00	Paid	Y
	JABRA HEADSET	Bjohnson18					12/29/2022
	7100-7110-6234.00000		EQUIPMENT PARTS & SUPPLIES	229.31			
Total Purchase Card Vendor: 100292 U. S. BANCORP				18,704.72	0.00		
# of Invoices:	62	# Due:	0	Totals:	18,759.20	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(54.48)	0.00	
Net of Invoices and Credit Memos:				18,704.72	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
---	GL Distribution						
---	TOTALS BY FUND ---						
	1000 - GENERAL FUND			8,823.70	0.00		
	6000 - WATER			367.82	0.00		
	6100 - SANITARY SEWER			169.99	0.00		
	6400 - LIQUOR OPERATIONS			280.14	0.00		
	6700 - DEPUTY REGISTRAR			324.24	0.00		
	7000 - CENTRAL GARAGE			461.50	0.00		
	7100 - CENTRAL SERVICES			8,277.33	0.00		
---	TOTALS BY DEPT/ACTIVITY ---						
	1200 - POLICE SUPPORT SERVICES			624.48	0.00		
	1205 - PATROL SERVICES			300.94	0.00		
	1220 - INVESTIGATIONS / SPECIAL S			50.00	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			5,169.93	0.00		
	1305 - COMMUNITY CENTER OPERATION			110.00	0.00		
	1318 - ADULT TAXABLE			535.97	0.00		
	1330 - YOUTH - CHILDREN PROGRAMS			110.00	0.00		
	1335 - SENIOR PROGRAMS			1,365.00	0.00		
	1340 - COOPERATIVE PROGRAMMING			150.00	0.00		
	1360 - PLAYGROUNDS			27.92	0.00		
	1370 - FORESTRY			300.28	0.00		
	1573 - PARKS TRAILS MAINTENANCE			79.18	0.00		
	6005 - WATER UTILITY ADMINISTRATI			232.96	0.00		
	6010 - WATER UTILITY DISTRIBUTION			134.86	0.00		
	6105 - SANITARY SEWER ADMINISTRAT			169.99	0.00		
	6405 - LIQUOR OPERATIONS			280.14	0.00		
	6705 - LICENSE CENTER OPERATIONS			324.24	0.00		
	7010 - CG VEHICLE MAINTENANCE			461.50	0.00		
	7105 - CS GENERAL OFFICE			52.20	0.00		
	7110 - CS INFORMATION TECHNOLOGY			632.04	0.00		
	7115 - CS GOVERNMENT BUILDINGS			7,593.09	0.00		
---	TOTALS BY PAYMENT CARD ACCOUNT ---						
	0084			4,105.98			
	0371			634.89			
	0517			54.92			
	0731			561.43			
	1219			1,365.00			
	2743			52.44			
	3103			2,332.33			
	4364			227.30			
	5111			317.02			
	6449			225.22			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 01/24/2023 - 01/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	6719			695.68			
	6734			1,176.22			
	8046			1,287.63			
	8415			632.04			
	8722			5,029.40			
	X1111			7.22			



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Tim Sandvik, City Manager
DATE: February 21, 2023
RE: Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste

Attached is quarterly financial information for the General, Water, Sanitary Sewer, Storm Sewer and Solid Waste Funds for the quarter ending December 2022 prepared by the finance department. The report includes budget and quarterly amounts for 2022.

This is summarized information and reflects transactions that have occurred to date through the quarter. Many of the General Fund revenues are received in lump payments at various times during the years and many expenses are seasonal.

Recommendation

Approve a motion to acknowledge the financial reports for the quarter ended December 2022.



Tim Sandvik, City Manager

CONCURRENCE:



Diaa Tahoun, Finance Director

City of Robbinsdale
General Fund
For Period Ending December 31, 2022
(Unaudited)

	4th Quarter 2022	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Revenues					
Taxes	3,577,832	7,392,935	\$ 7,360,567	\$ (32,368)	100.4%
Business Licenses	\$ 1,150	\$ 87,830	94,503	6,673	92.9%
Non-Business Licenses & Permits	126,183	421,716	371,990	(49,726)	113.4%
Intergovernmental & Grants	1,043,903	2,494,432	2,467,650	(26,782)	101.1%
General Government Fees	100,329	382,921	361,431	(21,490)	105.9%
Public Safety Fees	7,656	63,870	103,036	39,166	62.0%
Recreation Fees	21,898	94,256	110,745	16,489	85.1%
Fines & Forfeitures	62,066	184,646	251,050	66,404	73.5%
Franchise Fees	240,819	515,986	408,250	(107,736)	126.4%
Interest Income			75,000	75,000	
Miscellaneous Revenue	13,997	40,194	6,695	(33,499)	600.4%
Contributions From Other Funds	207,390	207,390	325,000	117,610	63.8%
Total Revenues	\$ 5,403,223	\$ 11,886,176	\$ 11,935,917	\$ 49,741	99.6%

Expenditures					
City Council	\$ 18,015	\$ 135,092	\$ 149,752	\$ 14,660	90.2%
Legal Services	22,639	110,145	92,685	(17,460)	118.8%
Administrative Services	80,245	380,623	452,846	72,223	84.1%
Assessing	31,995	117,525	144,623	27,098	81.3%
Financial Services	114,942	355,717	356,234	517	99.9%
Community Development	142,665	550,940	535,457	(15,483)	102.9%
Police Services	1,274,667	5,079,328	5,719,196	639,868	88.8%
Fire Services	386,033	944,786	916,391	(28,395)	103.1%
Recreation & Parks	148,143	532,406	627,894	95,488	84.8%
Engineering Services	212,594	700,006	793,752	93,746	88.2%
Public Works	591,753	2,104,962	2,390,338	285,376	88.1%
Human Services					
Transfer to Other Funds					
Total Expenditures	\$ 3,023,691	\$ 11,011,530	\$ 12,179,168	\$ 1,167,638	90.4%
Revenues Over (Under) Expenditures		\$ 874,646	\$ (243,251)	\$ 1,117,897	

City of Robbinsdale
Water Utility Fund
For Period Ending December 31, 2022
(Unaudited)

	4th Quarter 2022	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Water Utility Operations					
Revenues/Other Cash Inflow					
Water Charges	\$ 1,153,157	\$ 3,793,387	\$ 3,923,433	\$ 130,046	96.7%
Intergovernmental - Grants	2,353,262	12,107,149	14,300,000	2,192,851	84.7%
Interest Income		8	109,018	109,010	0.0%
Bond Proceeds			640,000	640,000	
Other Revenue	77,528	81,766	4,593	(77,173)	1780.2%
Total Revenues	\$ 3,583,947	\$ 15,982,310	\$ 18,977,044	\$ 2,994,734	84.2%
Expenses/Other Cash Outflow					
Personal Service	\$ 140,992	\$ 414,932	\$ 332,016	\$ (82,916)	125.0%
Supplies	53,131	142,000	99,110	(42,890)	143.3%
Other Services & Charges	(910,054)	641,471	712,846	71,375	90.0%
Depreciation	56,250	225,000	225,000		100.0%
Capital Improvements	3,873,772	13,187,488	15,970,800	2,783,312	82.6%
Bond Principal		430,000	2,539,400	2,109,400	16.9%
Bond Interest		369,471	376,000	6,529	98.3%
Fiscal Agent Fees		550	544	(6)	101.1%
Debt Issuance cost			20,000	20,000	
Operating Transfers Out	88,988	88,988	65,000	(23,988)	136.9%
Total Expenses	\$ 3,303,079	\$ 15,499,900	\$ 20,340,716	\$ 4,840,816	76.2%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ 482,410			

City of Robbinsdale
Sanitary Sewer Fund
For Period Ending December 31, 2022
(Unaudited)

	4th Quarter 2022	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Sanitary Sewer Operations					
<u>Revenues/Other Cash Inflow</u>					
Sanitary Sewer Charges	\$ 899,163	\$ 2,908,836	\$ 2,848,275	\$ (60,561)	102.1%
Interest Income		8	12,000	11,992	0.1%
Bond Proceeds			340,000	340,000	
Other Revenue		7,145	2,876	(4,269)	248.4%
Total Revenues	\$ 899,163	\$ 2,915,989	\$ 3,203,151	\$ (60,561)	91.0%
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$ 41,156	\$ 143,734	\$ 190,256	\$ 46,522	75.5%
Supplies	2,406	31,830	56,080	24,250	56.8%
Other Charges & Services	270,539	1,373,383	1,375,812	2,429	99.8%
Depreciation	62,500	250,000	250,000		100.0%
Capital Improvements	(14,680)	290,896	708,500	417,604	41.1%
Bond Principal Pymts		515,000	515,000		100.0%
Bond Interest	(25,655)	39,689	65,500	25,811	60.6%
Fiscal Agent Fees/Other Interest	48	498	600	102	83.0%
Debt Issuance Cost			10,000	10,000	
Operating Transfers Out	14,697	14,697	16,000	1,303	91.9%
Total Expenses	\$ 351,011	\$ 2,659,727	\$ 3,187,748	\$ 528,021	83.4%
		<u>Increase (Decrease)</u>			
Year-to-date Revenue less Expenses		\$ 256,262			

City of Robbinsdale
Storm Sewer Fund
For Period Ending December 31, 2022
(Unaudited)

	4th Quarter 2022	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Storm Sewer Operations					
Revenues/Other Cash Inflow					
Storm Sewer Charges	\$ 553,261	\$ 1,741,360	\$ 1,703,864	\$ (37,496)	102.2%
Interest Income			10,300	10,300	
Bond Proceeds			340,000	340,000	
Other Revenue	467	467		(467)	
Total Revenues	\$ 553,728	\$ 1,741,827	\$ 2,054,164	\$ 312,337	84.8%
Expenses/Other Cash Outflow					
Personal Service	\$ 52,492	\$ 131,359	\$ 181,887	\$ 50,528	72.2%
Supplies	463	88,400	132,650	44,250	66.6%
Other Charges & Services	177,760	470,113	422,415	(47,698)	111.3%
Depreciation	100,000	400,000	400,000		100.0%
Capital Improvements	121,003	262,047	690,500	428,453	38.0%
Bond Principal Pymts		390,000	390,000		100.0%
Bond Interest	(30,014)	79,652	109,700	30,048	72.6%
Fiscal Agent Fees	21	563		(563)	
Debt Issuance Cost					
Operating Transfers out	13,893	13,893	25,000	11,107	55.6%
Total Expenses	\$ 435,618	\$ 1,836,027	\$ 2,352,152	\$ 516,125	78.1%
Year-to-date Revenue less Expenses					
		<u><u>\$ (94,200)</u></u>			

City of Robbinsdale
Solid Waste Fund
For Period Ending December 31, 2022
(Unaudited)

	<u>4th Quarter 2022</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Solid Waste Operations					
<u>Revenues/Other Cash Inflow</u>					
Solid Waste Charges	\$ 717,423	\$ 1,990,268	\$ 2,119,581	\$ 129,313	93.9%
County Grant Revenue	66,718	66,718	31,188	(35,530)	213.9%
Interest Income			10,000	10,000	
Other Revenue	540	28,511	1,557	(26,954)	1831.1%
Total Revenues	<u>\$ 784,681</u>	<u>\$ 2,085,497</u>	<u>\$ 2,162,326</u>	<u>\$ 76,829</u>	<u>96.4%</u>
<u>Expenses/Other Cash Outflow</u>					
Personal Service		\$	\$	\$	
Supplies		1,968		(1,968)	
Other Charges & Services	\$ 468,023	1,545,650	1,878,279	332,629	82.3%
Transfer to Other Funds			200,000	200,000	
Total Expenses	<u>\$ 468,023</u>	<u>\$ 1,547,618</u>	<u>\$ 2,078,279</u>	<u>\$ 530,661</u>	<u>74.5%</u>
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ 537,879</u>			

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 21, 2023

SUBJECT: Appointment of Alternate Commissioners to Bassett Creek and Shingle Creek Watershed Commissions

Background:

The City of Robbinsdale's representatives on the Bassett Creek and Shingle Creek Watershed Commissions are appointed by resolution and serve for a three-year term. Representatives can be reappointed. The current Shingle Creek and Bassett Creek Commissioner is Wayne Sicora whose current terms for both Commissions ends at the end of January, 2023. The City does not have Alternate Commissioners for either of the Watersheds.

The City regularly has public announcements to recruit for the Commissioner and/or alternate Commissioner for the two Watersheds, and has recently engaged in communications with two residents, Robert (Bob) Stamos and Wendy Scherer who have expressed interest in serving as Alternate Commissioners for the Bassett Creek and Shingle Creek Watersheds respectively.

Both residents have attended Watershed meetings as a guest to see operations of the organization first hand and are aware of the commitment necessary. Both have indicated a willingness to proceed and be appointed as Alternates.

Staff is excited for this interest by the residents, and recommend that the following appointments be made for terms concluding January 31st 2026 –

Robert (Bob) Stamos as Alternate Commissioner for Bassett Creek Watershed.
Wendy Scherer as Alternate Commissioner for Shingle Creek Watershed.

Included as *Attachment 1* and *Attachment 2* are resolutions to make these appointments.

Recommendation:

By motion, waive the reading and order the adoption of the attached resolutions appointing Alternate Commissioners to the Bassett Creek and Shingle Creek Watersheds for terms concluding January 31st, 2026.



Tim Sandvik, City Manager

CONCURRENCE:



Richard McCoy, P.E.
Public Works Director / City Engineer

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of February, 2023.

RESOLUTION NO.

A RESOLUTION APPROVING THE APPOINTMENT OF ROBERT (BOB) STAMOS
AS ALTERNATE COMMISSIONER TO THE BASSETT CREEK
WATERSHED MANAGEMENT COMMISSION FOR A TERM
CONCLUDING JANUARY 31st, 2026

WHEREAS, the City of Robbinsdale is partially located in the Bassett Creek Watershed Management Commission Area and is required under state law to manage its storm water runoff; and

WHEREAS, the Bassett Creek Watershed Management Commission has been organized under Minnesota Statutes to manage the storm waters of cities whose boundaries fall within the water management area; and

WHEREAS, the City of Robbinsdale has adopted a Joint Powers Agreement joining the Bassett Creek Watershed Management Commission; and

WHEREAS, the City is represented on the Commission by resident volunteers; and

WHEREAS, Robert (Bob) Stamos has contacted staff, attended a Watershed meeting as a guest and subsequently indicated a willingness to serve as an Alternate Commissioner on the Bassett Creek Watershed Management Commission;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robbinsdale to approve the appointment of Robert (Bob) Stamos as Alternate Commissioner to the Bassett Creek Watershed Management Commission for the term concluding January 31st, 2026.

The question was on the adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21ST DAY OF FEBRUARY, 2023.

William A. Blonigan, Mayor

ATTEST:

Dustin Leslie, City Clerk

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of February, 2023.

RESOLUTION NO.

A RESOLUTION APPROVING THE APPOINTMENT OF WENDY SCHERER
AS ALTERNATE COMMISSIONER TO THE SHINGLE CREEK
WATERSHED MANAGEMENT COMMISSION FOR THE TERM
CONCLUDING JANUARY 31st, 2026

WHEREAS, the City of Robbinsdale is partially located in the Shingle Creek Watershed Management Commission Area and is required under state law to manage its storm water runoff; and

WHEREAS, the Shingle Creek Watershed Management Commission has been organized under Minnesota Statutes to manage the storm waters of cities whose boundaries fall within the water management area; and

WHEREAS, the City of Robbinsdale has adopted a Joint Powers Agreement joining the Shingle Creek Watershed Management Commission; and

WHEREAS, the City is represented on the Commission by resident volunteers; and

WHEREAS, Wendy Scherer has contacted staff, attended a Watershed meeting as a guest and subsequently indicated a willingness to serve as an Alternate Commissioner on the Shingle Creek Watershed Management Commission;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robbinsdale to approve the appointment of Wendy Scherer as Alternate Commissioner to the Shingle Creek Watershed Management Commission for the term concluding January 31st, 2026.

The question was on the adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21ST DAY OF FEBRUARY, 2023.

William A. Blonigan, Mayor

ATTEST:

Dustin Leslie, City Clerk



City of Robbinsdale

To: Mayor and City Council
From: Tim Sandvik, City Manager
Date: February 21, 2023
Subject: Vapor Bunker THC Sales License

Background

Jeffrey John Godfrey, owner of Vapor Bunker, 4066 Lakeland Avenue North, submitted an application for the selling of THC products.

Analysis/Conclusion

As of the writing of this memo, the Police Department is conducting a background investigation.

Zoning approved the application with the condition that all signs require a permit except window signs.

Recommendation

Consider approval of the THC Sales license submitted by Vapor Bunker, 4066 Lakeland Avenue North, subject to a successful background investigation.

Tim Sandvik, City Manager

CONCURRENCE:

Dustin Leslie, City Clerk



City of Robbinsdale

TO: Mayor and City Council
 FROM: Tim Sandvik, City Manager
 DATE: February 21, 2023
 RE: Approve Submission of the Minnesota Pollution Control Agency Level 2 Electric Vehicle Charging Station grant

Background:

The City of Robbinsdale has interest in a grant for installing Level 2 Electric Vehicle (EV) charging stations from the Minnesota Pollution Control Agency (MPCA). The purpose of the program is to increase the use of electric vehicles in place of gas-powered cars to reduce tailpipe emissions including greenhouse gas emissions in the state. Proposals are due no later than 4:30 p.m. on Tuesday, February 28, 2023.

Analysis/Conclusion:

Sustainability, including EV action and readiness, has been made a priority by the City Council. Recently, the Council approved City participation in the EV Smart program. Robbinsdale has committed to working for climate emergency mobilization, implementation of responses to address climate impacts, and taking advantage of state and federal climate action funding opportunities. Installation of public charging stations demonstrates a commitment to developing infrastructure that will help to mitigate climate change. Installing EV charging stations can also help spur economic development by bringing people into the City to charge, shop, and eat. Finally, providing public EV charging infrastructure will enable Robbinsdale residents and those traveling through Robbinsdale to charge their EVs.

Contingent upon receiving grant funds, the City will install two dual port Level 2 EV charging stations intended for public use. The City must contribute a 20% cash match per guidelines of the grant application, which will fund equipment costs, installation, and routine upkeep and maintenance.

Recommendation:

Motion to approve the submittal of MPCA Level 2 EV Charging Station grant.

 Tim Sandvik, City Manager

CONCURRENCE:

 Kayla Kirtz, Assistant to City Manager – Communications



City of Robbinsdale

TO: Mayor and City Council
 FROM: Tim Sandvik, City Manager
 DATE: February 21, 2023
 RE: Approve Creation of an internal Sustainability Committee

Background:

The City of Robbinsdale is a member of the GreenStep Cities program and is currently recognized as a Step 2 city. In order to be recognized as a Step 3 city, Robbinsdale must complete a series of “best practice actions” that build upon the best practice actions completed in Step 2. One of these necessary actions is to “use a city commission or committee to lead, coordinate, report to and engage community members on the identification and equitable implementation of sustainability best practices.”

Analysis/Conclusion:

City staff would like to establish an internal Sustainability Committee comprised of staff who contribute to or have a say in sustainability actions within the City, such as engineering, water resources, waste prevention, etc. It is recommended that the Committee meet monthly to discuss, identify, implement, and engage on current sustainability-related projects.

While mostly an internal staff effort, the Committee will continue to take council input on direction/projects. The Committee will develop an annual report to present to the City Council on project updates and progress. Not only will the development of a Sustainability Committee accelerate Robbinsdale towards GreenStep Step 3, but the Committee will also provide necessary support needed for staff capacity to address sustainability actions and further develop Robbinsdale’s commitment to climate action.

Recommendation:

Motion to approve the creation of an internal Sustainability Committee.

Tim Sandvik, City Manager

CONCURRENCE:

Kayla Kirtz, Assistant to City Manager – Communications



City of Robbinsdale

To: Mayor and City Council
 From: Tim Sandvik, City Manager
 Date: February 21, 2023
 Subject: Youth and Family Duathlon Race

Background

The City of Robbinsdale Recreation Services Department is organizing a Duathlon Race to be held on Saturday, August 5, 2023 that will include multiple participating groups, including Grades 2-5, Boys and Girls Divisions for Grades 6-8, and "Family" for anyone outside of these age groups that want to participate. Awards will be given to the top three finishers in all Grade Divisions and everyone will receive a "Finishers Medal and T-Shirt, if registered by July 1, 2023. The event will start and end at Lakeview Terrace Park. There will be a short course and a long course. Most of the route will be along Victory Memorial Parkway and Crystal Lake Regional Trail. Starting times are yet to be determined, but will be in the morning.

This event is being held to increase the number of active opportunities for residents. Revenue generated from the event would be used to provide direct scholarships for programs, as well as provide additional revenue to keep overall costs of recreation programs reasonable. Sponsors will be pursued.

Volunteers will consist of local businesses, residents, local and surrounding police and fire departments, and large organizations. Participants will be anyone who registers prior to the cut-off day. There will be no "day of" registration option. Total registrations will be limited to 250 participants. The cost will be \$45 for youth participating in the grade divisions, and \$30 per participant in the family division.

There will be music of some kind, likely a DJ. There will be food trucks also. Since this is a city-sponsored event, staff is asking for the license fees to be waived. Staff will ensure that proper licensing is still obtained. There will be no alcohol present.

Analysis/Conclusion

The Police Chief and Public Works Director/City Engineer have reviewed the application and proposed route. Per the Police Chief, the City will not have the staffing nor police vehicles to handle this entire event. Most of the event is in Minneapolis. Our Police Department will be able to minimally assist in Robbinsdale. The Minneapolis Police Department is comfortable closing Victory Memorial Parkway that morning and will be providing two officers and patrol cars for each end.

The Public Works Director/City Engineer does not raise any objections to the plan subject to:

- *All roads proposed to be used for the event should be closed to traffic for safety reasons, which will likely require detours, and/or traffic control, directing traffic during the event. Any detours involving City roads should be approved by Engineering and Police Departments. Closure of the Parkway will require approval from Minneapolis Parks Board.
- *Impacts to public transit routes will need to be resolved with the service providers.
- *The community should be made aware in advance of the event and proposed disruption to traffic routes.
- *Emergency vehicles must be permitted access to closed roads at all times.
- *All signage must be removed at the end of the event.
- *All routes/sites involved in the event must be left in clean condition.

Warning Lights Minnesota will provide barricades and cones to ensure safe participation on all parts of the course.

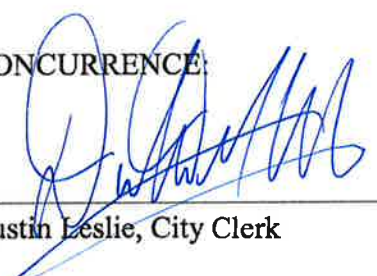
Recommendation

Consider the City of Robbinsdale Recreation Services Department Duathlon Race, with conditions and requests noted by staff, which would be held on Saturday, August 5, 2023. The event would start and end at Lakeview Terrace Park. Starting times yet to be determined.



Tim Sandvik, City Manager

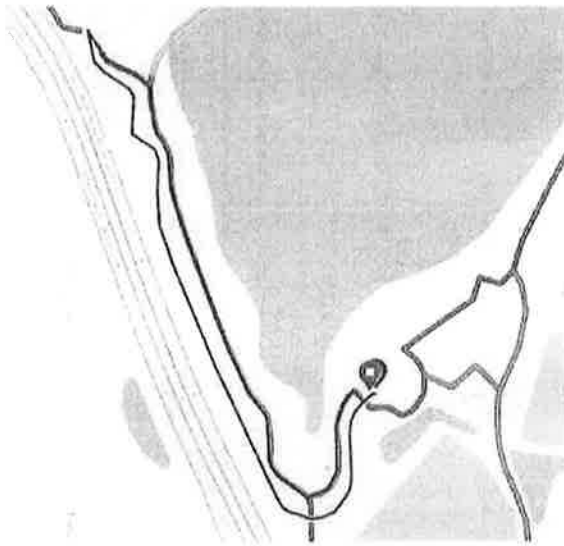
CONCURRENCE:



Dustin Leslie, City Clerk

Short Course for Duathlon

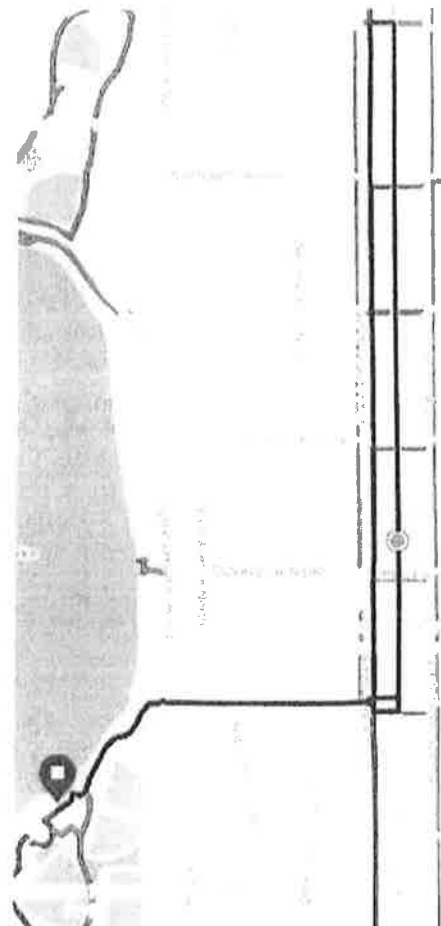
.5 Mile Run



Type	Notes	Total
Left	Turn left	0.0
Right	Turn right onto Lakeland Avenue North	0.2
Sharp Right	Turn sharp right	0.3
Sharp Left	Turn sharp left onto Crystal Lake Regional Trail	0.3
Left	Turn left	0.5
Left	Turn left	0.5

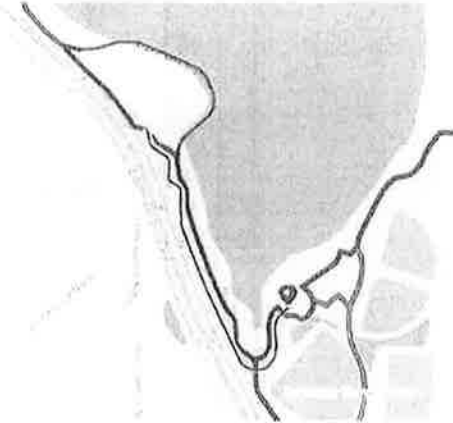
2 Mile Bike

Type	Notes	Total
Right	Turn right onto 38th Avenue North	0.2
Slight Right	Turn slight right onto N 38th Ave	0.4
Right	Turn right	0.4
Left	Turn left	0.4
Left	Turn left onto Victory Memorial Drive	0.4
Left	Turn left	1.0
Right	Turn right	
Left	Turn left	1.7
Left	Turn left onto Victory Memorial Drive	1.8
Left	Turn left onto North 38th Avenue	1.8
Slight Right	Keep right onto 38th Avenue North	1.8
Left	Turn left	2.0
Slight Right	Keep right	2.1



Long Course for Duathlon

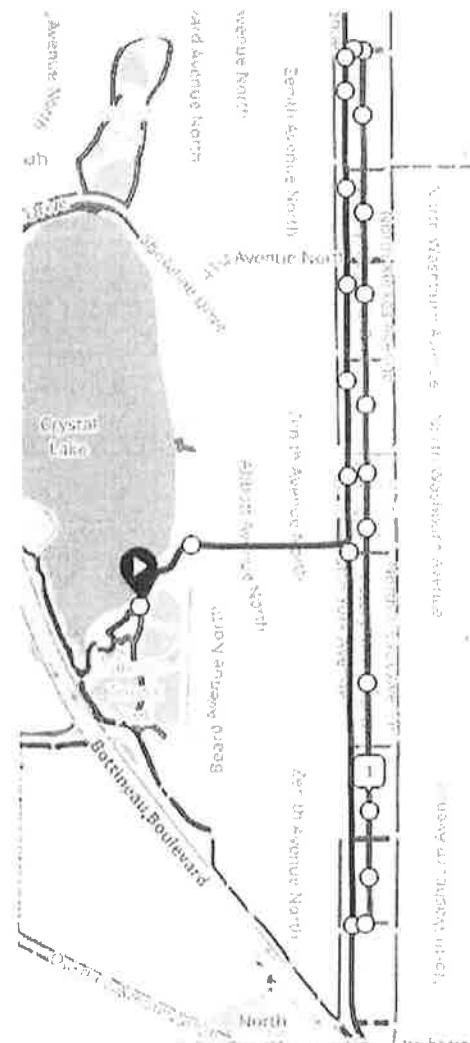
.8 Mile Run



Type	Notes	Total
Left	Turn left	0.0
Right	Turn right	0.0
Right	Turn right onto Lakeland Avenue North	0.2
Left	Turn left	0.3
Sharp Right	Turn sharp right on-to Crystal Lake Regional Trail	0.4
Left	Turn left	0.7

3 Mile Bike

Type	Notes	Total
Right	Turn right onto 38th Avenue North	0.1
Slight Right	Turn slight right onto N 38th Ave	0.3
Right	Turn right	0.3
Sharp Left	Turn sharp left	0.3
Left	Turn left	0.3
Right	Turn right	0.8
Left	Turn left onto Victory Memorial Drive	0.8
Left	Turn left	2.0
Left	Turn left	2.0
Right	Turn right onto North 38th Avenue	2.6
Slight Right	Keep right onto 38th Avenue North	2.6
Left	Turn left	2.8





City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 21, 2023

RE: Updates to Employee Handbook

Background:

At the January 10th, 2023 City Council Work Session, staff reminded Council of the process for updating the Employee Handbook. While not every year, staff typically introduces items for Council approval towards the start of the year. Changes in the Employee Handbook can range from easy to complicated, grammatical to substantive, and may involve few or many personnel.

At the February 7th, 2023 Council Meeting, staff presented the following policies for updates and implementation:

Section 3.2 Appearance and Identification (Dress Code)- language has been updated to be more inclusive.

Section 3.4 Attendance and Work Hours- to clarify break hours based on hours worked less than 8hrs shift, there was a graph added to explain break time allocation.

Section 7.2 Vacation Leave- language added to the Employee Handbook to match the policy from the AFSCME Union Contract.

Section 8.3 Accident investigation and reporting – Updating language to clarify procedure(s) following accidents involving City operated vehicles/equipment.

Section 10.8 Mileage reimbursement – this policy was removed from the EE Handbook as the IRS rate gets updated once yearly and sometimes twice. The mileage link was added to the Handbook to direct employees to the correct form when they need it.

New Policies

- **Paid Parental Leave** *to be added as Section 7
- **Volunteer Time Off (VTO)** *to be added as Section 7

Recommendation

Approve updates to the Employee Handbook as have been presented to Council.

Tim Sandvik, City Manager



City of Robbinsdale

To: Mayor and City Council
From: Tim Sandvik, City Manager
Date: February 21, 2023
Subject: The Birdhouse THC Sales License

Background

Joshua Dykhuis, owner of The Birdhouse Eat & Drink, 4153 West Broadway, submitted an application for the selling of THC products.

Analysis/Conclusion

As of the writing of this memo, the Police Department is conducting a background investigation.

Zoning approved the application with the condition that signs must comply with downtown architectural design guidelines except for sandwich board signs and window signs. Can have up to 30% of window area to display signs.

Recommendation

Consider approval of the THC Sales license submitted by The Birdhouse Eat & Drink, 4153 West Broadway, subject to a successful background investigation.

Tim Sandvik, City Manager

CONCURRENCE:

Dustin Leslie, City Clerk



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 21, 2023

RE: Authorize Professional Services Contract with LEAST
Services/Counseling LLC

Background:

The Robbinsdale Police Department would like to add additional mental health service options for police staff in lieu of just one company. Some staff have reported not feeling satisfied with the current service we have a professional agreement with. Police administration reached out to three additional mental health providers and received information back from only one. A professional services agreement from LEAST Services/Counseling was drafted and sent to police administration for review. Upon review, police administration believes this company will be a great addition to allowing police staff to have more mental health options available to them.

Recommendation:

Authorize Professional Services Contract with LEAST Services/Counseling LLC.

Tim Sandvik, City Manager

CONCURRENCE:

Patrick Foley, Chief of Police



City of Robbinsdale

To: Mayor and City Manager
From: Tim Sandvik, City Manager
Date: February 21, 2023
RE: Set Goal Setting Session

Background

With the full Council being seated, there is an opportunity to discuss goals and strategic planning. Through discussion at the 2/25/23 work session, Council came to consensus on Monday, March 20th at 5:00 p.m. as the best available date.

Recommendation

By motion, schedule a Goals Setting Session to take place on Monday, March 20th at 5:00 p.m. at Robbinsdale City Hall.

Tim Sandvik, City Manager



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: February 21, 2023

RE: Joint Powers Agreement for Pets Under Police Security (PUPS)

Background:

From time to time, Robbinsdale Police Department, in their course of operations, encounter animals that require safe and economical impoundment. RPD has identified Pets Under Police Security (PUPS), to be an excellent facilitator, and supports entering into a Joint Powers Agreement with PUPS of Maple Grove, MN.

Recommendation

Authorize City Manager and Mayor to execute JPA with PUPS

Tim Sandvik, City Manager

PUBLIC HEARING

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: February 21, 2023
RE: Permit – Chickens – 3623 Lowry Avenue North

Background

Sean Braden, 3623 Lowry Avenue North, submitted a domestic animal application requesting approval of three (3) hen chickens. City Code requires that a person keeping or maintaining more than two chickens must obtain a permit and that owners of all properties within 200 feet of the subject premises are notified of a public hearing regarding the issuance of a permit. The neighboring property owners have been notified and the public hearing notice has been published.

The resident's purpose for the keeping of chickens is eggs for personal consumption, companionship and pets.

Analysis/Conclusion

The Police Chief, Community Development Coordinator and Building Official approve the application. The Code Enforcement Official made an in person inspection and did not observe any issues or concerns. The presented plans comply with zoning and city code requirements.

Recommendation

1. Conduct the public hearing and take public comment.
2. After hearing the public comments, consider approval of the request for three (3) chickens at 3623 Lowry Avenue North subject to the following conditions:
 - a. that electric and building permits be obtained, if necessary, at any time during the tenure of each annual license;
 - b. that there will be compliance with standards of Zoning Ordinance, Section 510.11, Accessory Structures, including total coverage of all accessory structures, and no more than one accessory structure allowed without a permanent foundation;
 - c. that there will be compliance with Hen Chickens Permits, City Code 915.37, Subd. 2;
 - d. that there is proper collection and disposal of animal waste;
 - e. that permit holder ensures proper storage of food and prevent pest invasion of food spillage; and,
 - f. that there is a proper supply of water.



Dustin Leslie, City Clerk



Tim Sandvik, City Manager



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: February 21, 2023
RE: Voucher Requests Pending Approval for Disbursement

The check register dated 2/21/23 reflects the voucher requests pending approval for disbursement.

The check register dated 2/8/23 through 2/21/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Recommendation:

By motion, approve disbursement requests for period ending 2/21/23.

A handwritten signature in black ink, appearing to read 'T. Sandvik', written over a horizontal line.

Tim Sandvik, City Manager

CONCURRENCE:

A handwritten signature in blue ink, appearing to read 'Dustin Leslie', written over a horizontal line.

Dustin Leslie, City Clerk