

AGENDA

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: Parisian, Wagner, Murphy, Mayor Blonigan
- 3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Mayor Blonigan
- 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
- 5. APPROVAL OF THE JANUARY 2, 2024 MEETING AGENDA
- 6. 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. Approve City Council meeting minutes from December 5, 2023
- B. Approve City Council meeting minutes from December 19, 2023
- C. Approve City Council Work Session minutes from December 12, 2023
- D. Receive Planning Commission meeting minutes from November 16, 2023
- E. Approval of Credit Card Charges and Payment
- F. Designation of Depositories for City Funds in 2024
- G. Accepting donations during 2023 from various individuals, businesses and organizations
- H. Authorizing Payment of Certain Claims
- I. City Clerk & Deputy City Clerk Appointments
- J. Deputy Registrar Appointment
- K. Approval of City's Official Newspaper
- L. 2024 Meeting Dates
- M. 2024 On-Sale Intoxicating Liquor License Renewal for Wicked Wort Brewing Company
- N. Approval of Licenses
- O. 2024 Council Appointments
- P. Affirm Fair Housing Policy
- Q. Records Retention Schedule
- R. Elected Official Out-of-State Travel Policy
- S. Social Media Policy Review
- T. Authorization for Credit Cards

7. PRESENTATIONS

- A. None

8. PUBLIC HEARINGS

- A. On-Sale Intoxicating Liquor w/ Sunday Sales and 2 am closing, Restaurant and Entertainment and Licenses for Johnnie Mae's Lounge

9. OLD BUSINESS

A. None

10. NEW BUSINESS

A. Set Dates/Time for Special Work Sessions

11. OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Tuesday, December 5, 2023
Meeting No. 23

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Parisian, Wagner, Murphy, Mayor Blonigan

Absent: None

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Diaa Tahoun, Finance Director

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

Lois Siljander, 3801 Scott Ave, wondered why there is a levy on our property taxes, and stated she thought the city's budget was in good standing.

Gary Buysse, 3835 Hubbard Ave N., stated the city should televise the portion of Council meetings that allows the public to address items not on the agenda.

APPROVAL OF THE DECEMBER 5, 2023 MEETING AGENDA

Peterson-Etem noted there is one addition to tonight's agenda related to Other Business Item A.

Member Wagner MOVED, seconded by Murphy to approve the December 5, 2023, agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Member Murphy requested item C be removed for further consideration.

Member Parisian MOVED, seconded by Wagner to approve the Consent Agenda as revised. The vote was unanimous and the motion passed.

- A. Approve City Council meeting minutes from November 21, 2023
- B. Receive Park, Recreation, and Forestry Commission meeting minutes from October 24, 2023
- C. Removed
- D. Robbinsdale Wine & Spirits' Monthly Financial Statements
- E. Deputy Registrar's Monthly Financial Statements

- F. Adopt Resolution No. 8071 for a Variance request V23-3 for 3605 France Ave. N.
- G. SECOND READING of an Ordinance amending City Code Sections 520.03 and 521.01 to allow cannabis retailer as a permitted use in the B-2 Limited Community business and DD-1 Downtown districts
- H. Approval of Licenses

CONSENT ITEM REMOVED

- C. Crystal Lions Premises Permit Application

Member Murphy noted in the past the City has received annual reports for how charitable gambling must use their proceeds and noted a percentage has to be used within the trade area. Sandvik stated the applicant is aware of this and annual reports can be made available.

Member Murphy MOVED, seconded by Wagner to adopt Resolution No. 8070 “A RESOLUTION APPROVING THE APPLICATION OF THE LIONS CLUB OF CRYSTAL FOR A PREMISES PERMIT TO OPERATE CHARITABLE GAMBLING AT THE WICKED WORT BREWING COMPANY, 4165 WEST BROADWAY, ROBBINSDALE, MINNESOTA.” This vote was unanimous and the motion passed.

PRESENTATIONS

- A. 2024 Final Levy Presentation

Sandvik noted staff would be giving a presentation related to the 2024 levy, but the Council will be taking formal action on the levy during Old Business Item A, later this evening.

Tahoun presented an overview of the proposed 2024 general fund and debt services levies and noted several items that would be discussed, including, definitions, 2024 budget features, quick overview, 2024 budget requests, general fund revenue highlights, property tax levies 2024, general fund expenditures highlights, general fund reserves, and tax impact.

Mayor Blonigan provided his interpretation of how taxable net capacity and tax increment financing (TIF) districts work and provided an example related to one of the TIF districts in Robbinsdale.

Member Murphy asked what the decrease in our debt service is from. Sandvik explained the general obligation bond we took out this year isn't reflective until 2025, and in the same capacity the debt service Member Murphy is asking about from 2021 and 2022 would be reflected in the years 2019 and 2020. Tahoun also mentioned in 2021 and 2022 the city did not issue any bonds, which is why the debt service decreased.

Mayor Blonigan asked about the 2024 proposed general fund and how it is dedicated to public safety. He compared this number to the information that was sent out with the Birdtown Brief. Sandvik noted the Birdtown Brief reflects the proposed levy, and the graphic in this presentation is reflective of total operations.

PUBLIC HEARINGS

- A. Finds on Broadway – Consignment & Second Hand Goods Licenses

Sandvik stated a public hearing is required to consider this license pursuant to City Code and noted this is an annual procedure. He provided a brief overview of the item and noted the Council will open a public hearing, close the public hearing, and take action on the item.

Mayor Blonigan opened the public hearing. No members of the public spoke.

Member Murphy MOVED, seconded by Parisian to close the public hearing. This vote was unanimous and the

motion passed.

Member Murphy MOVED, seconded by Parisian to approve the Finds On Broadway – Consignment & Second Hand Goods Licenses. The vote was unanimous and the motion passed.

B. Fly Vintage & Vinyl – Consignment and Second Hand Goods Licenses

Sandvik gave a brief overview of the item and noted the Council will open a public hearing, close the public hearing, and take action on the item.

Mayor Blonigan opened the public hearing. No members of the public spoke.

Member Murphy MOVED, seconded by Wagner to close the public hearing. This vote was unanimous and the motion passed.

Member Wagner MOVED, seconded by Parisian to approve the Fly Vintage & Vinyl – Consignment and Second Hand Goods Licenses. The vote was unanimous and the motion passed.

C. Pawn America – Pawnbroker & Second Hand Goods Licenses

Sandvik gave a brief overview of the item and noted the Council will open a public hearing, close the public hearing, and take action on the item.

Mayor Blonigan opened the public hearing. No members of the public spoke.

Member Murphy MOVED, seconded by Wagner to close the public hearing. This vote was unanimous and the motion passed.

Member Parisian MOVED, seconded by Murphy to approve the Pawn America - Pawnbroker & Second Hand Goods Licenses. The vote was unanimous and the motion passed.

OLD BUSINESS

A. Adopt Resolutions pertaining to the 2024 Budget and Property Tax Levies.

Tahoun presented the item and noted the Council has held prior meetings to discuss the 2024 budget and adopted the proposed 2024 levy increase in September. He noted the proposed final levy is 6% and provided information about how this will affect taxpayers in 2024.

Mayor Blonigan asked for additional information regarding the levy. Sandvik stated the proposed increase will cover costs for items such as staffing and overall operations. He also explained that the estimated amount of taxes is based on a home's value, and these numbers use a typical home value in Robbinsdale, which is about \$290,000.

Gary Buysse, 3835 Hubbard Ave N., asked about the percentage of taxes coming from residential properties versus commercial/industrial properties and why the commercial/industrial amount is so much lower. Sandvik noted Robbinsdale is a very residential city, and it doesn't have the large commercial/industrial tax base that other surrounding communities have. He noted Robbinsdale is only about 3 square miles, which limits the amount of land that can be developed.

Mayor Blonigan mentioned fiscal disparities, and noted that because of the limited amount of commercial/industrial tax base in Robbinsdale, the city does receive additional funds that help to offset this.

Member Murphy noted that Council has spent a lot of time on this at past Council meetings and Work Sessions,

and many resident concerns have been built into this budget. The Council agreed with member Murphy's comments and reiterated their appreciation to staff.

Member Wagner MOVED, seconded by member Murphy to adopt Resolution No. 8072 "A RESOLUTION ADOPTING THE 2024 CITY PROPERTY TAX LEVY IN THE AMOUNT OF \$9,436,519 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR." The vote was unanimous and the motion passed.

Member Parisian MOVED, seconded by member Murphy to adopt Resolution No. 8073 "A RESOLUTION ADOPTING THE 2024 FINAL BUDGET AND COMMITTING FUND BALANCE." The vote was unanimous and the motion passed.

Member Wagner MOVED, seconded by member Parisian to adopt Resolution No. 8074 "A RESOLUTION ADOPTING THE 2024 HRA PROPERTY TAX LEVY IN THE AMOUNT OF \$323,129 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR." The vote was unanimous and the motion passed.

B. Public Hearing on Proposed Water, Sanitary Sewer, Storm Sewer, Solid Waste and Street Light rate increases.

Tahoun provided an overview and stated Robbinsdale has done several utility rate studies in the past, which have helped to determine rates for 2024. He noted several projects that took place in 2023 and provided the proposed rates for 2024.

Mayor Blonigan mentioned organics recycling and stated there is a law that requires that if we offer organics recycling, we must charge everyone. Sandvik further explained that several cities in Hennepin County are navigating this. He continued that cities must offer organics recycling, and because it's being offered, an even charge must be passed onto all residents. He noted this is meant to help eliminate discrimination and to encourage people to participate. He stated notification would be provided via USPS as well as other platforms.

Mayor Blonigan asked what factors have contributed to the rising utility rate increases and wondered if residents of Robbinsdale are paying more, compared to folks in similarly situated cities. Sandvik referenced the packet materials which help to break down the charges and noted that a tiered rate system had been previously adopted, which sets thresholds for rates based on how much water is being used. He also noted much of this is used to pay for infrastructure and that it's important to recognize aging infrastructure as well as look towards future needs. He stated different communities approach these issues differently, and so it's not always a direct comparison.

Mayor Blonigan opened the public hearing. He noted they will compile all the questions and answer them at once.

Melissa Benson, 3915 Noble Ave. N., asked if the organics bins are animal proof and where they get the organics bin from. She also asked how often the utility rates increase. She provided her understanding of how the rates may be affected, but questioned why her usage went from 5 units to 19 units as a single person household. She also asked if the city could provide trends in their utility bills or provide ways to lower utility bills.

Fran Liles, 4401 Robin Ave. N., asked about storm drainage, how that is determined, and if it is the same for everyone.

Katie Troy, 3840 Hubbard Ave. N., asked who is requiring the new organics recycling change. She also mentioned Waste Management and stated her frustrations with trying to contact them. She asked if there are other refuse providers, besides Waste Management. She also asked how the valuation of her house is

determined and who comes up with that.

Randy Voelker, 4040 Grimes Ave. N., stated the City should understand what its fixed costs are and questioned why this continues to increase, and asked what residents are getting for the additional costs. He asked if the costs would drop if North Memorial starts using our water and if that is reflected in the proposed rate increases. He also asked about the increase in street lights.

Maria Amaya, 4028 Grimes Ave. N., noted the increase in valuation of her house as well as the utility rate increases, and asked the Council to consider the overall impact all these rising costs have on residents. She also asked how the community benefits from organics recycling and if residents would have access to the compost that is created from organics recycling.

Ross Nova, 3605 France Ave. N., also asked what happens to the organics recycling materials and who has access to the potential compost that is made.

Gary Buysse, 3835 Hubbard Ave N., noted that he was in opposition to the utility rate increase and stated he thought the utility rates have been too high for a long time and residents would struggle if they continue to increase. He mentioned a survey that had been conducted by AE2S and noted that it had previously been discussed by the Council. He stated past City staff and Council members should have done a better job managing the future infrastructure needs of the city, and feels this shouldn't be put on current residents. He also asked if commercial businesses pay the same rate for water that residential properties pay and if that will change when North Memorial starts using Robbinsdale water.

Member Murphy MOVED, seconded by member Parisian to close the public hearing. The vote was unanimous and the motion passed.

Sandvik responded to the questions that were asked during the public hearing.

Sandvik noted information about the new organics recycling policy would be provided via USPS and other online platforms, and that residents can contact utility billing to have a cart delivered. He stated the bins are animal proof to the best they can be. He stated individual accounts can be looked at by calling the utility billing line and that the City does issue letters when high usage is detected.

Sandvik went over the second set of questions. He noted all residential properties are charged for storm drainage at the same rate. He stated non-residential properties that are on larger lots do pay more and this is set up as a user fee.

Member Murphy mentioned the storm drainage fees get put into a fund that helps pay for certain infrastructure projects, such as the Hubbard Avenue project. Sandvik noted that is correct and provided examples of how those funds are used.

Sandvik provided information related to the third set of questions. He stated that in the past, Hennepin County implemented a rule that cities were required to offer organics collection. At that time, Robbinsdale decided to offer this through an opt-in service, meaning those who wanted to participate paid the full fee. He continued that this past year the Minnesota Pollution Control Agency (MPCA) issued a ruling to Hennepin County, that based on language in State Statute, if you offer this service to somebody, it can't be at a different rate than everybody else. He noted this ruling was made in an effort to encourage organics recycling and that this is not a city mandate, and not specific to Robbinsdale. He mentioned this is something the City will continue to look into. It was also asked if Waste Management was the only option for refuse collection. Sandvik stated the city does go through a request for proposals process and the last contract was executed in 2020 as a five-year contract. He noted the Council discussed moving away from organized collection, however, the Council decided not to pursue that option and we will continue to explore what those options are. It was also asked if Hennepin County provides the valuation of homes. Sandvik confirmed Hennepin County does provide the

valuation and noted they use aggregate information, and are provided a list of permits that are pulled related to home improvements. Both of which they use to determine property valuations.

Mayor Blonigan noted Robbinsdale used to have a dedicated staff member as our City Assessor, but that has since been moved to Hennepin County. He also noted there are requirements around the percentage of properties that need to be assessed.

Sandvik continued onto the next set of questions. He addressed the question about fixed costs and noted that labor and materials continue to rise and staff take that into account when setting fees and looking into the future. He mentioned the new water tower and water treatment plant and increases have also taken those into consideration. He addressed the question about costs as it relates to North Memorial coming online and that it would be fair to say it will reflect costs once they are connected. He noted the increase in street light fees and again mentioned labor and materials as factors that contribute to rising costs.

Sandvik briefly addressed individual property questions, noting more detail could be looked into outside the Council meeting. He stated the city is not at a point for revenue sharing with organics recycling.

Sandvik provided that increased utility rates and the levy are to help with aging infrastructure that we are trying to get caught up on. He mentioned the AE2S survey and noted not all data may not have been provided in full or fully verified. He noted not all cities can be compared equally, as operations are set up differently and there are different ways to pay for different things. He stated the city tries to be as competitive as possible while managing and maintaining infrastructure needs. He mentioned the City conducts an annual audit to make sure fiduciary needs are met and that franchise fees are split 50/50 with half going to streets and half to the general fund.

Member Murphy stated that staff advised the Council many years ago that something needed to be done about the aging infrastructure and planning for these projects has been happening and is ongoing. He noted the City chose a user-based fee to pay for utilities versus a levy increase, to help keep the levy lower. He recognized that fees are increasing for everything, and the Council is being cognizant of that. He also encouraged community members to let the Council know what specific things they want to see in order for the City to be more transparent.

Member Wagner stated he would like to see large amounts of data be more digestible for residents to help with transparency. He also agreed that community members who use organics recycling should be able to benefit in some way. He explained that he would like to find other ways to offset increasing utility rates and the levy, and noted the use of sales tax and working with our legislators to find relief. He stated support for looking into alternative providers for refuse collection and to see what other options there are.

Member Parisian concurred with the other Council members and thanked residents for being engaged in this process. She also thanked staff for their effort both in the budget process and for working towards making information more accessible.

Mayor Blonigan mentioned how transparency has improved since the City added a dedicated communications staff member. He also noted Robbinsdale is older than other cities, and so we are seeing the need to replace aging infrastructure before others. He stated he agrees with the comments other Council members have said and understands that utility bills are increasing, and he hopes we can find ways to ease the rising costs.

Member Wagner MOVED, seconded by Murphy to adopt Resolution No. 8075 "A RESOLUTION ESTABLISHING CITY WATER, SANITARY SEWER, STORM SEWER, SOLID WASTE, AND STREETLIGHT RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR ALL USAGE BEGINNING JANUARY 1, 2024."

A roll call was taken and the motion passed 4-0.

Ayes: Parisian, Wagner, Murphy, Mayor Blonigan.

Nays: None.

NEW BUSINESS

- A. None

OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Wagner to approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Sandvik thanked Council and staff for the work they put into the levy and budget process and noted his appreciation over the past several months. He also thanked everyone who attended the Tree Lighting event that took place at City Hall. He mentioned that he and Peterson-Etem were able to attend the first inaugural Race Equity Index survey and more information and discussion would be coming in the future. Lastly, he noted the final meetings of the year.

COUNCIL GENERAL COMMUNICATIONS

Member Parisian thanks everyone who attended the Tree Lighting, including public works staff for their help.

Member Wagner also thanked residents for showing up to the Tree Lighting and staff for their work. He provided his condolences to the family of Shari Ross, who worked for the City of Robbinsdale.

Mayor Blonigan also provided his sympathies for Shari Ross' family and noted she was a long-time employee of Robbinsdale, who unexpectedly passed away. He thanked all for attending the Tree Lighting and everyone involved. Lastly, he stated he wanted to continue exploring investment options for the City and thanked staff for all their work that goes into the budget process.

ADJOURNMENT

Member Wagner MOVED, seconded by member Murphy to adjourn the meeting at 9:39 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



City of Robbinsdale

City Council Meeting
Tuesday, December 19, 2023
Meeting No. 24

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

Mayor Blonigan called the meeting to order at 7:01 p.m.

ROLL CALL

Present: Parisian, Wagner, Murphy, Mayor Blonigan

Absent: None

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Diaa Tahoun, Finance Director;
Richard McCoy, City Engineer/Public Works Director

APPROVAL OF THE DECEMBER 19, 2023 MEETING AGENDA

Peterson-Etem noted two additions to the agenda, including an updated letter related to New Business Item A and the addition of the voucher disbursement report for Other Business Item A.

CONSENT AGENDA

Member Wagner MOVED, seconded by Murphy to approve the consent agenda. The vote was unanimous and the motion passed.

- A. Service Agreement Renewal with Sentencing to Service Program
- B. Authorize City Manager to Execute Organized Labor Agreement
- C. Authorize City Manager to Execute Organized Labor Agreement
- D. Authorize City Manager to Execute Organized Labor Agreement
- E. 2024 License Renewals for Broadway Pizza/Eagles Nest Lounge
- F. 2024 Liquor License Renewal for Nonna Rosa's
- G. 2024 License Renewals for Nouvelle Kitchen & Brewery
- H. Non-union Pay and Insurance
- I. 2024 License Renewals for the Birdhouse Eat & Drink
- J. Approval of Licenses
- K. Deputy Registrar's Monthly Financial Statements

- L. Robbinsdale Wine & Spirits' Monthly Financial Statements
- M. 2024 License Renewals for Hy-Vee Market Grille and Grocery
- N. 2024 License Renewals for Marna's Eatery and Lounge
- O. 2024 Licenses for Travail Kitchen and Amusements
- P. 2024 License Renewals for Wicked Wort Brewing Company

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. Adopt a Resolution Approving A Redevelopment Plan for The Master Redevelopment Project Area And Modified Tax Increment Financing Plans For Tax Increment Financing Districts

Tahoun introduced this item and noted Jason Aarsvold with Ehlers will go into more detail.

Jason Aarsvold, Ehlers, noted this item was already discussed and approved at the Robbinsdale Economic Development Authority meeting, but it is also required that the Council approve it. He stated the recommendation was to create one large project area that includes all of our active Tax Increment Financing (TIF) districts. He noted generally there is a project area, and within that area individual TIF districts are created. He stated currently the City has several different project areas and the recommendation is to create one large project area that encompasses the entire City, which will allow money to be shared between the TIF districts. He further described how this will allow the City to pool TIF dollars and better utilize the revenue.

Mayor Blonigan opened the public hearing. No members of the public spoke.

Member Wagner MOVED, seconded by member Murphy to close the public hearing. The vote was unanimous and the motion passed.

Member Wagner MOVED, seconded by member Parisian to adopt Resolution No. 8079 "A RESOLUTION APPROVING A REDEVELOPMENT PLAN FOR THE MASTER REDEVELOPMENT PROJECT AREA AND MODIFIED TAX INCREMENT FINANCING PLANS FOR TAX INCREMENT FINANCING DISTRICTS NOS. 2000-4, 2000-5, 2000-6, 2000-7, 2000-8, 2000-9, 2000-10, 8, 10, 11, 12, 13, 14, AND 15."

A roll call was taken and the motion passed 4-0.

Ayes: Parisian, Wagner, Murphy, Mayor Blonigan.

Nays: None.

- B. Hold a public hearing to receive comments regarding the City's Street Improvement and Reconstruction Plan and adopt the City's Street Improvement and Reconstruction Plan.

Tahoun introduced the item and stated the City is required to hold a public hearing for street improvement and reconstruction plan. He noted that in order to receive a bond for this work, the City must have, at a minimum, a 5-year plan. He further noted that Robbinsdale has a 10-year Street Improvement plan as well as a 10-year Capital Improvement Plan.

McCoy presented an overview of the 10-year Street Improvement and Reconstruction Plan for the years 2024-2033. He detailed the purpose of the plan, which included how the City plans to address infrastructure over the next 10 years and how funds will be allocated for these projects. He provided more in-depth details for several projects happening in 2024 and highlighted upcoming projects for 2025-2033.

Mayor Blonigan asked for a projected amount of how much we plan to spend over the next 10 years, and also noted that amount would be in today's dollars. McCoy noted a summary of total amounts is in the Council materials and that over a 10-year period the projected costs would be approximately \$58.5 million. It also details the funding source for those projects.

Mayor Blonigan opened the public hearing. No members of the public spoke.

Member Murphy MOVED, seconded by member Wagner to close the public hearing. The vote was unanimous and the motion passed.

Member Murphy MOVED, seconded by member Parisian to adopt Resolution No. 8080 "A RESOLUTION ADOPTING THE CITY'S STREET IMPROVEMENT AND RECONSTRUCTION PLAN 2024-2033." The vote was unanimous and the motion passed.

- C. Hold a public hearing to receive comments regarding the City's Capital Improvement Plan 2024-2033 and to adopt the City's Capital Improvement Plan 2024-2033.

McCoy provided an overview and noted this is similar to the street reconstruction and improvement plan, but the Capital Improvement Plan (CIP) encompasses plans for the entire city. It was noted that in order to receive bonds for projects, the city is required to have a 5-year CIP. He stated the Robbinsdale CIP covers a 10-year period which will offer better long-range planning. McCoy presented the purpose of the plan and noted major asset groups, which included Government Buildings, Parks, Traffic and Transportation, Utilities, and Capital Equipment. He highlighted each of these items in further detail and provided a summary of projected expenditures for the next 10 years.

Member Wagner asked about grants as sources of funding and if there were already identified. McCoy stated many grants are available for parks, and staff would still need to identify those.

Member Wagner also asked about the facility study and if funds would be available through the state or otherwise. McCoy stated it's a best guess at this point and funding sources are flexible.

Mayor Blonigan noted there could be an opportunity for partnership with other organizations, and he is hopeful staff will be able to apply for additional grants to fund future projects.

Member Wagner also encouraged creativity for the future, including future city buildings to be mixed-use, and implementing a sales tax.

Mayor Blonigan open the public hearing. No members of the public spoke

Member Murphy MOVED, seconded by member Parisian to close the public hearing. The vote was unanimous and the motion passed.

Member Wagner MOVED, seconded by member Parisian to adopt Resolution No. 8081 "A RESOLUTION ADOPTING THE CITY'S CAPITAL IMPROVEMENT PLAN 2024-2033." The vote was unanimous and the motion passed.

OLD BUSINESS

A. 2nd Reading of Ordinance Adopting Updates to Appendix B - Fee Schedule

Sandvik gave a brief overview and noted the fee schedule was last updated in Spring of 2022. He noted these fees coincide with the cost of administering the work and must be updated to reflect needed changes.

Member Wagner MOVED, seconded by member Murphy to adopt Ordinance No. 23-15 "AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE." The vote was unanimous and the motion passed.

B. Approve Updates to City's Employee Handbook

Sandvik presented the item and noted the Council has discussed these updates in the past and stated several are due to legislative changes, including Earned Sick and Safe Time (ESST). He elaborated on the telework policy and mentioned retention and recruitment was one of the Council's goals, and this is something that could help with that. He also stated some of these policy updates may be more operational, but noted it's important for Council to be aware of how these updates affect the employee culture.

Member Wagner MOVED, seconded by member Murphy to approve the updates to the City's Employee Handbook. This vote was unanimous and the motion passed.

C. Adopt Resolution Pertaining to the 2024 Property Tax Levies

Tahoun gave an overview and noted the Council previously adopted the 2024 levy, but, there was an error related to the debt service. He noted the levy will remain at 6%, but will change slightly because of this. He stated the Council would need to adopt a new resolution with an increased amount of the debt service. Sandvik further explained a bond interest payment was missed, and this will be reflected in the new levy amount that will be certified to the Hennepin County Auditor.

Member Parisian MOVED, seconded by member Murphy to adopt Resolution No. 8082 "A RESOLUTION TO AMEND RESOLUTION NO. 8072 ADOPTING THE 2024 CITY PROPERTY TAX LEVY IN THE AMOUNT OF \$9,568,768 AND ORDERING ITS CERTIFICATION TO THE HENNEPIN COUNTY AUDITOR." The vote was unanimous and the motion passed.

NEW BUSINESS

A. Issue Letter to Hennepin County, HERC

Mayor Blonigan stated the Council discussed and created a letter to send to the Hennepin County Board of Commissioners signaling support of the eventual closure of the Hennepin County Recovery Center (HERC). He noted Hennepin County has increased requirements compared to other counties and stated he added a sentence related to this in the letter.

Member Wagner MOVED, seconded by member Murphy to authorize the mayor to sign the HERC letter and have staff send it to the Hennepin County Board of Commissioners. The vote was unanimous and the motion passed.

B. Resolution Recognizing Shari Ross' Years of Service

Mayor Blonigan stated Shari Ross worked for the City of Robbinsdale for more than 23 years and noted this resolution recognizes her outstanding service.

Member Murphy stated she will be missed dearly and that she had a profound effect on the staff.

Member Murphy MOVED, seconded by member Parisian to adopt Resolution No. 8083 "A RESOLUTION RECOGNIZING SHARI ROSS FOR MORE THAN 23 YEARS OF OUTSTANDING AND DEDICATED SERVICE TO THE CITY OF ROBBINSDALE, MN." The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Wagner to Approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Sandvik provided several updates, which included:

- Thanking Commissioner Lunde for coming in to meet. He stated Commissioner Lunde shared items related to the tax levy, housing and public safety programs, and the LRT. Sandvik also noted Hennepin County is seeking people to serve on some of their advisory committees.
- City Hall is still collecting donations for the Near Food shelf and that it will be at City Hall through the end of the year.
- He stated the liquor store will have special hours over the holidays and those will be posted.
- Sandvik encouraged people to subscribe to the Birdtown Brief and social media platforms and stated important information is available via those methods. He noted one of those important topics is the upcoming organics recycling program and explained how this will impact residents.
- He noted that City Hall will be closed on December 25, 2023, and that Christmas tree pick-up will be available for the first two full weeks in January.
- Lastly, he wanted to express his appreciation towards the Council and staff and is grateful to be part of a City that is supportive and looks towards the future.

COUNCIL GENERAL COMMUNICATIONS

Member Parisian wished residents, staff, and Council, Happy Holidays.

Member Wagner thanked his fellow Council members for a productive year as well as city staff for all the work they do. He also wished residents, staff, and Council Happy Holidays. He recognized the ongoing conflict in the world currently and hopes for peace.

Member Murphy noted his appreciation for Council and staff and also wished people Happy Holidays.

Mayor Blonigan mentioned the potential new Minnesota flag and also thanked the staff for everything they do. He also wished Happy Holidays to residents, staff, and Council.

ADJOURNMENT

Member Wagner MOVED, seconded by member Murphy to adjourn the meeting at 9:03 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



City of Robbinsdale

City Council Work Session
Tuesday, December 12, 2023

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:55 p.m.

ROLL CALL

Present: Murphy, Parisian, Mayor Blonigan, Mayor Pro Tem Wagner

Absent: None

Staff: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager - Communications; Diaa Tahoun, Finance Director; Rick Pearson, Community Development Coordinator

DISCUSSION

A. Planning and Zoning Application fees

Pearson introduced the planning and zoning application fees for discussion. He explained that the Community Development Department commits significant staff time to reviewing planning and zoning applications, alongside other departments. Pearson compared Robbinsdale's conditional use permit and variance fees to neighboring cities of Crystal, Golden Valley, and New Hope. Pearson stated that he thinks it would make sense to raise the rates for commercial variances and commercial conditional use permits.

Sandvik explained that the Council will be conducting a second reading of the fee schedule at the next City Council meeting, during which staff could incorporate Pearson's suggested fee changes. Mayor Blonigan asked what the fees are that staff are recommending. Pearson recommends raising the variance fee for a commercial or multifamily project to about 1200 dollars. Pearson clarified he is not suggesting raising rates for residential variances, rather that he is suggesting doubling the rate for a commercial variance. Mayor Blonigan suggested applicants also cover the filing fee to the County.

Mayor Pro Tem Wagner confirmed that Council is in support of the planning and zoning application fee changes and Sandvik clarified that the Council is in support of adding a filing fee to residential fees, and increasing the commercial fee to a scale of \$400-\$1200.

STAFF UPDATES

A. Letter to Hennepin County - HERC Closure

Sandvik introduced a draft of letter to Hennepin County regarding the closing of the HERC. Sandvik reminded Council that the letter was written based on the discussion held by the Council at the November work session, and that the Council could approve the letter by the next City Council meeting.

Murphy provided two grammatical edits to Sandvik. Mayor Blonigan offered grammatical and wording edits. Sandvik asked if anything is missing pertaining to the content. Mayor Blonigan responded no. Wagner stated his appreciation for the last paragraph and its references to sustainability.

Mayor Blonigan asked if there is data about the pollution impacts of the HERC. Sandvik responded that when the HERC opened it was successful in burning trash and capturing energy, but now technology is available to dispose of trash in better ways.

B. 2024 Budget Items, to include: Debt Servicing Updates and Cost of Living Adjustments (COLA) (non-union)

Sandvik and Tahoun explained the updates to the 2024 levy schedule due to an error from Hennepin County in the first version of the approved levy. Council and staff discussed how the changes in debt servicing will impact costs for residents. Sandvik explained the 2023 bond interest payment that was reported to the County. Tahoun clarified that at the next City Council meeting the Council will be asked to approve the updates to the debt servicing in the form of a resolution.

Sandvik notified the Council that the 2024 COLA will be 3.5% for non-union employees and this will be included as a consent item in the next week's meeting agenda. Mayor Blonigan asked who agreed to the 3.5%, Sandvik explained it was worked into the budget. The Council and Sandvik discussed COLA and the City Manager's salary. Tahoun said that staff are seeking more direction from the City Council. Sandvik clarified the compensation agreement in his contract and noted the compensation and class study planned for the beginning of 2024. Mayor Blonigan stated that the city needs to be competitive with salaries. The Council expressed support for seeing comparisons to other cities. Parisian asked when COLAs go into effect - Sandvik clarified that COLAs go into effect on January 1. Parisian suggested that the City Manager's COLA also go into effect on January 1. The rest of the Council agreed. Murphy reminded the Council that they are responsible for hiring the City Manager and suggested doing the City Manager's annual review at the first of the year rather than at the hire date.

C. Employee Handbook Updates, to include Telework Policy and Earned Sick and Safe Time (ESST)

Sandvik explained several updates to the Employee Handbook that the Council will approve at next week's meeting, including: ESST policy, controlled substance and alcohol testing, paid parental leave, voting time and election judge service, nursing mothers, pregnancy accommodations, and school conference and activities leave. Sandvik explained that the changes to the Employee Handbook will be effective January 1.

Mayor Blonigan clarified what "safe" means in the ESST policy. Sandvik noted mental health and substance abuse as examples.

Parisian asked about data pertaining to changes made to the employee handbook and whether they contribute to retention or contentedness at work. Sandvik noted that the incoming HR staff person will be looking to do employee baseline surveys.

D. Council Assignments

Sandvik stated that Council can set commission appointments at the first City Council meeting in 2024. Sandvik noted vacancies in the School District 281 Government Advisory Committee and the NW Suburbs Cable Communications Commission. The Council discussed their preferences for council assignments and appointments.

E. Fire Permit Process

Sandvik presented a revised version of the Recreational Fire Permit Application and noted that it will be included as part of the fee schedule to be approved at the next City Council meeting.

COUNCIL UPDATES

Mayor Blonigan asked about HR Manager position and Sandvik responded that they will be starting on Monday December 18. Mayor Blonigan asked about the four positions that have been budgeted for in 2024. Sandvik stated the Sustainability Coordinator position has been advertised internally. Sandvik explained that the Community Development Department will be seeing some updates in 2024 as the Building Official is retiring in January and then the position will be moved over to Community Development. Sandvik noted that the new Planner position will not get filled right away. Sandvik explained that the job description for the position in Recreation is getting updated and is planned to be advertised in the first quarter of 2024.

Mayor Pro Tem Wagner asked if staff will be doing another goal-setting session in 2024. Sandvik directed the Council to discuss and make a decision in January/February. The Council expressed support for setting annual goals. Sandvik will present potential dates for a goal-setting session at the January work session.

Mayor Pro Tem Wagner asked if there is something the Council could do to send condolences to deceased staff member Shari Ross. Murphy suggested a resolution or proclamation thanking her for her service. Mayor Blonigan asked if there is going to be a celebration of life or wake, and if so, the council and staff should send a card or flowers. Staff agreed to write a resolution for the upcoming City Council meeting.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 9:13 p.m.

Kayla Kirtz, Assistant to City Manager - Communications

William A. Blonigan, Mayor

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 16, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:00 p.m.

ROLL CALL:

Commissioners Present: Allen, Montemayor, Harris.

Commissioners Absent: Ralston Aoki, Weinberg.

Staff Present: Rick Pearson, Community Development Coordinator

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

MOTION by Commissioner Allen, seconded by Commissioner Harris to approve Planning Commission Meeting Minutes of October 26, 2023

The vote was 3-0 and the motion carried. (Ralston Aoki absent)

Commissioner Weinberg arrived at 7:05 pm.

3. **#3A: PUBLIC HEARING:**

Consideration of Variance Request V23-3 to allow reduced setbacks for a rooftop deck at 3605 France Ave N as requested by Ross Nova

4. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to **OPEN** the continued public hearing.

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

5. Pearson presented the staff report for this variance request to reduce the setbacks for a rooftop deck at 3605 France Ave N. Commissioner Montemayer asked for further explanation of the pergola.

6. **Ross Nova, Applicant/Property Owner 3605 France Ave N.**

He addressed the pergola – it will be integral with the deck structure, The railing will consist of black aluminum fence with LED lights. Pergola will cover the entire roof. Will have power sources but no water source. Has invited neighbors over, the deck will be a gathering space. He wants to give back to the neighborhood. Will have a fire extinguisher on the deck.

Mr. Nova further explained that the project was precipitated by hail damage and the roof needs to be replaced. He said has spoken with his insurance company and they are ready to go. Structural engineer is waiting for approval of the variance.

Planning Commission
Meeting Minutes
November 16, 2023

7. Commissioner Harris asked about the fence installation, if privacy concerns arise, would you make the fence higher. **Mr. Nova** stated that he would install a 6-foot fence between his and his neighbor's property but not in the front yard. Renters next door have had no problem but will install a privacy fence if they do have issues. Acknowledged the railing requirement. Consider curtains on pergola for privacy.
8. Pearson addressed the fence along the neighbor's property. The existing privacy fence extends beyond Mr. Nova's property and into the Hubbard Ave. N. right-of-way. **Mr. Nova** clarified that the fence would just between their properties not towards France Avenue.

There were no further questions of the applicant or audience.

9. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to **CLOSE** the public hearing.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)
10. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to recommend that the City Council approve to recommend that the City Council approve variance request V23-3 to allow the rooftop deck to encroach into the side and rear-yard setbacks at 3605 France Ave. N. based upon the following findings of fact:
 - a. That the property is in a transition area as part of the mixed-use area and therefore consistent with the Robbinsdale 2040 Comprehensive Plan;
 - b. That the roof-top deck will provide outdoor recreational opportunities for the property that is otherwise severely constrained by the minimal rear yard between Hubbard Ave. N. and the principal structure;
 - c. That the structure was constructed in 1950; and
 - d. That the roof-top deck will enhance the usefulness of the property which is constrained by the triangular lot shape; andWith the following conditions:
 1. That the deck will require an analysis and recommendations of a registered professional structural engineer to ensure the structural integrity of the house and the deck;
 2. That all site work and improvements within the Hubbard Avenue North right-of-way shall be subject to the approval of the City Engineer and brick pavers and fence panels already placed within the right-of-way by the applicant may need to be removed.
 3. That all improvements within the Hubbard Avenue right-of-way must conform with city standards for uniformity including elimination of tripping hazards resulting from the current un-even surface.
 4. That an exterior staircase is required that must conform with building code and no encroachment will be allowed in the Hubbard Ave. N. right-of-way.

5. That a building permit is required.

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

11. Pearson stated that this item would be on the December 5th City Council agenda probably on the Consent Agenda.

#6A: OTHER BUSINESS:

Master Redevelopment Project Plan for the Master Redevelopment Project Area Resolution finding conformance with the Comprehensive Plan as requested by the Robbinsdale Economic Development Authority

12. Pearson presented this agenda item to look at the tax increment financing district for the City. Few things the city has to incent development. Pearson explained the different types of TIF funding. Primarily, the difference between the value of the land before the development occurs and after the development. The difference is the increment. Discussion continued on what TIF is used for. Explained scattered site redevelopment of blighted houses. House 'flippers' have created competition with the efforts by the city/REDA to acquire blighted single family homes for the scattered site program.
13. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor find the Redevelopment Plan for the Master Redevelopment Project area and the modified tax increment financing plans for tax increment financing districts 2000-4, 2000-5, 2000-6, 2000-7, 2000-8, 2000-9, 2000-10, 8, 10, 11, 12, 13, 14 and 15 consistent with the Robbinsdale 2040 Comprehensive Plan.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)

#7: INFORMATION ONLY: Project Updates

14. No action required.

#8: ADJOURNMENT:

15. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to adjourn the meeting at 7:50 p.m.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)



Rick Pearson, AICP
Community Development Coordinator



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Approval of Credit Card Charges and Payment

Background:

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.

Analysis:

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

Recommendation:

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

Attachments:

1. November 2023 CC

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/24/2023 - 11/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023 116264	AMAZON CABLES/WIRES 1000-1215-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	1,191.57	0.00	Paid	Y 11/01/2023
11012023 116265	AMAZON BATTERIES - SWAT 1000-1215-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	44.15	0.00	Paid	Y 11/01/2023
11012023 116266	MENARDS STORAGE ORGANIZER 7100-7115-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	12.99	0.00	Paid	Y 11/01/2023
11012023 116267	MENARDS SHELVING 1000-1260-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	195.86	0.00	Paid	Y 11/01/2023
11012023 116268	MENARDS FOLDING TABLE 7100-7115-6234.00000	11/01/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2023	85.00	0.00	Paid	Y 11/01/2023
11012023 116269	AMAZON TIDE DETERGENT 1000-1260-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	75.86	0.00	Paid	Y 11/01/2023
11012023 116270	US POST MASTER POSTAGE - WATER SAMPLES 6000-6010-6378.00000	11/01/2023 Bjohnson18 POSTAGE & SHIPPING	11/24/2023	12.00	0.00	Paid	Y 11/01/2023
11012023 116271	FAST GROWING TREES PLANTINGS 6100-6115-6268.00000	11/01/2023 Bjohnson18 GENERAL MAINTENANCE SUPPLIES	11/24/2023	279.75	0.00	Paid	Y 11/01/2023
11012023 116272	CANAL PARK LODGE CREDIT - HOTEL 6100-6115-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	(889.84)	0.00	Paid	Y 11/01/2023

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/24/2023 - 11/24/2023
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	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023							
116273	AMAZON	11/01/2023	11/24/2023	(24.95)	0.00	Paid	Y
	CREDIT - CALCULATOR	Bjohnson18					11/01/2023
	6000-6010-6214.00000	OPERATING SUPPLIES		(24.95)			
11012023							
116274	AMAZON	11/01/2023	11/24/2023	118.20	0.00	Paid	Y
	CHAIN LUBE	Bjohnson18					11/01/2023
	6000-6020-6214.00000	OPERATING SUPPLIES		118.20			
11012023							
116275	HY-VEE INC	11/01/2023	11/24/2023	9.75	0.00	Paid	Y
	BANDAIDS	Bjohnson18					11/01/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		9.75			
11012023							
116276	CRYSTAL CAR WASH	11/01/2023	11/24/2023	32.00	0.00	Paid	Y
	ENGINEERING/CE DEPT CAR WASHES	Bjohnson18					11/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		32.00			
11012023							
116277	AMAZON	11/01/2023	11/23/2023	(29.96)	0.00	Paid	Y
	BATTERIES - CREDIT	Bjohnson18					11/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		(29.96)			
11012023							
116278	AMAZON	11/01/2023	11/24/2023	29.96	0.00	Paid	Y
	BATTERIES	Bjohnson18					11/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		29.96			
11012023							
116279	AMAZON	11/01/2023	11/24/2023	24.24	0.00	Paid	Y
	SUPPLIES - CITY HALL	Bjohnson18					11/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		24.24			
11012023							
116280	AMAZON	11/01/2023	11/24/2023	59.65	0.00	Paid	Y
	STAPLERS - DMV	Bjohnson18					11/01/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		59.65			
11012023							
116281	AMAZON	11/01/2023	11/24/2023	99.00	0.00	Paid	Y
	PARK & REC SUPPLIES	Bjohnson18					11/01/2023
	1000-1305-6234.00000	EQUIPMENT PARTS & SUPPLIES		99.00			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/24/2023 - 11/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnzd Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023 116282	AMAZON PARK & REC SUPPLIES 1000-1305-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	101.98	0.00	Paid	Y 11/01/2023
11012023 116283	AMAZON PARK & REC SUPPLIES 1000-1305-6234.00000	11/01/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	11/24/2023	297.00	0.00	Paid	Y 11/01/2023
11012023 116284	AMAZON BATTERIES 7100-7105-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	35.22	0.00	Paid	Y 11/01/2023
11012023 116285	AMAZON FINANCE DEPT SUPPLIES 1000-1050-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	134.98	0.00	Paid	Y 11/01/2023
11012023 116286	AMAZON CITY HALL SUPPLIES 7100-7105-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	64.43	0.00	Paid	Y 11/01/2023
11012023 116287	AMAZON PARK & REC SUPPLIES 1000-1305-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	60.05	0.00	Paid	Y 11/01/2023
11012023 116288	CRYSTAL CAR WASH FIRE DEPT CAR WASHES 7000-7010-6336.00000	11/01/2023 Bjohnson18 OTHER CONTRACTS	11/24/2023	56.00	0.00	Paid	Y 11/01/2023
11012023 116289	CRYSTAL CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	11/01/2023 Bjohnson18 OTHER CONTRACTS	11/24/2023	440.00	0.00	Paid	Y 11/01/2023
11012023 116290	HOLIDAY CAR WASH POLIDE DEPT CAR WASHES 7000-7010-6336.00000	11/01/2023 Bjohnson18 OTHER CONTRACTS	11/24/2023	5.50	0.00	Paid	Y 11/01/2023

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/24/2023 - 11/24/2023
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	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023	AMAZON	11/01/2023	11/24/2023	116.89	0.00	Paid	Y
116291	PRINTER TONER - MELISSA / PARK & R Bjohnson18						11/01/2023
	1000-1300-6214.00000	OPERATING SUPPLIES		116.89			
11012023	AMAZON	11/01/2023	11/24/2023	116.89	0.00	Paid	Y
116292	PRINTER TONER - SHARI ROSS / PLANN Bjohnson18						11/01/2023
	1000-1100-6214.00000	OPERATING SUPPLIES		116.89			
11012023	AMAZON	11/01/2023	11/24/2023	125.00	0.00	Paid	Y
116293	BATTERY	Bjohnson18					11/01/2023
	7000-7010-6235.00000	SMALL EQUIP EXP <\$5,000		125.00			
11012023	AMAZON	11/01/2023	11/24/2023	447.05	0.00	Paid	Y
116294	WRENCH / GREASE GUN	Bjohnson18					11/01/2023
	7000-7010-6235.00000	SMALL EQUIP EXP <\$5,000		447.05			
11012023	AMAZON	11/01/2023	11/24/2023	250.00	0.00	Paid	Y
116295	OIL	Bjohnson18					11/01/2023
	7000-7010-6236.00000	MOTOR FUELS		250.00			
11012023	AMAZON	11/01/2023	11/24/2023	172.95	0.00	Paid	Y
116296	HEAD LIGHT HUMVEE	Bjohnson18					11/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		172.95			
11012023	AMAZON	11/01/2023	11/24/2023	83.27	0.00	Paid	Y
116297	BULBS	Bjohnson18					11/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		83.27			
11012023	AMAZON	11/01/2023	11/24/2023	26.49	0.00	Paid	Y
116298	COOLING FAN PINS	Bjohnson18					11/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		26.49			
11012023	AMAZON	11/01/2023	11/24/2023	279.95	0.00	Paid	Y
116299	SHELL V220	Bjohnson18					11/01/2023
	7000-7010-6236.00000	MOTOR FUELS		279.95			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023							
116300	AMAZON	11/01/2023	11/24/2023	28.87	0.00	Paid	Y
	CARBURATOR TOOL/CLEANER	Bjohnson18					11/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		28.87			
11012023							
116301	AMAZON	11/01/2023	11/24/2023	17.98	0.00	Paid	Y
	CABLE	Bjohnson18					11/01/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		17.98			
11012023							
116302	AMAZON	11/01/2023	11/24/2023	49.50	0.00	Paid	Y
	AUTO EJECT COVER	Bjohnson18					11/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		49.50			
11012023							
116303	AMAZON	11/01/2023	11/24/2023	366.35	0.00	Paid	Y
	ATLAS COPCO SERVICE PACK	Bjohnson18					11/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		366.35			
11012023							
116304	AMAZON	11/01/2023	11/24/2023	14.99	0.00	Paid	Y
	PRIME MEMBERSHIP - WILL BE CREDITE	Bjohnson18					11/01/2023
	7000-7010-6516.00000	SUBSCRIPTIONS & BOOKS		14.99			
11012023							
116305	AMAZON	11/01/2023	11/24/2023	(14.99)	0.00	Paid	Y
	PRIME MEMBERSHIP - CREDIT/CANCELLE	Bjohnson18					11/01/2023
	7000-7010-6516.00000	SUBSCRIPTIONS & BOOKS		(14.99)			
11012023							
116306	UPS	11/01/2023	11/24/2023	12.26	0.00	Paid	Y
	SHIPPING	Bjohnson18					11/01/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		12.26			
11012023							
116307	FULL SLATE	11/01/2023	11/24/2023	49.95	0.00	Paid	Y
	APPOINTMENT SOFTWARE	Bjohnson18					11/01/2023
	6700-6705-6336.00000	OTHER CONTRACTS		49.95			
11012023							
116308	UPS	11/01/2023	11/24/2023	15.76	0.00	Paid	Y
	SHIPPING	Bjohnson18					11/01/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		15.76			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 11/24/2023 - 11/24/2023
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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							
11012023							
116309	UPS	11/01/2023	11/24/2023	15.76	0.00	Paid	Y
	SHIPPING	Bjohnson18					11/01/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		15.76			
11012023							
116310	AMAZON	11/01/2023	11/24/2023	102.98	0.00	Paid	Y
	SUPPLIES: CARDBOARD SHIPPING BOXES	Bjohnson18					11/01/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		102.98			
11012023							
116311	CLARION EVENTS	11/01/2023	11/24/2023	1,917.00	0.00	Paid	Y
	FDIC 2024 REGISTRATION - PREPAID E	Bjohnson18					11/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		1,917.00			
11012023							
116312	AMAZON	11/01/2023	11/24/2023	4.22	0.00	Paid	Y
	MOUSEPAD	Bjohnson18					11/01/2023
	1000-1050-6214.00000	OPERATING SUPPLIES		4.22			
11012023							
116313	HAMPTON INN	11/01/2023	11/24/2023	737.75	0.00	Paid	Y
	TRAINING	Bjohnson18					11/01/2023
	1000-1205-6510.00000	MEETING / TRAVEL EXPENSE		737.75			
11012023							
116314	HY-VEE INC	11/01/2023	11/24/2023	62.92	0.00	Paid	Y
	CANDY	Bjohnson18					11/01/2023
	1000-1200-6728.00000	MISCELLANEOUS OTHER CHARGES		62.92			
11012023							
116315	NORTHERN STAR	11/01/2023	11/24/2023	50.00	0.00	Paid	Y
	EXPLORERS	Bjohnson18					11/01/2023
	1000-1240-6512.00000	CONFERENCE & SCHOOLS		50.00			
11012023							
116316	DELTA	11/01/2023	11/24/2023	547.80	0.00	Paid	Y
	NLC FLIGHT - PARISTAN	Bjohnson18					11/01/2023
	1000-1030-6512.00000	CONFERENCE & SCHOOLS		547.80			
11012023							
116317	DELTA	11/01/2023	11/24/2023	717.80	0.00	Paid	Y
	NLC FLIGHT - BLONIGAN	Bjohnson18					11/01/2023
	1000-1030-6512.00000	CONFERENCE & SCHOOLS		717.80			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023							
116318	DAYS INN DULUTH HOTEL - KNAPP 1000-1030-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	113.23	0.00	Paid	Y 11/01/2023
11012023							
116319	ECKBERG LAMMERS NEW HIRE TRAINING 1000-1200-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	278.00	0.00	Paid	Y 11/01/2023
11012023							
116320	MN CHIEFS OF POLICE DUES MN CHIEF OF POLICE 1000-1200-6514.00000	11/01/2023 Bjohnson18 DUES & MEMBERSHIPS	11/24/2023	193.00	0.00	Paid	Y 11/01/2023
11012023							
116321	NORTHERN STAR EXPLORERS 1000-1205-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	50.00	0.00	Paid	Y 11/01/2023
11012023							
116322	BCA BCA TRAINING - SMALL 1000-1205-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	75.00	0.00	Paid	Y 11/01/2023
11012023							
116323	BREEZY POINT RESORT LODGING FOR TRAINING - SABA 1000-1205-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	138.51	0.00	Paid	Y 11/01/2023
11012023							
116324	THE FIRE STORE HELMETS, FLASHLIGHTS 1000-1260-6216.00000	11/01/2023 Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	11/24/2023	1,836.07	0.00	Paid	Y 11/01/2023
11012023							
116325	CONWAY SHIELDS SHIELDS 1000-1260-6216.00000	11/01/2023 Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	11/24/2023	299.50	0.00	Paid	Y 11/01/2023
11012023							
116326	USPS CERTIFIED MAIL 1000-1200-6378.00000	11/01/2023 Bjohnson18 POSTAGE & SHIPPING	11/24/2023	9.25	0.00	Paid	Y 11/01/2023

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VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023 116327	USPS CERTIFIED MAIL 1000-1200-6378.00000	11/01/2023 Bjohnson18 POSTAGE & SHIPPING	11/24/2023	8.56 8.56	0.00	Paid	Y 11/01/2023
11012023 116328	HY-VEE INC WATER 1000-1205-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	13.98 13.98	0.00	Paid	Y 11/01/2023
11012023 116329	HY-VEE INC SNACKS - CITIZEN ACADEMY 1000-1205-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	28.96 28.96	0.00	Paid	Y 11/01/2023
11012023 116330	AMAZON CLEANING 1000-1200-6214.00000	11/01/2023 Bjohnson18 OPERATING SUPPLIES	11/24/2023	55.68 55.68	0.00	Paid	Y 11/01/2023
11012023 116331	BCA TRAINING - SABA 1000-1220-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	300.00 300.00	0.00	Paid	Y 11/01/2023
11012023 116332	U OF M LTAP WRITING THAT WORKS - MATT LEO 1000-1500-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	75.00 75.00	0.00	Paid	Y 11/01/2023
11012023 116333	U OF M MGMT OPERATIONS - LEONARD 1000-1500-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	75.00 75.00	0.00	Paid	Y 11/01/2023
11012023 116334	OFFICE OF WATER PROGRAMS WATER TREATMENT PLANT BOOK 6000-6005-6512.00000	11/01/2023 Bjohnson18 CONFERENCE & SCHOOLS	11/24/2023	196.00 196.00	0.00	Paid	Y 11/01/2023
11012023 116335	J & F REDDY RENTS RENTAL AIR COMPRESSOR 1000-1569-6338.00000	11/01/2023 Bjohnson18 RENTALS/LEASES	11/24/2023	831.00 831.00	0.00	Paid	Y 11/01/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
11012023							
116336	J & F REDDY RENTS	11/01/2023	11/24/2023	(12.00)	0.00	Paid	Y
	CREDIT - RENTAL AIR COMPRESSOR	Bjohnson18					11/01/2023
	1000-1569-6338.00000	RENTALS/LEASES		(12.00)			
11012023							
116337	4IMPRINT	11/01/2023	11/24/2023	1,231.08	0.00	Paid	Y
	CUPS FOR WTP GRAND OPENING	Bjohnson18					11/01/2023
	6000-6030-6920.00000-00059923	WATER DISTRIBUTION SYSTEM		1,231.08			
11012023							
116338	APWA	11/01/2023	11/24/2023	366.90	0.00	Paid	Y
	APWA - MN FALL CONFERENCE - RICHAR	Bjohnson18					11/01/2023
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		366.90			
11012023							
116339	U OF M	11/01/2023	11/24/2023	75.00	0.00	Paid	Y
	LEADERSHIP COURSE - LEONARD	Bjohnson18					11/01/2023
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		75.00			
11012023							
116340	U OF M	11/01/2023	11/24/2023	75.00	0.00	Paid	Y
	LEADERSHIP COURSE - ULRICH	Bjohnson18					11/01/2023
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		75.00			
11012023							
116341	U OF M	11/01/2023	11/24/2023	75.00	0.00	Paid	Y
	WRITING COURSE - ULRICH	Bjohnson18					11/01/2023
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		75.00			
11012023							
116342	U OF M	11/01/2023	11/24/2023	75.00	0.00	Paid	Y
	MANAGEMENT OPERATIONS - ULRICH	Bjohnson18					11/01/2023
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		75.00			
11012023							
116343	APWA	11/01/2023	11/24/2023	366.90	0.00	Paid	Y
	APWA FALL CONFERENCE - WELLE	Bjohnson18					11/01/2023
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		366.90			
11012023							
116344	MN STATE COLLEGES	11/01/2023	11/24/2023	(295.00)	0.00	Paid	Y
	BOILER PREP CLASS - RYKS (CANCELLIE	Bjohnson18					11/01/2023
	7100-7115-6512.00000	CONFERENCE & SCHOOLS		(295.00)			

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							
11012023							
116345	AMAZON	11/01/2023	11/24/2023	807.85	0.00	Paid	Y
	STAND UP DESKS	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		807.85			
11012023							
116346	BIRCH GROVE SOFTWARE	11/01/2023	11/24/2023	554.70	0.00	Paid	Y
	ACTIVTRAK SOFTWARE RENEWAL - 11/2/	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		90.92			
	7100-0000-1510.00000	PREPAID ITEMS		463.78			
11012023							
116347	AMAZON	11/01/2023	11/24/2023	(294.02)	0.00	Paid	Y
	REFUND FOR BROKEN DESK	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		(294.02)			
11012023							
116348	AMAZON	11/01/2023	11/24/2023	588.04	0.00	Paid	Y
	STAND UP DESKS	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		588.04			
11012023							
116349	AMAZON	11/01/2023	11/24/2023	75.60	0.00	Paid	Y
	MONITOR MOUNTS	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		75.60			
11012023							
116350	AMAZON	11/01/2023	11/24/2023	1,057.72	0.00	Paid	Y
	MONITOR SPEAKER & MOUNTS	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		1,057.72			
11012023							
116351	AMAZON	11/01/2023	11/24/2023	29.68	0.00	Paid	Y
	USB HUB	Bjohnson18					11/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		29.68			
11012023							
116352	PEACHJAR	11/01/2023	11/24/2023	100.00	0.00	Paid	Y
	SCHOOL BASKETBALL PROMOTION	Bjohnson18					11/01/2023
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		100.00			
Total Purchase Card Vendor: 100292 U. S. BANCORP				18,289.97	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	82	# Due:	0	Totals:	19,850.73	0.00	
# of Credit Memos:	7	# Due:	0	Totals:	(1,560.76)	0.00	
Net of Invoices and Credit Memos:				18,289.97	0.00		

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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			11,974.26	0.00		
	6000 - WATER			1,532.33	0.00		
	6100 - SANITARY SEWER			(610.09)	0.00		
	6400 - LIQUOR OPERATIONS			9.75	0.00		
	6700 - DEPUTY REGISTRAR			256.36	0.00		
	7000 - CENTRAL GARAGE			2,380.91	0.00		
	7100 - CENTRAL SERVICES			2,746.45	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			2,380.78	0.00		
	1030 - ADMINISTRATIVE SERVICES			1,378.83	0.00		
	1050 - FINANCIAL SERVICES			139.20	0.00		
	1100 - PLANNING & ZONING			116.89	0.00		
	1200 - POLICE SUPPORT SERVICES			607.41	0.00		
	1205 - PATROL SERVICES			1,044.20	0.00		
	1215 - EMERGENCY RESPONSE UNIT			1,235.72	0.00		
	1220 - INVESTIGATIONS / SPECIAL S			300.00	0.00		
	1240 - POLICE EXPLORERS			50.00	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			2,407.29	0.00		
	1300 - RECREATION ADMINISTRATION			116.89	0.00		
	1305 - COMMUNITY CENTER OPERATION			658.03	0.00		
	1400 - ENGINEERING SERVICES			366.90	0.00		
	1500 - PARKS ADMINISTRATION			591.90	0.00		
	1569 - PARKS TURF MAINTENANCE			819.00	0.00		
	1600 - STREETS ADMINISTRATION			225.00	0.00		
	6005 - WATER UTILITY ADMINISTRATION			196.00	0.00		
	6010 - WATER UTILITY DISTRIBUTION			(12.95)	0.00		
	6020 - WATER UTILITY WELL & PLANT			118.20	0.00		
	6030 - WATER INFRASTRUCTURE - PFA			1,231.08	0.00		
	6115 - SAN SEWER MAINTENANCE			(610.09)	0.00		
	6405 - LIQUOR OPERATIONS			9.75	0.00		
	6705 - LICENSE CENTER OPERATIONS			256.36	0.00		
	7010 - CG VEHICLE MAINTENANCE			2,380.91	0.00		
	7105 - CS GENERAL OFFICE			123.89	0.00		
	7110 - CS INFORMATION TECHNOLOGY			2,355.79	0.00		
	7115 - CS GOVERNMENT BUILDINGS			(197.01)	0.00		

--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0337			4.22			
	0371			2,135.57			
	0517			9.75			
	0731			1,643.83			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1219			100.00			
	1568			1,378.83			
	2743			850.67			
	3103			369.71			
	4364			416.43			
	5111			196.71			
	5157			1,917.00			
	6348			1,597.98			
	6658			213.51			
	6719			1,235.72			
	6932			1,847.41			
	8046			(504.84)			
	8415			2,819.57			
	8424			1,165.00			
	8631			521.00			
	8722			371.90			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Designation of Depositories for City Funds in 2024

Background:

Minnesota Statutes, Section 427.01 and 427.09 require that the official depositories of the City be designated at the first Council meeting in January of each year. The depositories are financial institutions in which the City places public monies in checking accounts and savings accounts.

Analysis:

In 2024, the proposed designated depositories for the City of Robbinsdale are US Bank and Citizens Independent Bank. The investment and safekeeping services are being provided by UBS Wealth Management, until changed by mutual consent of the parties, processing all the City's investments as its agent. This places the City's investments into an independent third party's possession, which assures that payment is made only upon receipt of the instrument purchased and substantially reduces the possibility of potential problems. There are no investments being held anywhere other than at UBS Wealth Management.

Recommendation:

By Motion:

- Designate US Bank and Citizens Independent Bank as depositories for the City of Robbinsdale for 2024.
- Designate UBS Wealth Management to safe-keep the City's investments for 2024.
- Direct Tim Sandvik, City Manager, and Diaa Tahoun, Finance Director to execute the necessary documents to assure continuity of banking services.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Diaa Tahoun, Finance Director

APPROVED BY: Tim Sandvik, City Manager

DATE: January 2, 2024

RE: Accepting donations during 2023 from various individuals, businesses and organizations

Background:

Throughout the year, various individuals and organizations donate money to the City to help with the acquisition of equipment and for support of various community events. The City of Robbinsdale is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17.

Analysis:

During 2023, the City of Robbinsdale received donations in the amount of \$2800 from individuals and organizations as listed in the resolution shown in Exhibit 1.

Recommendation:

By motion, waive the reading and order the adoption of the resolution accepting donations (shown as Exhibit 1).

Attachments:

1. 2023 Donations

<u>Individual/Organization</u>	<u>Purpose of Donation</u>	<u>Donation Amount</u>
Robbinsdale Lion's Club	Recreation Programs	\$ 100.00
Job's Daughters International Bethel	Recreation Programs	\$ 50.00
Church of the Sacred Heart	Police Reserves	\$ 100.00
Kathryn and Patrick Backen	Flower baskets	\$ 1,850.00
Denise Beck	Recreation Programs	\$ 150.00
Nicholas Erdos-Thayer	Recreation Programs	\$ 75.00
Rachel Reiersen	Recreation Programs	\$ 25.00
Church of the Sacred Heart	Boo Bash event	\$ 100.00
Church of the Sacred Heart	Police Reserves	\$ 50.00
Dehnchke Insurance Services	Boo Bash event	\$ 100.00
Exp Realty	Boo Bash event	\$ 100.00
CUB Food	Annual tree lighting event	\$ 100.00
Total Donations and Grants		<u>\$ 2,800.00</u>

<u>Individual/Organization</u>	<u>Purpose of Donation</u>	<u>Donation Amount</u>	
Nina Martine Robinson	Art Programs	\$	-
Carol Steinbach	Sanborn Park	\$	-



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Authorizing Payment of Certain Claims

Background:

Minnesota Statutes, Section 412.271, Subd 8, authorizes the City Council to delegate its authority to pay claims before they have been reviewed by the City Council under specified circumstances and when it is in the best interest of the City to pay its claims as promptly as feasible. Claims approved shall be acted upon formally at the next City Council meeting in the same manner as if they had not been paid.

Payments to be approved include: salaries, claims based on contracts previously approved by the City Council; claims less than \$10,000 which are consistent with the budget approved by the City Council; claims payable to other political subdivisions, the state, county, or federal government; principal and interest payments on bonds; rent and other fixed charges; when payment of a claim based on contract cannot be deferred without loss to the City through forfeiture of discount privilege or otherwise; and claims based upon purchases approved in advance by the City Council and bid through purchasing agreements with the state or county.

Analysis:

A specific authorization regarding the payment of certain claims is a part of the City Council's Annual Meeting procedures. It will improve procedures and internal controls for accounting purposes to annually approve this resolution. The City Charter was amended changing the dollar limit for which the City Manager is authorized to approve purchases without approval from the City Council from \$25,000 to \$50,000, the amendment was effective June 6, 2023. For purposes of this resolution authorizing the Finance Director to pay certain claims, the approval limit will remain at \$10,000.

Recommendation:

By motion, waive the reading and order the adoption of the Resolution in Exhibit 1 authorizing Robbinsdale's Finance Director to pay certain claims.

Attachments:

1. Payment of Claims 2024 resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 2nd day of January 2024.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING ROBBINSDALE'S
FINANCE DIRECTOR TO PAY CERTAIN CLAIMS**

WHEREAS, Minnesota Statute § 412.271, Subd. 8 authorizes the City Council to delegate its authority to pay claims before they have been reviewed by the City Council under specified circumstances; and

WHEREAS, it is in the best interest of the City to pay its claims as promptly as feasible;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robbinsdale, Minnesota, that:

1. The Finance Director is authorized to pay the following claims made against the City prior to review and approval by the City Council:
 - Salaries;
 - Claims based on contracts previously approved by the City Council;
 - Claims of less than \$10,000 which are consistent with the budget approved by the City Council;
 - Claims payable to other political subdivisions, the state, county, or federal government;
 - Principal and interest payments on bonds;
 - Rent and other fixed charges;
 - Claims based on contract which cannot be deferred without loss to the City through forfeiture of discount privilege or otherwise; and
 - Claims based upon purchases approved in advance by the City Council and bid through purchasing agreements with the state or county;
2. Claims approved by the Finance Director shall be acted upon formally at the next City Council meeting in the same manner as if they had not been paid.

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 2ND DAY OF JANUARY 2024.

ATTEST:

William A. Blonigan, Mayor

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: City Clerk & Deputy City Clerk Appointments

Background:

The Robbinsdale City Charter provides that the City Clerk and Deputy City Clerk are appointed by the City Manager with the advice and consent of the City Council.

Analysis:

The City's current administrative procedures policy requires the annual appointment of the City Clerk. Therefore, it is recommended that Chase Peterson-Etem be appointed as the City Clerk for the year of 2024. It is further recommended that Sherry O'Donnell be appointed as Deputy City Clerk for the year 2024.

Recommendation:

Motion to affirm the action of the City Manager's appointment of Chase Peterson-Etem as City Clerk and Sherry O'Donnell as Deputy City Clerk for the year 2024.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Deputy Registrar Appointment

Background:

The Deputy Registrar for the Robbinsdale Motor Vehicle Office should be appointed/reappointed on an annual basis.

Analysis:

Jeff Lenarz was hired as the City's License Center Manager in mid-April, 2018, and staff recommends reappointment of Jeff Lenarz as Deputy Registrar for the Robbinsdale Motor Vehicle Office.

Recommendation:

Motion to appoint the City's License Center Manager, Jeff Lenarz, as the Deputy Registrar for the Robbinsdale Motor Vehicle Office.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Approval of City's Official Newspaper

Background:

City Charter requires that an official newspaper be designated annually for publication of ordinances and other matters required by law, or deemed by the Council. Currently, the Crystal/Robbinsdale *Sun Post* is the official newspaper of Robbinsdale.

Analysis:

Staff solicited information from the *Sun Post* regarding rates and circulation. The Sun Post's rate for 2024 will be:

First insertion: \$12.25 per column inch
Characters per inch: 320
Lines per inch: 9

Staff recommends designating the *Sun Post* as the official newspaper of the City.

Recommendation:

Motion to designate the Crystal/Robbinsdale *Sun Post* as the official newspaper for the City of Robbinsdale for 2024 with notices and ordinances appearing in the *Sun Post* as required by City Charter or Minnesota Statutes.

Attachments:

1. Sun Post Rate Letter



November 9, 2023

City of Robbinsdale
City Council
4100 Lakeview Avenue North
Robbinsdale, MN 55422

Dear City Council Members:

Please accept the following bid from the **Crystal/Robbinsdale Sun Post** for legal newspaper designation for the City of Robbinsdale. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2024:

First insertion:	\$12.25 per column inch
Characters per inch:	320
Lines per inch:	9

All published legal notices are posted on the **Sun Post** website at no additional charge. A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing.

The **Sun Post** is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Early deadlines apply the week of a holiday. Please email legal notices to publicnotice@apgecm.com.

Thank you for considering the **Sun Post** as the official newspaper for the City of Robbinsdale for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'.

Tonya Orbeck
Adams Publishing Group
Legal Notice Department Manager
763-691-6001



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: 2024 Meeting Dates

Background:

The Robbinsdale City Charter requires the City Council to meet twice each month. The City Code provides that regular meetings of the Council are to be held on the first and third Tuesday of each month. It further states that meeting dates and times may also be adjusted by Council motion when a conflict is identified, provided proper notice is given.

Analysis:

The following dates are items conflicting with the normal Council schedule:

- March 5, 2024, Council Meeting: Recommend moving to Wednesday, March 6, 2024, due to the Presidential Nomination Primary Election.
- May 14, 2024, EDA and Work Session: Recommend moving to Wednesday, May 15, 2024, due to Ward 2 Special Election.
- August 6, 2024, Council Meeting: Recommend moving to Monday, August 5, 2024, due to National Night Out.
- August 13, 2024, EDA and Work Session: Recommend moving to Wednesday, August 14, 2024, due to State Primary Election.
- November 5, 2024, Council Meeting: Recommend moving to Wednesday, November 6, 2024, due to the General Election.

Regular Work Sessions will take place on the second Tuesday of the month following Robbinsdale Economic Development Authority meetings, as has been done in the past.

Recommendation:

Motion to approve the dates of the City Council meetings and regular Work Session meetings as seen on Attachment 1.

Attachments:

1. 2024 meeting dates

Proposed City Council Meeting Dates for 2024

January 2 and 16

February 6 and 20

March 6 and 19

April 2 and 16

May 7 and 21

June 4 and 18

July 2 and 16

August 5 and 20

September 3 and 17

October 1 and 15

November 6 and 19

December 3 and 17

Proposed REDA and Regular Work Session Dates for 2024

January 9

February 13

March 12

April 9

May 15

June 11

July 9

August 14

September 10

October 8

November 12

December 10



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk

APPROVED BY: Tim Sandvik, City Manager

DATE: January 2, 2024

RE: 2024 On-Sale Intoxicating Liquor License Renewal for Wicked Wort Brewing Company

Background:

Steven Carlyle, dba Wicked Wort Brewing Company, applied for on-sale wine, on-sale and off-sale brew pub, and Sunday sales, restaurant and entertainment licenses, at 4165 West Broadway, which Council approved on December 19, 2024. Mr. Carlyle informed city staff on December 26, 2023, that he intended to renew the on-sale intoxicating liquor license.

Analysis:

The Police Department had already completed the background investigation and approved. The Community Development Coordinator approved with the usual sign permit requirements.

City code requires that annual gross receipts from liquor sales cannot exceed 60%. The CPA submitted a letter confirming that from January 1, 2023 to October 31, 2023, revenue from total liquor and merchandise sales was 19%. Food sales were 81% of gross revenue.

All required items for an on-sale intoxicating liquor license renewal have been received.

NOTE: Because the on-sale intoxicating liquor license will not be approved before January 1, 2024, which is when it would usually be effective; Wicked Wort cannot serve intoxicating liquor after midnight December 31, 2023 until Council approval (1/2/24).

Recommendation:

By motion, approve the on-sale intoxicating liquor license renewal for 2024 for Wicked Wort Brewing Company; and, cannot serve intoxicating liquor after midnight December 31, 2023, until Council approval (1/2/24).

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
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.

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 1/2/2024.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
HEARTH & HOME TECHNOLOGIES INC	Mechanical Contractor	\$50.00
HOFFMAN COOLING & HEATING	Mechanical Contractor	\$50.00
IDEAL AIR LLC	Mechanical Contractor	\$50.00
MASTER MECHANICAL INC	Mechanical Contractor	\$50.00
MASTER MECHANICAL INC	Plumbing Contractor	\$50.00
MASTER MECHANICAL INC	Commercial Contractor	\$50.00
MP NEXLEVEL, LLC	Excavation Contractor	\$50.00
MR MAISON PLUMBING AND DRAIN LLC	Plumbing Contractor	\$50.00
NORTHERN'S BENJAMIN FRANKLIN PLUMBING	Plumbing Contractor	\$50.00
NORTHERN'S BENJAMIN FRANKLIN PLUMBING	Sewer / Water Contractor	\$50.00
NORTHERN'S ONE HOUR	Mechanical Contractor	\$50.00
ROTO-ROOTER SERVICES COMAPNY	Sewer / Water Contractor	\$50.00
ROTO-ROOTER SERVICES COMAPNY	Plumbing Contractor	\$50.00
ROTO-ROOTER SERVICES COMAPNY	Excavation Contractor	\$50.00
SJB ENTERPRISES INC	Commercial Contractor	\$50.00
TOP CHOICE PLUMBING	Plumbing Contractor	\$50.00
WEST EDGE INVENSTMENTS	Commercial Contractor	\$50.00
YOUR HOME IMPROVEMENT COMPANY LLC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

18

BUSINESS LICENSES FOR COUNCIL APPROVAL

12/21/2023

License Type	Applicant	License Fee
Solid Waste Haulers	WALTERS RECYCLING & REFUSE	100.00
Tree/Lawn Fertilizer	DYNAMIC TREE & LANDSCAPING	50.00
Tree/Lawn Fertilizer	SHADYWOOD TREE EXPERTS & LANDSCAPING	50.00
Tree/Lawn Fertilizer	A to Z TREE CARE, LLC.	50.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/02/2024

License Type	Applicant	License Fee
Temporary Liquor	Church of the Sacred Heart	50.00
Telecommunications Tower	Crown Castle	500.00
Tobacco Sales	DOLLAR GENERAL STORE #19170	325.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: 2024 Council Appointments

Background:

As required each year, it is necessary to appoint a mayor pro tem and to appoint Council members and staff to serve as delegates to a variety of legislative bodies. A Council Work Session was held on December 12, 2023, to work towards consensus for the 2024 appointments, as shown in Attachment 1.

Analysis:

The City is represented on a number of organizations outside of the city. Either Council members or staff may be appointed as delegates or alternate delegates to the following positions:

League of Minnesota Cities - organization representing the City's interests at State Legislature and U.S. Congress. Delegate or alternate casts the City's one vote at the League meetings. Term is open. Appoint a Delegate and an Alternate.

National League of Cities - organization representing national cities' interests in Congress. Delegate or alternate casts the city's one vote at the national meetings. Term is open. Appoint a Delegate, Alternate and Second Alternate.

Metro Cities - organization representing metropolitan municipal interests in State Legislature. Term is open. Appoint a Delegate and Alternate

School District 281 Government Advisory Council - represents the Council at School Board meetings and on School District issues. Term is open Appoint two Liaisons.

Suburban Rate Authority - (by attached resolution) - An organization of municipal officials which represents consumers in gas, phone, electric rate increase hearings. Term is for one year.

Reappointment of Richard McCoy as Director is recommended. Appointments must be approved by resolution. Appointment of Alternate Director.

NW Suburbs Cable Communications Commission - franchising body charged with establishing and administering cable television. Term is open. Appointment of two Commissioners

Northwest Community Television Cable Coordinators Advisory Committee - Committee recommending stories and ideas to Northwest Community Television. **Appointment of City's Public Relations representative, Kayla Kirtz, is recommended.**

Corridor Management Committee - The Blue Line Extension Corridor Management Committee (CMC) will advise the Chair of the Metropolitan Council on the design and construction of the proposed light rail line. Issues the Committee will address include, but are not limited to, environmental review, project development, engineering final design, and construction of light rail transit in the corridor. Robbinsdale gets one representative. This group meets monthly, typically the second Thursday early/mid-afternoon.

Bottineau Works Committee: The Bottineau Community Works Steering Committee provides policymaker guidance for the Bottineau Community Works program. It includes elected officials and policymakers from Hennepin County, the Metropolitan Council, corridor cities and other partners. The Bottineau Community Works Steering Committee meets on the third Monday of every month at 10:30 a.m. Robbinsdale gets one representative and one alternate.

Recommendation:

1. Motion appointing Mayor Pro Tem for the year 2024.
2. Motion appointing appropriate representatives to the legislative bodies listed above as shown in Attachment 1, determined during the December 12, 2023, Council Work Session.
3. Motion to waive the reading and adopt a resolution appointing Richard McCoy as Director and William A. Blonigan as Alternate Director to the Suburban Rate Authority for 2024 as shown in Attachment 2.

Attachments:

1. 2024 Council Assignments
2. Suburban Rate Authority Resolution

2024 Council Assignments/Appointments

1	<i>Mayor Pro Tem</i>	Aaron Wagner
2-A	<i>League of Minnesota Cities</i>	Mia Parisian
B	<i>National League of Cities</i>	Mia Parisian
C	<i>Metro Cities (formerly AMM)</i>	William A. Blongian
		Mia Parisian
D	<i>School District 281 Government Advisory Committee</i>	Regan Murphy
		Mia Parisian
E	<i>Suburban Rate Authority</i>	Richard McCoy
		William A. Blonigan
F	<i>NW Suburbs Cable Communications Commission</i>	William A. Blonigan
		Aaron Wagner
G	<i>Northwest Community Television Board of Directors</i>	
H	<i>NWCTV Coordinators Advisory Committee</i>	Kayla Kirtz
		Chase Peterson-Etem
I	<i>Corridor Management Committee</i>	William A. Blonigan
		Aaron Wagner
J	<i>Bottineau Works Committee</i>	Aaron Wagner
		Mia Parisian

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 2nd day of January, 2024.

RESOLUTION NO.

A RESOLUTION DESIGNATING RICHARD MCCOY AS DIRECTOR AND WILLIAM A. BLONIGAN AS ALTERNATE DIRECTOR TO THE SUBURBAN RATE AUTHORITY

BE IT RESOLVED, by the City Council of the City of Robbinsdale, Minnesota, as follows:

That Richard McCoy is hereby appointed to serve as a director of the Suburban Rate Authority and William A. Blonigan is hereby appointed to serve as alternate director of the Suburban Rate Authority for the year 2024 and until their successors are appointed.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 2nd DAY OF JANUARY, 2024.

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Affirm Fair Housing Policy

Background:

The Metropolitan Council requires the recipient of certain grants to have a Fair Housing Policy. It is a written statement regarding the city's commitment to fair housing, including purpose, procedures for complaint identification and referral, designating a fair housing officer, and outlining internal and external actions the city will undertake to advance fair housing.

The policy includes documentation of procedures for receiving questions/complaints about housing issues, tracking referrals, statements related to specific fair housing laws, and periodic analysis of housing in the city.

Analysis:

The Council initially approved the policy in March 2019. An annual review of the policy is recommended.

Recommendation:

Motion to acknowledge receipt of the Fair Housing Policy and direct any questions to staff for review.

Attachments:

1. Fair Housing Policy



Fair Housing Policy

1. Purpose and Vision

Title VII of the Civil Rights Act establishes federal policy for providing fair housing throughout the United States. The intent of Title VII is to assure equal housing opportunities for all people.

The City of Robbinsdale is committed to ensuring that all people feel welcomed, are treated fairly, and provided resources for fair housing when choosing to reside in the City of Robbinsdale.

2. Policy Statement

It is the policy and commitment of the City of Robbinsdale to ensure that fair and equal housing opportunities are available to all persons in all housing opportunities and development activities funded by the City regardless of race, color, religion, sex, sexual orientation, marital status, status with regard to public assistance, creed, familial status, national origin, or disability. This is done through external policies to provide meaningful access to all people as well as fair housing information and referral services; and through internal practices and procedures that do not discriminate and that affirmatively further fair housing.

3. External Practices

a. **Reference Organizations** - Fair Housing Officer – Intake and Referral

The City does not claim to have all the resources needed to solve diverse fair housing issues. Therefore, the City believes using external organizations along with City resources will provide significant assistance to individuals' housing needs. The City of Robbinsdale has designated the City Clerk as the responsible authority for the intake, processing and referral of all fair housing complaints. If contacted by current or potential residents of Robbinsdale, the City will request the individual to complete the Concern Report, the City Clerk will review the report and determine if the individual could be assisted by the City or by reference organizations. The list below of organizations is not an exhaustive list, but a starting place for assistance:

- U.S. Department of Housing and Urban Development – Minnesota
- Minnesota Department of Human Rights
- Mid-Minnesota Legal Aid
- Housing Justice Center
- HomeLine Minnesota
- Southern Minnesota Regional Legal Services

The date, time, and nature of the fair housing complaint and the referrals and information given will be fully documented. The Fair Housing Officer will also monitor city activities affecting fair housing and raise issues and concerns where appropriate.

b. Meaningful Access

1. Online Information. The City of Robbinsdale will have information about fair housing displayed on its website under the category “housing.” The website will also have links to various fair housing resources, including the Department of Housing and Urban Development, Minnesota Department of Human Rights, Mid-Minnesota Legal Aid, and others as well as links to state and federal fair housing complaint forms. In addition, the City will post the following documents on its website.
 - Robbinsdale Fair Housing Policy
 - The State of Minnesota’s Olmstead Plan.
2. In-Person Information. The City Clerk and Community Development staff will provide in-person fair housing information including:
 - A list of fair housing enforcement agencies;
 - Frequently asked questions regarding fair housing law; and
 - Fair housing complaint forms for enforcement agencies.
3. Languages. The City of Robbinsdale is committed to providing information in the native language of its residents. Therefore, if requested, the City of Robbinsdale will connect the individual to an organization that can assist with translation of fair housing policies.
4. Rental Licensing Program. The City administers a rental licensing program which requires property owners of rental dwelling units to obtain a rental license from the City every two years. The City will provide information on this fair housing policy to licensees.

4. Internal Practices

The City of Robbinsdale commits to the following steps to promote awareness and sensitivity to fair housing issues in all of its government functions.

- a. **Staff and Officials Training**. The City will regularly train its staff and elected officials on fair housing considerations, including working with people with disabilities, and limited English proficiency constituents.
- b. **Housing Analysis**. The City will review its housing every 3 years to examine the affordability of both rental and owner-occupied housing to inform future city actions.
- c. **Code Analysis**. The City will review its municipal code every 3 years with specific focus on ordinances related to zoning, building and occupancy standards, to identify any potential for disparate impact or treatment.
- d. **Project Planning and Analysis**. City planning functions and development review will consider housing issues, including whether potential projects may perpetuate segregation or lead to displacement of protective classes.
- e. **Community Engagement**. The City will seek input from underrepresented populations in the community. Conversations regarding fair housing, development, zoning and land use changes may be facilitated by the City.
- f. **Affirmatively Furthering Fair Housing**. As a recipient of federal funds through Metropolitan Council grants, the City agrees to participate in the Regional Analysis of Impediments, as organized by the regional Fair Housing Implementation Council (FHIC). The City will review the recommendations from the analysis for potential integration into City planning documents, including the Comprehensive Plan, and other applicable documents.

The City of Robbinsdale will review, revise as necessary, and adopt annually at its annual meeting.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Records Retention Schedule

Background:

The General Records Retention Schedule for Minnesota Cities was originally developed by the Minnesota State Department of Administration, Information and Policy Analysis Division and the Minnesota Historical Society. The retention schedule helps to provide a plan for managing government records by giving authority to dispose of records under Minnesota Statutes section 138.17. In 1986 Robbinsdale adopted this schedule.

The Minnesota Clerks and Finance Officers Association (MCFOA) has a standing committee that periodically reviews the schedule and updates as necessary.

The actual records retention document is nearly 100 pages, therefore it is not included in this report, although it is available for review on-line and at the City Clerk's Office.

Analysis:

It is appropriate that the Council adopt the most recent, 2021, version to ensure our retention efforts remain current. This is the same version that was adopted in 2023.

Recommendation:

Motion to adopt the General Records Retention Schedule for Minnesota Cities.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Elected Official Out-of-State Travel Policy

Background:

The governing body of each statutory or home rule charter city, county, school district, and other political subdivisions must develop a policy that controls travel outside the state of Minnesota for the elected officials. The policy must be approved by a recorded vote and specify: 1) when travel outside the state is appropriate; 2) applicable expense limits; and 3) procedures for approval of travel. The policy must be reviewed annually and subsequent changes must be approved by recorded vote.

Analysis:

Council initially approved the policy in September 2005 and because the policy must be reviewed and approved annually, staff recommend placing it on the City Council agenda early in the year.

In addition, the policy calls for an annual report of Council out-of-state travel. In 2023, two Council members traveled to Atlanta, Ga to attend the National League of Cities City Summit. Dates of travel include November 15-19 and November 14-18. There was no other out-of-state travel by Council members.

Recommendation:

Approve the Elected Official Out-of-State Travel Policy by adopting the resolution shown in attachment 2.

Attachments:

1. Council Travel Policy
2. Elected Official Out-of-State Travel Policy Resolution

Resolution 6567

**CITY OF ROBBINSDALE
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY**

Purpose: The City of Robbinsdale recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member.
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration, by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
 - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city’s Personnel policy for Expense Reimbursement for city employees.
5. The city will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, alternate meal expenses instead of those included in the cost of registration, or recreational expenses such as golf or tennis.
6. The City’s personnel policy for Air Travel Credits will regulate those credits.

7. If a seated council member does not file for re-election that member is not eligible to attend any out of state conferences, at city expense, from the time that filings for office close.
8. If a seated council member files for re-election but is not successful that council member would not be eligible to attend an out of state conference, at city expense, after the election. Previous out of state conference registrations would be offered to the newly elected individual(s) or another seated council member. Newly elected individuals will be encouraged to attend conferences, within budget limitations. If the newly elected or already seated council member chooses not to attend, all attendance arrangements shall be cancelled.
9. The annual budget shall regulate the out of state conferences attended.
10. Council members attending out-of-state conferences shall report to the full council, in either written or oral form, the results of the trip.
11. At year-end staff shall report to council the number of out of state trips taken by council.
12. Any out-of-state travel expenses not specifically addressed by this document will be guided by the City's personnel policies for city employees.
13. This policy may be amended as necessary at the discretion of the City Council.

Original adoption 9-20-05
Annually adopted

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 2nd day of January, 2024.

RESOLUTION NO.

**A RESOLUTION ADOPTING ELECTED OFFICIAL OUT-OF-STATE TRAVEL
POLICY**

WHEREAS, the City Council finds it necessary to establish a policy to clearly determine the City's elected official out-of-state travel policy; and

WHEREAS, the City Council has reviewed and discussed the elected official out-of-state travel policy;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Robbinsdale, Minnesota, that the Elected Official Out-of-State Travel Policy is hereby adopted.

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

And the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 2nd DAY OF JANUARY, 2024.

William A. Blonigan, Mayor

Attest:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Social Media Policy Review

Background:

City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues, and other followers.

Analysis:

The Council initially approved the policy in January 2018. An annual review of the policy is recommended.

Recommendation:

Motion to acknowledge receipt of the Social Media Policy and direct any questions to staff for review.

Attachments:

1. Social Media Policy

CITY OF ROBBINSDALE

SOCIAL MEDIA POLICY

Purpose:

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Robbinsdale's social media sites by its representatives.

The City of Robbinsdale wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

As a general philosophy, Robbinsdale will manage its social media presence in a centralized manner. Departments and individual employees shall not create social media accounts themselves that are intended to represent the City of Robbinsdale. The City of Robbinsdale's intent is to increase transparency, reach, immediacy and stakeholder feedback.

The ultimate goal of social media will be to drive residents and visitors to the City of Robbinsdale website. The city's official website, www.robbinsdalemn.com, will remain the city's primary online medium communicating information to the public. The city's "e-notifications" email notification system, available via the city website will remain the city's primary email notification tool.

The best, most appropriate, use of social media for the City of Robbinsdale is as follows:

1. As channels for disseminating time-sensitive information as quickly as possible.
2. As marketing/promotional channels that increase the city's ability to broadcast its messages to the widest possible audience.
3. As a method to educate the public about the city's programs and services.

Policy:

The City of Robbinsdale will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Robbinsdale social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use

policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Robbinsdale, including a link to the City's official web site.

Scope:

This policy applies to any existing or proposed social media website and online community accounts sponsored, established, registered or authorized by the City of Robbinsdale. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Manager.

The following guidelines establish best practices for the use of social media for the City of Robbinsdale:

1. The City of Robbinsdale website, www.robbednsdalemn.com, will remain the city's primary and predominant internet presence.
2. Wherever possible, content posted to the City of Robbinsdale social media sites should contain links directing users back to the city's official website.
3. All City of Robbinsdale social media sites must comply with all appropriate city policies and standards. Exceptions must be approved by the City Manager.

Definitions:

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

Employee Use:

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Manager in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Robbinsdale site and will be linked with the official City website (www.Robbinsdalemn.com). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Manager.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhering to all City personnel and Computer Use policies
- Using only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Robbinsdale as a whole, including elected officials and other city employees and agents. Consider the following:

- Make sure information is accurate and free of grammatical errors.
- Don't provide private or confidential information, including names, or use such material as part of any content added to a site.
- Don't comment negatively on community partners or their services, or use such material as part of any content added to a site.
- Don't provide information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Robbinsdale's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Robbinsdale respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Robbinsdale, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Robbinsdale employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Employee Handbook. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment

- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Manager.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Manager

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the properties of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Robbinsdale also maintains the sole property rights to any image, video or audio a City employee is asked to capture for City business.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

January 2, 2018



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Authorization for Credit Cards

Background:

Minnesota Statutes, Section 471.382 provides that the City may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or city policy applicable to purchases.

The City Council has specifically authorized the City Manager to obtain a credit card and the list of credit card purchases and payments is approved by the City Council. The use of credit cards by applicable staff provides that the City Manager is better able to administer the City. The City Council annually approves a resolution authorizing the issuance of city credit cards to listed city employees.

Analysis:

A specific authorization for employees to be issued credit cards is a part of the City Council's Annual Meeting procedures. A resolution has been supplied listing the current employees who have City Credit Cards.

Recommendation:

By motion, waive the reading and order the adoption of the Resolution in Attachment 1 acknowledging and authorizing listed City Employees to be issued City Credit Cards.

Attachments:

1. Credit Card Authorization Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 2nd day of January, 2024.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING ISSUANCE OF CITY CREDIT CARDS
TO LISTED CITY EMPLOYEES**

WHEREAS, there are certain efficiencies to be obtained by City employees making small purchases with credit cards rather than charging purchases to local store accounts or requesting petty cash; and

WHEREAS, registrations for a number of conferences provide discounts for registering by credit card; and

WHEREAS, the Finance Director and City Manager have reviewed the functions and routine purchases made by City Employees as part of their job functions and have recommended those employees be issued city credit cards; and

WHEREAS, if a City officer or employee makes or directs a purchase by credit card that is not approved by the city council, the officer or employee is personally liable for the amount of the purchase; and

WHEREAS, a purchase by credit card must otherwise comply with all statutes, rules or city policy applicable to purchases;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA that the employees shown in Attachment 1 are hereby authorized to be issued City Credit Cards with limits to be determined by the City Manager; and

BE IT FURTHER RESOLVED, that when employees leave city employment their credit cards are terminated and when their positions are filled, the City Manager may authorize issuance of a City credit card to the new employee filling the listed position.

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 2ND DAY OF JANUARY, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

City Employees and Positions Authorized to Be Issued City Credit Cards - 2024

Administrative Department Staff- listed below	
Tim Sandvik	City Manager
Diaa Tahoun	Finance Director
Dean Busch	Information Technology Coordinator
Brenna Johnson	Finance Administrative Support
Matt Bazyk	Recreation Services Manager
Deputy Registrar Staff – listed below	
Jeff Lenarz	Deputy Registrar Manager
Fire Department Officers – listed below	
Guy Dorholt	Fire Chief
Mike Powell	Assistant Chief
Tom Robertus	Captain
Brent Nelson	Captain
Ciaran Murtagh	Lieutenant
Darren Olson	Lieutenant
Karsten Nelson	Lieutenant
Liquor Store Staff – listed below	
Chris Huber	Liquor Manager
Jen Olson	Assistant Liquor Manager
Police Department Staff – listed below	
Patrick Foley	Police Chief
Chad Stensrud	Police Captain
John Elder	Police Captain
Beau Schoenhard	Police Sergeant
Linda Gieser	Police Administrative Support
Public Works Department Staff- listed below	
Richard McCoy	Public Works Director
Josh Opheim	Streets Supervisor
Scott Welle	Parks Supervisor
Joel Konkol	Utilities Supervisor
Chris Peabody	Lead Mechanic
Donna Schwartz	Public Works Administrative Support



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk

APPROVED BY: Tim Sandvik, City Manager

DATE: January 2, 2024

RE: On-Sale Intoxicating Liquor w/ Sunday Sales and 2 am closing,
Restaurant and Entertainment and Licenses for Johnnie Mae's Lounge

Background:

Andre Cornelius Bell submitted applications for On-Sale Intoxicating Liquor w/ Sunday Sales, and 2 am closing, Restaurant and Entertainment licenses, dba, Johnnie Mae's Lounge, 4080 West Broadway, Suite 101. The public hearing notice was published in the Sun Post on December 21, 2023.

Analysis:

The Police Department completed the required background investigation and found nothing that would preclude the applicant from obtaining a liquor license. The Planning Department has reviewed the applications and recommends approval of all licenses with the only condition being that all permanent and temporary signs and banners require permits; no outside service permitted; and, no outside events or loud speakers. The Building Official and Fire Marshal recommend approval. Hennepin County Health Department informed that all conditions have been met.

Minnesota law allows liquor license holders to remain open until 2 am, as long as the municipality allows it. Robbinsdale City Code provides no prohibitions, so does allow 2 am closing. The license holder must apply for an annual permit from the Alcohol and Gambling Enforcement Division which runs for 12 months from the date of the state's approval (not calendar year). Johnnie Mae's Lounge intends to apply with the state for the 2 am closing.

Owners of the building (Town Center) have not yet submitted in writing their approval of this business in that location. The certificate of insurance has not yet been received, nor the \$5,000 bond for the liquor license.

City staff will submit the appropriate liquor license paperwork to the Minnesota Department of Public Safety Alcohol Enforcement Division after Council approval.

Recommendation:

1. Hold the public hearing and consider testimony from the public.
2. By motion, approve the issuance of the On-Sale Intoxicating Liquor w/ Sunday Sales, and 2 am closing, Restaurant and Entertainment licenses to Andre Cornelius Bell, dba Johnnie Mae's Lounge, 4080 West Broadway, Suite 101, provided that all requirements are satisfied, and provided that the City Clerk's office receives the certificate of insurance and \$5,000 bond.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Set Dates/Time for Special Work Sessions

Background:

Staff will provide potential dates and time for upcoming special work sessions

Analysis:

Staff would like to set two Special Work Sessions:

- January 16th, 6:30pm to Discuss Point of Sale Program
- February - date/time TBD - to set a 2024 Goal Setting Session

Recommendation:

Consider setting Special Work Session Dates, as provided by staff.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: January 2, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 1/2/24 reflects the voucher requests pending approval for disbursement.

The check register dated 12/20/23 through 1/2/24 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.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 1/2/2024.

Attachments:

None