



CITY COUNCIL MEETING
Tuesday, April 4, 2023
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

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: Wagner, Murphy, Webb, Parisian, Mayor Blonigan
3. **MICROPHONE CHECK:** Wagner, Murphy, Webb, Parisian, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE APRIL 4, 2023 MEETING AGENDA

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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. Motion to approve and order placed on file minutes of the City Council meeting:
 - City Council Special Work Session meeting minutes on 3/20/23 (6)
 - City Council Special Work Session meeting minutes on 3/21/23 (7-8)
 - City Council Meeting minutes on 3/21/23 (9-15)
 - B. Motion to receive advisory commission minutes:
 - Human Rights Commission meeting minutes on 3/23/23 (16-18)
 - Parks, Recreation, and Forestry Commission minutes on 2/28/23 (19-20)
 - C. Motion to approve issuance of licenses dated 3/28/23 (21-22)
 - D. Approval of Credit Card Charges and Payment – 1/11/23 through 2/10/23 for expense for City operations (23-38)
 - E. Motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of February 2023. (39-43)
 - F. Motion to acknowledge the Deputy Registrar's financial reports for the month of February 2023. (44-45)
 - G. By motion, authorize staff to accept the grant for curly-leaf pondweed treatment in Lower Twin Lake, assuming that treatment of CLP occurs between now and the grant's end date. (46)
 - H. By motion, authorize City Manager and Finance Director to issue a Purchase Order to Omann Brothers Paving Inc of Albertville, MN for the 2023 Bituminous Mill and Overlay Program – City Project 39823, for the estimated amount of \$85,683.00 (47)
 - I. By motion, authorize City Manager and Finance Director to issue a Purchase Order to Stepp Manufacturing Co Inc. for the purchase of a Stepp Manufacturing Premix Hotbox for the net amount of \$37,897.00 (48)
 - J. By motion, authorize City Manager and Finance Director to issue a Purchase Order to Olsen Chain & Cable Inc for three hoists at the Water Treatment Plant (49)

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- K. By motion, approve Melissa Markfort's nomination to the Parks, Recreation, and Forestry Commission as the Ward 1 Commissioner effective immediately. (50-51)
- L. Consider approval of the parking of food trailers on the Hy-Vee parking lot, 3503 Bottineau Blvd, as shown on the site plan, along with licensing and adhering to staff requirements. (52-53)
- M. By motion, adopt the Budget Calendar establishing the preparation and review process for the 2024 Budget process. (54-56)
- 7. PRESENTATIONS
 - A. Robbinsdale Forestry/Natural Resources Annual Report (57)
- 8. PUBLIC HEARINGS
 - A. NPDES Phase II Annual Report and Public Meeting (58-76)
 - 1. Receive and note the annual report on the adopted SWPPP compliance for the 2022 calendar year.
 - 2. Hold the public meeting to receive any comments and input regarding the adopted SWPPP.
 - 3. Grant Delegated authority to the Public Works Director/City Engineer and City Manager to process all comments received, create and keep a record of decision of each comment, and advise the City Council of those decisions.
 - 4. Authorize the City Manager to sign the standard annual report upon the conclusion of comment investigation and submit the report the MPCA by the designated date.
- 9. OLD BUSINESS
 - A. Consider a Resolution Supporting Local Control for Local Elections and Ranked Choice Voting for State and Federal Elections in Minnesota (77-79)
- 10. NEW BUSINESS
 - A. Second Reading of an Ordinance Amending Section 915.03 of the Robbinsdale City Code to Include Stricter Provisions Relating to Pet Waste.
Motion to hold the first reading of Ordinance #23-02 "AN ORDINANCE AMENDING SECTION 915.03 OF ROBBINSDALE CITY CODE TO INCLUDE STRICTER PROVISIONS RELATING TO PET WASTE." (80-83)
 - B. Second Reading of an Ordinance Amending Section 920.05 and 920.09 of the Robbinsdale City Code Relating to False Alarms.
Motion to hold the first reading of Ordinance #23-03 "AN (84-88)

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ORDINANCE AMENDING SECTIONS 920.05 AND 920.09
OF THE ROBBINSDALE CITY CODE RELATING TO
FALSE ALARMS.”

- C. Second Reading of an Ordinance Amending and Updating Sections of the City Code Relating to Alcoholic Beverages and Intoxicating Liquor Licenses. (89-92)
Motion to hold the first reading of Ordinance #23-04 “AN ORDINANCE AMENDING AND UPDATING SECTIONS OF CITY CODE RELATING TO SALE, CONSUMPTION, AND DISPLAY OF ALCOHOLIC BEVERAGES AND INTOXICATING LIQUOR LICENSES.”
- D. Second Reading of an Ordinance Amending Section 703.23 of the Robbinsdale City Code to Include Stricter Provisions Relating to Salt Storage. (93-96)
Motion to hold the first reading of Ordinance #23-05 “AN ORDINANCE AMENDING SECTION 703.23 OF ROBBINSDALE CITY CODE TO INCLUDE STRICTER PROVISIONS RELATING TO SALT STORAGE.”
- E. Second Reading of an Ordinance updating Franchise Fees with CenterPoint Energy Resources Corp., AND, Second Reading of an Ordinance updating Franchise Fees with Northern States Power Company. (97-103)
1. Motion to hold the first reading of Ordinance #23-06 “AN ORDINANCE IMPLEMENTING A GAS ENERGY FRANCHISE FEE ON CENTERPOINT ENERGY RESOURCES CORP., d.b.a. *CENTERPOINT ENERGY MINNESOTA GAS* (“CENTERPOINT ENERGY”), f.k.a. *CENTERPOINT ENERGY MINNEGASCO*, A DIVISION OF *CENTERPOINT ENERGY RESOURCES CORP.*, f.k.a. *RELIANT ENERGY MINNEGASCO*, A DIVISION OF *RELIANT ENERGY RESOURCES CORP.*, A DELAWARE CORPORATION, FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF ROBBINSDALE” , and
2. Motion to hold the first reading of Ordinance #23-07 “AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC ENERGY SERVICE WITHIN THE CITY OF ROBBINSDALE.”

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11. OTHER BUSINESS

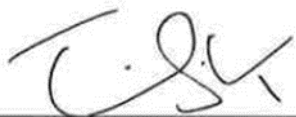
A. Schedule Special Work Session for 6pm on April 18, 2023, to visit/tour the Robbinsdale Fire Department (104)

B. Motion to approve disbursement requests for period ending 4/4/2023.
(105)

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



Tim Sandvik, City Manager

**ROBBINSDALE CITY COUNCIL
SPECIAL GOAL SETTING WORK SESSION
MARCH 20, 2023
5:00 PM
Robbinsdale City Hall
4100 Lakeview Avenue North**

MINUTES

1. The work session was called to order by Mayor Pro Tem Wagner at 5:09 p.m.
2. Council Members present: Murphy, Webb, Parisian, Mayor Pro Tem Wagner, Mayor Blonigan
3. Staff present: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager – Communications, Rick Pearson, Community Development Coordinator; Richard McCoy, Public Works Director/City Engineer; Ryan Parks, Recreation Services Manager; Patrick Foley; Police Chief; Mike Powell, Assistant Fire Chief; Guy Dorholt, Fire Chief; Diaa Tahoun, Finance Director; Charnelle Dengnoue, HR Coordinator
4. Guests present: Phil Kern, City Administrator, City of Delano

Discussion: Goal Setting Session – Mr. Phil Kern

5. Kern introduced the session and packet materials.
6. Staff and Council Members shared top 3-5 characteristics and qualities they hope will define the community and organization in 2050.
7. In small groups, staff and Council Members identified what is going well, challenges, and future trends within the organization, within the community and community culture, within the physical features of the community, and within city services and activities.
8. Staff and Council Members identified short-term goals to address over the next 2-3 years.
9. Staff and Council Members identified priority goals. Kern explained the goals will be developed into a summary report.
10. Kern discussed measuring success beyond the goal setting session.

ADJOURNMENT

11. Mayor Pro Tem Wagner adjourned the meeting at 8:49 p.m.

**ROBBINSDALE CITY COUNCIL
SPECIAL WORK SESSION
MARCH 21, 2023
6:00 PM
Robbinsdale City Hall
4100 Lakeview Avenue North**

MINUTES

1. The work session was called to order by Mayor Pro Tem Wagner at 6:01 p.m.
2. Council Members present: Murphy, Webb, Parisian, Mayor Pro Tem Wagner, Mayor Blonigan
3. Staff present: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager – Communications

Discussion: Hennepin County Updates – Commissioner Lunde

4. Commissioner Lunde discussed various ways that Hennepin County is working to address homelessness and evictions.
5. Webb asked about short term and long-term plans for homelessness, Lunde explained the funding available to provide housing and emergency rental assistance.
6. Lunde explained the Homeless to Work program and the Pathways program.
7. Wagner and Lunde discussed the rise in evictions.
8. Lunde explained Hennepin County's policy of finding a place to live for anyone that is homeless.
9. Murphy and Lunde discussed demographics of people that are homeless.
10. Blonigan asked if Hennepin County has a higher percentage of homeless people than the rest of the state of Minnesota, Lunde responded yes.
11. Lunde discussed efforts to address safety with Metro Transit.
12. Murphy shared residents' safety concerns associated with the Blue Line Light Rail extension through Robbinsdale.
13. Parisian and Lunde discussed community-based interventions for youth.

14. Lunde and Council discussed grant opportunities from the County, such as a Business Improvement District.

15. Council and Lunde discussed BLRT details.

Staff Updates

16. None.

Council Updates

17. None.

ADJOURNMENT

18. Mayor Pro Tem Wagner adjourned the meeting at 6:56 p.m.

Kayla Kirtz, Recorder

Aaron Wagner, Mayor Pro Tem

City of Robbinsdale
CITY COUNCIL MINUTES
March 21, 2023
Meeting No. 6

CALL TO ORDER

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

ROLL CALL

2. Present: Wagner, Murphy, Mayor Blonigan, Webb, Parisian
Staff: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager – Communications; Richard McCoy, Public Works Director/City Engineer; Ryan Parks, Recreation Services Manager; Matt Bazyk, Community Engagement Coordinator

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

3. Mayor Blonigan opened the floor to anyone wishing to speak on any items not on the agenda. No one spoke and the forum was closed.

APPROVAL OF THE MARCH 7, 2023 MEETING AGENDA

4. Sandvik reported the following updates to the agenda:
 - Complete voucher report for item 11A was distributed to Council at the meeting.
5. **Member Murphy MOVED, seconded by Member Webb to approve the March 21, 2023 Agenda. The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. **Member Webb MOVED, seconded by Member Parisian to approve the March 21, 2023 Consent Agenda. The vote was unanimous and the motion carried.**
 - A. Motion to approve and order placed on file minutes of the City Council meeting:
 - City Council meeting minutes on 3/7/23
 - City Council Work Session minutes on 3/14/23
 - B. Motion to receive advisory commission minutes:
 - Human Rights Commission meeting minutes on 2/23/23
 - C. Motion to approve issuance of licenses dated 3/17/23
 - D. Consider a motion authorizing the Mayor and City Manager to sign the memorandum of understanding to allow the Farmers Market to operate for the market year 2023.
 - E. Motion to waive the reading and order the adoption of a Resolution #8032 “A RESOLUTION AUTHORIZING AND DIRECTING HENNEPIN COUNTY TO

CORRECT THE APPLICATION OF A SPECIAL ASSESSMENT PAYMENT DUE TO A TYPOGRAPHICAL ERROR.”

- F. Consider Memorandum of Understanding (MOU) with Law Enforcement Labor Service, Inc. Local #517, Law Enforcement Labor Service, Inc Local #8, and Law Enforcement Labor Service, Inc Local #179
- G. Consider Approval of the THC sales license submitted by Wicked Wort Brewing, LLC, 4165 West Broadway, subject to zoning conditions
- H. Motion to waive the reading and order the adoption of the attached resolution concurring with the proposed boundary adjustment for Shingle Creek Watershed.
- I. Authorize the City Manager and Finance Director to issue a purchase order to Minnesota Equipment of Rogers, MN, for the purchase of two Compact Utility Tractors, including accessories.
- J. Authorize the City Manager and Finance Director to issue a Purchase Order to the Trenchers Plus of Burnsville, MN for the purchase of a Finn T30 HydroSeeder
- K. Authorize City Manager to execute the amended Minnesota Opioids State-Subdivision Agreement
- L. Waive the reading and adopt resolutions approving restrictions along both sides of 36th Avenue between CR 81 and June Avenue and varying sides of Grimes/Hubbard Avenue as outlined to meet State Aid design requirements.

PRESENTATION A – HENNEPIN COUNTY COMMISSIONER LUNDE – COUNTY UPDATES

- 7. Commissioner Lunde gave the presentation.
- 8. Mayor Blonigan thanked the commissioner and noted the unit of 18 single room occupancies in Robbinsdale
- 9. Member Murphy thanked Commissioner Lunde.

PRESENTATION B – PRESENTATION ON ROBBINSDALE RECREATION SERVICES

- 10. Parks and Bazyk gave the presentation.
- 11. Mayor Blonigan and Bazyk discussed the various ways recreation programs are advertised.

12. Mayor Blonigan asked about how current open gym participation numbers compare to numbers from pre-COVID-19, and staff responded that open gym numbers are high.
13. Mayor Blonigan asked if Three Rivers Park District is planning to put a building in Sohacki Park, staff responded that Three Rivers is working on design and securing funding.
14. Mayor Blonigan asked how many full-time staff are on the Parks and Recreation team, Parks has 6, Recreation has 3.
15. Member Wagner and Parks discussed the Parks, Recreation, and Forestry Commission and hosting a yearly planning session.
16. Member Webb asked what the most popular youth program is, Parks noted the playground programs.
17. Member Webb asked if the communication is distributed to a diverse range of community members, Parks noted they have connected with apartment buildings in high-density areas and doing outreach to as many people as they can.
18. Council and staff discussed fees for programming.
19. Member Parisian asked about communicating about funding/donation opportunities.
20. Member Murphy noted Recreation staff are doing a good job of creating fresh, engaging communications. Member Murphy noted reaching out to Anna in Commissioner Lunde's office about funding opportunities.
21. Member Murphy and staff discussed senior trips that have been done in the past.
22. Staff and Council discussed the joint powers agreement with Three Rivers Park District.

PRESENTATION C – HUMAN RIGHTS COMMISSION UPDATES

23. Lee, Chair, and Hansen, Vice Chair, gave the presentation.
24. The Human Rights Commission is requesting participation in a public event in late April or May about racially restrictive deeds, and requesting the city to assist publicizing the event through social media and other city communications.
25. Hansen explained racially restrictive covenants.
26. Member Webb commended the work of the Human Rights Commission.

27. Member Murphy stated his appreciation for the communication from the Human Rights Commission.
28. Member Wagner thanked the Human Rights Commission for their work.
29. Member Parisian thanked the Human Rights Commission for their work and thanked them for facilitating the special meeting on 3/13.

NEW BUSINESS A: FIRST READING OF AN ORDINANCE UPDATING FRANCHISE FEES WITH CENTERPOINT ENERGY RESOURCES CORP., AND, FIRST READING OF AN ORDINANCE UPDATING FRANCHISE FEES WITH NORTHERN STATES POWER COMPANY

30. Sandvik gave the report.
31. Sandvik explained capturing franchise fees and usage of the right-of-way.
32. Member Wagner asked for further clarification on the sunset provision.
33. **Member Wagner MOVED, seconded by Member Webb to hold the first reading of Ordinance #23.7 “AN ORDINANCE IMPLEMENTING A GAS ENERGY FRANCHISE FEE ON CENTERPOINT ENERGY RESOURCES CORP., d.b.a. *CENTERPOINT ENERGY* MINNESOTA GAS (“CENTERPOINT ENERGY”), f.k.a. CENTERPOINT ENERGY MINNESGASCO, A DIVISION OF CENTERPOINT ENERGY RESOURCES CORP., f.k.a. RELIANT ENERGY MINNEAGASCO, A DIVISION OF RELIANT ENERGY RESOURCES CORP., A DELAWARE CORPORATION, FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF ROBBINSDALE”**
34. **Member Wagner MOVED, seconded by Member Webb to hold the first reading of Ordinance #23.6 “AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC ENERGY SERVICE WITHIN THE CITY OF ROBBINSDALE.”**

NEW BUSINESS B: CONSIDER A RESOLUTION SUPPORTING LOCAL CONTROL FOR LOCAL ELECTIONS AND RANKED CHOICE VOTING FOR STATE AND FEDERAL ELECTIONS IN MINNESOTA

35. Member Wagner gave the report and summarized the resolution.
36. Member Webb noted her support for a more civil election process.
37. Member Murphy noted he did not support the resolution.

38. A role call was taken however no motion was executed. The resolution will be considered again at the following City Council meeting on April 4, 2023.

NEW BUSINESS C: CONSIDER A RESOLUTION SUPPORTING THE MINNESOTA HEALTH PLAN (SF 1643 AND HF 1774) AND MEDICARE FOR ALL ACT OF 2022 (HR 1976 AND SR4204)

39. Member Wagner gave the report and noted grammatical changes to the resolution.
40. **Member Wagner MOVED, seconded by Member Webb to waive the reading and order the adoption of Resolution #8036 “A RESOLUTION SUPPORTING THE MINNESOTA HEALTH PLAN (SF 1643 AND HF 1774) AND MEDICARE FOR ALL ACT OF 2022 (HR 1976 AND SR 4204).”**
41. Member Webb thanked Member Wagner for bringing the resolution forward.
42. Member Murphy noted that he does not agree with the use of resolutions in this way.
43. Member Parisian noted her support and thanked Member Wagner.
44. Mayor Blonigan noted that he will vote for the adoption of the resolution.
45. A role call was taken and the motion passed 4 to 1.
46. Ayes: Wagner, Webb, Parisian, Blonigan
47. Nays: Murphy

NEW BUSINESS D: AUTHORIZE CITY MANAGER TO EXECUTE AND SEND LETTER TO THE BLUE LINE LIGHT RAIL EXTENSION PROJECT DIRECTOR, AND CORRIDOR MANAGEMENT COMMITTEE

48. Sandvik gave the report.
49. Member Webb highlighted the points about public safety, updated data, and anti-displacement policies.
50. Member Wagner and Sandvik discussed the station location and parking structure location sections.
51. Council Members discussed language changes.
52. **Member Blonigan MOVED, seconded by Member Murphy to authorize City Manager to execute and send letter to the Blue Line Light Rail Extension Project Director, and Corridor Management Committee after the City Manager makes the**

changes the City Council has outlined in the meeting and receives additional input from the Council.

OTHER BUSINESS A: MOTION TO APPROVE DISBURSEMENT REQUESTS FOR PERIOD ENDING 3/21/2023

53. Member Murphy **MOVED**, seconded by Member Wagner to approve disbursement requests for period ending 3/21/2023. The vote was unanimous and the motion carried.

ADMINISTRATIVE REPORTS

54. Kirtz updated the Council that the city has reached Step 3 in the GreenStep Cities program.
55. Sandvik recapped the annual goal setting session that occurred on 3/20/23.

COUNCIL GENERAL COMMUNICATIONS

56. Member Wagner thanked Council and staff for collaborating at the goal setting session.
57. Member Wagner recapped the annual employee recognition lunch that occurred on 3/16/23.
58. Member Wagner noted the opioid settlement and the resolutions passed at the meeting.
59. Member Webb recapped the goal setting session.
60. Member Webb encouraged people to read Hennepin County's agenda on racism as a public health crisis and expressed her gratitude to the Human Rights Commission.
61. Member Parisian echoed sentiments about the goal session.
62. Member Parisian recapped the League of Minnesota Cities City Day on The Hill.
63. Mayor Blonigan recapped the employee recognition lunch.
64. Mayor Blonigan thanked Sandvik for organizing the goal setting session.
65. Mayor Blonigan thanked Kirtz for her work on GreenStep Cities.
66. Mayor Blonigan thanked McCoy for his contributions to Blue Line Light Rail Extension work.
67. Mayor Blonigan provided a state legislative update.

Adjournment:

68. Member Wagner MOVED, seconded by Member Murphy to adjourn the meeting at 9:31 p.m. The vote was unanimous and the motion carried.

Kayla Kirtz, Assistant to City Manager - Communications

William A. Blonigan, Mayor

ROBBINSDALE HUMAN RIGHTS COMMISSION
MEETING MINUTES
March 23, 2023

The meeting was called to order at 7:09p.m.

Members present	Hansen, Nailon, Ralston Aoki, Lee, Sedqi, Beahen, Fox
Member absent	Vanausdall- Smith,
Staff Present and other	Dengnoue, Captain Elder

APPROVAL OF AGENDA AND MINUTES:

MOVED by Sedqi to approve agenda, seconded by Hansen. **MOTION CARRIED.**

MOVED by Hansen to approve minutes of March 13, 2023 special meeting, seconded by Ralston Aoki **MOTION CARRIED.**

MOVED by Beahen to approve minutes of February 23, 2023, seconded by Sedqi. **MOTION CARRIED.**

CHAIR REPORT:

Chair Lee – reminded commissioners of the Iftar event and stated that those wanting to attend the event should RSVP.

Chair Lee also welcomed Captain Elder and asked all present Commissioners to do self-introduction. Captain Elder followed by doing a short introduction and talked a little about his background.

OLD BUSINESS:

- A. Honoring Philando Castile- Commissioner Sedqi shared document of the information she gathered from the Robbinsdale Historical Society (document attached to minutes).

Chair Lee will follow up with Philando's Mother. **MOVED** by Ralston Aoki to designate HRC to formally attend the Parks Commission on April 25th, to share some of the HRC efforts starting with the document shared by Sedqi, second by Beahen. **MOTION CARRIED.**

- B. Commission Outreach efforts – Commissioner Fox shared that Council has approved for the HRC to work with Just Deeds. Ralston Aoki met with Council member Webb. She shared that Council Member Webb was working on a project with the League of Women Voters.

Commissioners Hansen and Sedqi met with the Ward Council Member Parisian about renters access. Sedqi will share document containing information about renters Commissions.

There were conversations about potentially reserving 1 to 2 seats on the HRC for Youth and ways to reach out to the Youth.

Beahen volunteered to gather information about Commission changes in City Code.

- C. Report from Fox about talking points for meeting with other commissions: Tabled to Next meeting
- D. Racism is a Public Health Crisis – commissioner Ralston Aoki shared that the commission received a lot of great feedback from the community during the Special meeting of March 13th. She suggested to present these at the Just Deeds events, and that the city should create a link where people could submit questions. Ralston Aoki will create a survey and send it to Staff Dengnoue to be shared with all commissioners.
- E. Crime Free Housing – at the next meeting Commissioners Fox and Lee will bring share a report and make recommendations.
- F. Discussion about next meeting with Council- tabled to next meeting.
- G. Report about resources for filing a police complaint –Tabled to the Next meeting
- H. Invitation to help shape Robbinsdale's energy future: Commissioner Hansen provided a brief update, and will continue to attend the meetings.
- I. Public Initiated topics – none
- J. DEI in the City of Robbinsdale: the HRC is requesting that the city provides information about last Staff Goal session of March 20th.
- K. Framework for Just Deeds presentation – Commissioner Fox shared that the Council approved the presentation and it will be happening on Sunday April 23rd, at 2pm at the Historical Library / Museum. At the event Fox will speak about what the HRC does. She continued by also sharing with all commissioners the July 18th, 1968 HRC meeting minutes.

NEW BUSSINESS:

- A. Chair Lee asked that the Commission look back at the minutes from March 13 (special meeting) and that the commission should work together on drafting recommendation to Council based on conversations from that meeting.
Commissioners shared their disappointment about City Staff during the meeting. It was mentioned that City Leaders didn't show empathy or compassion to the community regarding the death of Khalil Azad. It was suggested that staff should have Trauma Inform Training. It was also shared that on Saturday at 4pm there will be an event to celebrate Khalil Azad at Crystal Lake.
- B. Commission Applications – staff shared that there might be another application for the open seat coming up soon.

COMMISSIONER REPORT/UPDATES:

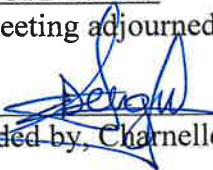
None.

OTHER BUSINESS:

None.

ADJOURNMENT

The meeting adjourned at 9:42 p.m.



Recorded by, Charnelle Dengnoue



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

Tuesday, February 28, 2023 Minutes
Sanborn Park Building

The Parks, Recreation, and Forestry Commission is an advisory commission to the City Council on matters relating to the City's parks system, recreation programs, and forestry activities.

- 1) Commission Meeting Called to Order at 7:06 pm by Vice Chair Vaith
Present: Raymond Blackledge, Michelle Vaith, Nicholas Erdos-Thayer, Denise Beck
Excused: Damien Rochon-Washington, Danny Sussman, Jennifer Hill
Others: Ryan Parks, Recreation Services Manager
- 2) Approval of Regular Meeting Minutes: Erdos-Thayer moved, seconded by Blackledge to approve the January 24, 2023 regular meeting minutes. Motion carried.
- 3) New Business
 - A)
 - Oath of office: Beck was sworn in as a Parks, Recreation & Forestry Commissioner by reading the Oath of Office.
 - Survey results for meeting days: The commission requested that a survey should be sent out regarding meeting days. The results (80%) were in favor of keeping the current meeting day (4th Tuesday of the month).
 - City email addresses: Parks said that city email addresses for commissioners was going to end. If people from the public need to address a commissioner, they can email the staff liaisons first and then they will forward on messages.
- 4) Old Business
 - A) Equity in Recreational Programming:
 - Community Gardens: Parks mentioned that 3933 West Broadway will be a second community garden location for 2023. It is currently a vacant lot, in a high density area. To be determined how many garden beds will be added to this location. Applications are currently being taken for the 40 community plots that the city will have between the two locations.
 - Fruit tree orchard – Parks passed around a map of a potential location along Unity Avenue, on the west side of highway 100. The area is MN DOT land, but is not used for anything. The commission is interested in different types of apple trees. Parks said he would talk to the City Forester about options. The city would need to get approval from MN DOT before moving forward.
 - B) Program Updates: Parks mentioned the new Recreation Services Newsletter was mailed out and people should start seeing them in their mailboxes. He added that not all spring/summer programs are listed in the newsletter, but are available online. There is a wide variety of programs for all ages. He highlighted some new events this year, which include the Youth & Family Duathlon and Badges and Bobbers event.
 - C) Park Projects: Parks reported that Sanborn Park improvements will be discussed at a future goals session with the City Council.
- 5) City Reports & Updates
 - A) Parks: The Parks department have been busy plowing snow on streets, sidewalks, parking lots and park trails, hockey rink maintenance, remodeling the basement of the Public Safety building, and building raised community garden beds.
 - B) Recreation: Recreation Services has posted all three summer seasonal positions (Summer Program Coordinator, Recreation Leader, and Recreation Specialist). The hiring process will begin in the coming weeks.

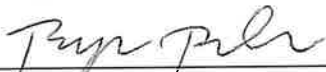
- C) Forestry: Forestry has been scouting various neighborhoods for private ash trees still in early stages of EAB, planning RMS raingarden replanting project this spring, exploring possibility for partnering with Tree Trust to have a fall tree sale, and Arbor Day is planned for Saturday, April 29th, at 9:30 am, at Lee Park.

6) General Communication:

- Beck inquired about scholarships for community gardens. Parks mentioned there is a Fun Fund to offset fees or scholarships available to those who qualify. Parks stated they would promote those opportunities on social media.
- Suggestions from Beck: Free gun locks available to the public (Parks said he would ask the PD about this), little library in our parks, tree tags with names on them, and little free dog library at the Sochacki Park dog park.
- Erdos-Thayer presented information about pump tracks, which is a circular loop consisting of rollers and berms, that when ridden correctly requires no pedaling or pushing. They can be used by almost any wheeled sports equipment. There is currently a pump track in Perkins Hill Park in Minneapolis. There are permanent and movable options. This is the type of feature that could make a park a destination. Might be something to think about when looking at Sanborn Park improvements.

7) Adjournment: Beck moved, seconded by Blackledge to adjourn the meeting at 7:59 pm. Motion carried.

Next meeting scheduled for **7:00 p.m. Tuesday, March 28, at Robbinsdale City Hall**



Ryan Parks, Recorder



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: April 4, 2023
RE: Approval of Licenses

Background:

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

Recommendation:

By motion, approve issuance of licenses dated 3/28/23

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

Tim Sandvik, City Manager

CONCURRENCE:

A handwritten signature in blue ink, appearing to read 'Sherry O'Donnell', written over a horizontal line.

Sherry O'Donnell, City Clerk

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
BKMC	Plumbing Contractor	\$50.00
BLUE RAVEN SOLAR	General Contractor	\$50.00
BRUCKMUELLER PLUMBING, LLC	Plumbing Contractor	\$50.00
HAMMER PLUMBING	Plumbing Contractor	\$50.00
IKE'S PLUMBING & DRAIN CLEANING INC	Plumbing Contractor	\$50.00
MC IMPROVMENTS LLC	Building	\$50.00
NORTHLAND MECHANICAL CONTRACTORS, INC	Mechanical Contractor	\$50.00
NORTHLAND MECHANICAL CONTRACTORS, INC	Plumbing Contractor	\$50.00
PIPE MASTERS INC	Plumbing Contractor	\$50.00
RITEWAY CONCRETE, INC.	Concrete	\$50.00

Number of Licenses Requesting Council Approval:

10



City of Robbinsdale

MEMORANDUM

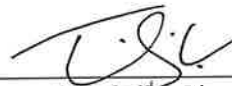
TO: City Council
FROM: Tim Sandvik, City Manager
DATE: April 4, 2023
RE: Approval of Credit Card Charges and Payment

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

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

Recommendation

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



Tim Sandvik, City Manager

CONCURRENCE:



Dina Tahoun, Finance Director

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnldized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
01202023							
110270	NIGHTLIFE DJ SERVICE DJ SERVICE FOR FIRE & ICE EVENT 1000-1325-6214.00000	01/20/2023 Bjohnson18 OPERATING SUPPLIES	03/10/2023	295.00 295.00	0.00	Paid	Y 01/20/2023
02022023							
110422	MNLA SHADE TREE CONFERENCE 1000-1370-6512.00000	02/02/2023 Bjohnson18 CONFERENCE & SCHOOLS	03/10/2023	225.00 225.00	0.00	Paid	Y 02/02/2023
02032023							
110423	HY-VEE INC TREATS FOR FIRE & ICE EVENT 1000-1325-6214.00000	02/03/2023 Bjohnson18 OPERATING SUPPLIES	03/10/2023	42.70 42.70	0.00	Paid	Y 02/03/2023
02032023							
110424	ACE HARDWARE FIRE PIT FOR FIRE & ICE EVENT 1000-1325-6214.00000	02/03/2023 Bjohnson18 OPERATING SUPPLIES	03/10/2023	89.99 89.99	0.00	Paid	Y 02/03/2023
01262023							
110425	AMAZON IPHONE SUPPLIES 1000-1200-6234.00000	01/26/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	03/10/2023	51.84 51.84	0.00	Paid	Y 01/26/2023
02012023							
110426	27TH ANNUAL TRAINING SOTA TOMCZIK TRAINING FOR SWAT 1000-1205-6214.00000	02/01/2023 Bjohnson18 OPERATING SUPPLIES	03/10/2023	360.00 360.00	0.00	Paid	Y 02/01/2023
02012023							
110427	27TH ANNUAL TRAINING SOTA SMALL TRAINING FOR SWAT 1000-1220-6214.00000	02/01/2023 Bjohnson18 OPERATING SUPPLIES	03/10/2023	360.00 360.00	0.00	Paid	Y 02/01/2023
01312023							
110428	NATIONAL BLACK POLICE ASSOCIATION MEMBERSHIP 1000-1200-6336.00000	01/31/2023 Bjohnson18 OTHER CONTRACTS	03/10/2023	100.00 100.00	0.00	Paid	Y 01/31/2023
02012023							
110429	27TH ANNUAL TRAINING SOTA SPONG TRAINING FOR SWAT 1000-1220-6214.00000	02/01/2023 Bjohnson18 OPERATING SUPPLIES	03/10/2023	99.00 99.00	0.00	Paid	Y 02/01/2023

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							
02032023	AMAZON	02/03/2023	03/10/2023	33.18	0.00	Paid	Y
110430	IPHONE SUPPLIES	Bjohnson18					02/03/2023
	1000-1200-6216.00000	CLOTHING & PERSONAL EQUIPMENT		33.18			
02032023	AMAZON	02/03/2023	03/10/2023	39.94	0.00	Paid	Y
110431	IPHONE SUPPLIES	Bjohnson18					02/03/2023
	1000-1200-6216.00000	CLOTHING & PERSONAL EQUIPMENT		39.94			
01182023	STRAIGHT STUFF	01/18/2023	03/10/2023	586.15	0.00	Paid	Y
110432	UNIFORMS	Bjohnson18					01/18/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		586.15			
01312023	DRYWALL SUPPLY	01/31/2023	03/10/2023	357.97	0.00	Paid	Y
110433	INSULATION/SCREWS/ANCHOR	Bjohnson18					01/31/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		357.97			
02022023	DRYWALL SUPPLY	02/02/2023	03/10/2023	372.23	0.00	Paid	Y
110434	INSULATION/DRYWALL	Bjohnson18					02/02/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		372.23			
01182023	MAPLE GROVE LOCK & SAFE	01/18/2023	03/10/2023	22.00	0.00	Paid	Y
110435	KEYS	Bjohnson18					01/18/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		22.00			
01132023	AMAZON	01/13/2023	03/10/2023	28.94	0.00	Paid	Y
110436	TIDE FREE	Bjohnson18					01/13/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		28.94			
02092023	AMAZON	02/09/2023	03/10/2023	66.17	0.00	Paid	Y
110437	EAR PLUGS / CUT OF BLADE	Bjohnson18					02/09/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		66.17			
01202023	FLEET FARM	01/20/2023	03/10/2023	358.47	0.00	Paid	Y
110438	SALT PELLETS	Bjohnson18					01/20/2023
	6000-6020-6248.00000	OTHER CHEMICAL SUPPLIES		358.47			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
01162023	AMAZON	01/16/2023	03/10/2023	889.00	0.00	Paid	Y
110439	SNOW BLOWER	Bjohnson18					01/16/2023
	6100-6110-6234.00000	EQUIPMENT PARTS & SUPPLIES		889.00			
02112023	AMAZON	01/11/2023	03/10/2023	445.75	0.00	Paid	Y
110451	BATTERY	Bjohnson18					01/11/2023
	6100-6110-6234.00000	EQUIPMENT PARTS & SUPPLIES		445.75			
01122023	AMAZON	01/12/2023	03/10/2023	177.00	0.00	Paid	Y
110452	CHARGER	Bjohnson18					01/12/2023
	6100-6110-6234.00000	EQUIPMENT PARTS & SUPPLIES		177.00			
01282023	AMAZON	01/28/2023	03/10/2023	31.96	0.00	Paid	Y
110453	SAMSUNG CASE	Bjohnson18					01/28/2023
	1000-1500-6234.00000	EQUIPMENT PARTS & SUPPLIES		31.96			
01242023	AMAZON	01/24/2023	03/10/2023	38.96	0.00	Paid	Y
110454	AIR FILTERS	Bjohnson18					01/24/2023
	6100-6110-6234.00000	EQUIPMENT PARTS & SUPPLIES		38.96			
01232023	AMAZON	01/23/2023	03/10/2023	50.78	0.00	Paid	Y
110455	TURBO FILTER BAG	Bjohnson18					01/23/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		50.78			
01182023	EJ PRESCOTT	01/18/2023	03/10/2023	712.82	0.00	Paid	Y
110456	PIPE	Bjohnson18					01/18/2023
	6000-6010-6234.00000	EQUIPMENT PARTS & SUPPLIES		712.82			
01202023	TARGET	01/20/2023	03/10/2023	110.37	0.00	Paid	Y
110457	CLEANING SUPPLIES/MICROWAVE	Bjohnson18					01/20/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		110.37			
01112023	AMAZON	01/11/2023	03/10/2023	10.99	0.00	Paid	Y
110458	CALENDAR	Bjohnson18					01/11/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		10.99			

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							
01112023							
110459	AMAZON	01/11/2023	03/10/2023	10.79	0.00	Paid	Y
	WALL CLOCK	Bjohnson18					01/11/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		10.79			
01112023							
110460	GUY BROWN	01/11/2023	03/10/2023	10.60	0.00	Paid	Y
	BANK BAGS - CITY HALL	Bjohnson18					01/11/2023
	7200-0000-1510.00000	PREPAID ITEMS		10.60			
01112023							
110461	GUY BROWN	01/11/2023	03/10/2023	10.60	0.00	Paid	Y
	BANK BAGS - DMV	Bjohnson18					01/11/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		10.60			
01112023							
110462	GUY BROWN	01/11/2023	03/10/2023	10.60	0.00	Paid	Y
	BANK BAGS - LIQUOR	Bjohnson18					01/11/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		10.60			
01112023							
110463	GUY BROWN	01/11/2023	03/10/2023	10.60	0.00	Paid	Y
	BANK BAGS - PARK & REC	Bjohnson18					01/11/2023
	1000-1300-6214.00000	OPERATING SUPPLIES		10.60			
01112023							
110464	GUY BROWN	01/11/2023	03/10/2023	3.19	0.00	Paid	Y
	BANK BAGS - SALES TAX (TO BE CREDI	Bjohnson18					01/11/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		3.19			
01142023							
110465	AMAZON	01/14/2023	03/10/2023	38.17	0.00	Paid	Y
	DMV RECEIPT PAPER ROLLS	Bjohnson18					01/14/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		38.17			
01152023							
110466	AMAZON	01/15/2023	03/10/2023	9.49	0.00	Paid	Y
	DESK MAIL ORGANIZER FOR FRONT COUN	Bjohnson18					01/15/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		9.49			
01162023							
110467	AMAZON	01/16/2023	03/10/2023	17.89	0.00	Paid	Y
	RECYCLING BIN FOR LIQUOR STORE	Bjohnson18					01/16/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		17.89			

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							
01202023	AMAZON	01/20/2023	03/10/2023	19.61	0.00	Paid	Y
110468	HUMBLE INQUIRY BOOK - CHARNELLE/HR Bjohnson18						01/20/2023
	1000-1030-6214.00000	OPERATING SUPPLIES		19.61			
01242023	AMAZON	01/24/2023	03/10/2023	31.47	0.00	Paid	Y
110469	LARGE RECYCLING BIN - LIQUOR STORE Bjohnson18						01/24/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		31.47			
01252023	AMAZON	01/25/2023	03/10/2023	29.87	0.00	Paid	Y
110470	HANGING FILE FOLDERS Bjohnson18						01/25/2023
	1000-1040-6214.00000	OPERATING SUPPLIES		29.87			
01262023	AMAZON	01/26/2023	03/10/2023	107.15	0.00	Paid	Y
110471	COMPOST BAGS Bjohnson18						01/26/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		107.15			
02012023	CRYSTAL CAR WASH	02/01/2023	03/10/2023	96.00	0.00	Paid	Y
110472	CAR WASHES - FIRE DEPT Bjohnson18						02/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		96.00			
02012023	CRYSTAL CAR WASH	02/01/2023	03/10/2023	528.00	0.00	Paid	Y
110473	CAR WASHES - POLICE DEPT Bjohnson18						02/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		528.00			
02012023	HOLIDAY CAR WASH	02/01/2023	03/10/2023	5.50	0.00	Paid	Y
110474	CAR WASHES POLICE Bjohnson18						02/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		5.50			
02092023	AMAZON	02/09/2023	03/10/2023	27.98	0.00	Paid	Y
110475	LIQUOR STORE PENS Bjohnson18						02/09/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		27.98			
01302023	AMAZON	01/30/2023	03/10/2023	27.30	0.00	Paid	Y
110476	TUBING CLEAR PVC Bjohnson18						01/30/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		27.30			

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							
02022023							
110477	AMAZON	02/02/2023	03/10/2023	341.02	0.00	Paid	Y
	RACHET TIES	Bjohnson18					02/02/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		341.02			
02022023							
110478	AMAZON	02/02/2023	03/10/2023	7.99	0.00	Paid	Y
	WALL CALENDAR	Bjohnson18					02/02/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		7.99			
02062023							
110479	AMAZON	02/06/2023	03/10/2023	22.99	0.00	Paid	Y
	FLANGE	Bjohnson18					02/06/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		22.99			
02062023							
110480	AMAZON	02/06/2023	03/10/2023	57.45	0.00	Paid	Y
	PLIERS & CHANNEL LOCK	Bjohnson18					02/06/2023
	7000-7010-6214.00000	OPERATING SUPPLIES		57.45			
01222023							
110481	AMAZON	01/22/2023	03/10/2023	30.56	0.00	Paid	Y
	SUPPLIES	Bjohnson18					01/22/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		30.56			
01202023							
110482	FULL SLATE	01/20/2023	03/10/2023	49.95	0.00	Paid	Y
	APPOINTMENT SOFTWARE	Bjohnson18					01/20/2023
	6700-6705-6336.00000	OTHER CONTRACTS		49.95			
01232023							
110483	UPS	01/23/2023	03/10/2023	19.02	0.00	Paid	Y
	SHIPPING	Bjohnson18					01/23/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		19.02			
01302023							
110484	UPS	01/30/2023	03/10/2023	4.74	0.00	Paid	Y
	SHIPPING	Bjohnson18					01/30/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		4.74			
02062023							
110485	UPS	02/06/2023	03/10/2023	15.76	0.00	Paid	Y
	SHIPPING	Bjohnson18					02/06/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		15.76			

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							
02062023							
110486	UPS	02/06/2023	03/10/2023	7.48	0.00	Paid	Y
	SHIPPING - POLICE DEPT	Bjohnson18					02/06/2023
	1000-1200-6378.00000	POSTAGE & SHIPPING		7.48			
01232023							
110487	MFSCA	01/23/2023	03/10/2023	285.00	0.00	Paid	Y
	FOTOS - GOBERNATZ	Bjohnson18					01/23/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		285.00			
01232023							
110488	MFSCA	01/23/2023	03/10/2023	285.00	0.00	Paid	Y
	FOTOS - HOEKSTRA	Bjohnson18					01/23/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		285.00			
02102023							
110489	EVENT BRITE	02/10/2023	03/10/2023	50.00	0.00	Paid	Y
	HSFCA - DORHOLT	Bjohnson18					02/10/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		50.00			
01192023							
110490	GFOA	01/19/2023	03/10/2023	485.00	0.00	Paid	Y
	GFOA ANNUAL CONFERENCE	Bjohnson18					01/19/2023
	1000-1050-6512.00000	CONFERENCE & SCHOOLS		485.00			
01302023							
110491	GFOA	01/30/2023	03/10/2023	70.00	0.00	Paid	Y
	MEMBERSHIP	Bjohnson18					01/30/2023
	1000-1050-6514.00000	DUES & MEMBERSHIPS		70.00			
02062023							
110492	DELTA AIR	02/06/2023	03/10/2023	737.80	0.00	Paid	Y
	TRAVEL - GFOA	Bjohnson18					02/06/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		737.80			
02062023							
110493	DELTA AIR	02/06/2023	03/10/2023	(737.80)	0.00	Paid	Y
	TRAVEL GFOA	Bjohnson18					02/06/2023
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		(737.80)			
01132023							
110494	CKK INDUSTRIES	01/13/2023	03/10/2023	149.88	0.00	Paid	Y
	DEPT TRAINING EQUIPMENT	Bjohnson18					01/13/2023
	1000-1205-6235.00000	SMALL EQUIP EXP <\$5,000		149.88			

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							
01172023							
110495	ATOM	01/17/2023	03/10/2023	2,400.00	0.00	Paid	Y
	TRAINING	Bjohnson18					01/17/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		2,400.00			
01182023							
110496	ATOM	01/18/2023	03/10/2023	(1,150.00)	0.00	Paid	Y
	TRAINING	Bjohnson18					01/18/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		(1,150.00)			
01242023							
110497	STORM TRAINING	01/24/2023	03/10/2023	838.95	0.00	Paid	Y
	TRAINING	Bjohnson18					01/24/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		838.95			
01262023							
110498	BCA	01/26/2023	03/10/2023	375.00	0.00	Paid	Y
	TRAINING	Bjohnson18					01/26/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		375.00			
02012023							
110499	SOTA MIDWEST	02/01/2023	03/10/2023	360.00	0.00	Paid	Y
	TRAINING	Bjohnson18					02/01/2023
	1000-1215-6512.00000	CONFERENCE & SCHOOLS		360.00			
01182023							
110500	MADDENS ON GULL LAKE	01/18/2023	03/10/2023	386.54	0.00	Paid	Y
	CONFERENCE - MCMA	Bjohnson18					01/18/2023
	1000-1030-6512.00000	CONFERENCE & SCHOOLS		386.54			
01192023							
110501	DOMINOS	01/19/2023	03/10/2023	(5.89)	0.00	Paid	Y
	DOMINOS REFUND - SALES TAX	Bjohnson18					01/19/2023
	1000-1030-6214.00000	OPERATING SUPPLIES		(5.89)			
01192023							
110502	DOMINOS	01/19/2023	03/10/2023	(5.89)	0.00	Paid	Y
	DOMINOS REFUND - SALES TAX	Bjohnson18					01/19/2023
	1000-1030-6214.00000	OPERATING SUPPLIES		(5.89)			
02012023							
110503	MN STATE COLLEGES	02/01/2023	03/10/2023	355.00	0.00	Paid	Y
	MFCOA - DUSTIN LEFSLIE	Bjohnson18					02/01/2023
	1000-1030-6512.00000	CONFERENCE & SCHOOLS		355.00			

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							
02062023							
110504	LEAGUE OF MN CITIES	02/06/2023	03/10/2023	125.00	0.00	Paid	Y
	PARISIAN - DAY ON THE HILL	Bjohnson18					02/06/2023
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		125.00			
01112023							
110505	PEACH JAR	01/11/2023	03/10/2023	75.00	0.00	Paid	Y
	MIDDLE SCHOOL FLYER	Bjohnson18					01/11/2023
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		75.00			
01112023							
110506	PEACH JAR	01/11/2023	03/10/2023	125.00	0.00	Paid	Y
	ELEMENTARY FLYER	Bjohnson18					01/11/2023
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		125.00			
01242023							
110507	UPRINTING	01/24/2023	03/10/2023	68.56	0.00	Paid	Y
	BANNER FOR FIRE & ICE	Bjohnson18					01/24/2023
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		68.56			
01242023							
110508	UPRINTING	01/24/2023	03/10/2023	7.18	0.00	Paid	Y
	BANNER FOR FIRE & ICE	Bjohnson18					01/24/2023
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		7.18			
01122023							
110509	BCA	01/12/2023	03/10/2023	75.00	0.00	Paid	Y
	TRAINING CJIS-ANDERSON	Bjohnson18					01/12/2023
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		75.00			
01182023							
110517	HY-VEE INC	01/18/2023	03/10/2023	24.95	0.00	Paid	Y
	FOOD FOR COMMUNITY ENGEEMENT	EVEN Bjohnson18					01/18/2023
	1000-1220-6728.00000	MISCELLANEOUS OTHER CHARGES		24.95			
01202023							
110518	BROADWAY AWARDS	01/20/2023	03/10/2023	370.00	0.00	Paid	Y
	PLAQUE	Bjohnson18					01/20/2023
	1000-1205-6218.00000	PRINTING		370.00			
01252023							
110519	MAPET	01/25/2023	03/10/2023	35.00	0.00	Paid	Y
	MEMBERSHIP - AVILA	Bjohnson18					01/25/2023
	1000-1200-6514.00000	DUES & MEMBERSHIPS		35.00			

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							
01262023							
110520	HOME DEPOT	01/26/2023	03/10/2023	63.96	0.00	Paid	Y
	PLASTIC TOTES	Bjohnson18					01/26/2023
	6000-6010-6214.00000	OPERATING SUPPLIES		63.96			
01142023							
110522	SUBWAY	01/14/2023	03/10/2023	44.61	0.00	Paid	Y
	LUNCH FOR CH1/CH2/LT5	Bjohnson18					01/14/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		44.61			
01122023							
110523	HOME DEPOT	01/12/2023	03/10/2023	45.98	0.00	Paid	Y
	ELECTRICAL TAPE/WRENCH	Bjohnson18					01/12/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		45.98			
01122023							
110524	AMAZON	01/12/2023	03/10/2023	34.99	0.00	Paid	Y
	WINDOW TINT	Bjohnson18					01/12/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		34.99			
01252023							
110525	AMAZON	01/25/2023	03/10/2023	879.92	0.00	Paid	Y
	DRYWALL SANDER	Bjohnson18					01/25/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		879.92			
02052023							
110526	AMAZON	02/05/2023	03/10/2023	85.03	0.00	Paid	Y
	CLEANER DESCALER	Bjohnson18					02/05/2023
	7000-7005-6214.00000	OPERATING SUPPLIES		85.03			
01262023							
110527	MN DNR	01/26/2023	03/10/2023	206.72	0.00	Paid	Y
	MN DNR PERMIT - WELL # 6	Bjohnson18					01/26/2023
	1000-1569-6718.00000	LICENSES TAXES & FEES		206.72			
01262023							
110528	AMAZON	01/26/2023	03/10/2023	422.00	0.00	Paid	Y
	BATTERY	Bjohnson18					01/26/2023
	6100-6110-6234.00000	EQUIPMENT PARTS & SUPPLIES		422.00			
01092023							
110529	FUSION LEARNING	01/09/2023	03/10/2023	385.00	0.00	Paid	Y
	CEAM ANNUAL CONFERENCE	Bjohnson18					01/09/2023
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		385.00			

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							
01092023							
110530	FUSION LEARNING	01/09/2023	03/10/2023	100.00	0.00	Paid	Y
	CEAM MEMBERSHIP - RICHARD	Bjohnson18					01/09/2023
	1000-1400-6514.00000	DUES & MEMBERSHIPS		100.00			
02012023							
110531	MN RURAL WATER	02/01/2023	03/10/2023	137.50	0.00	Paid	Y
	MN RURAL WATER & WASTE CONFERENCE	Bjohnson18					02/01/2023
	6000-6005-6512.00000	CONFERENCE & SCHOOLS		137.50			
02012023							
110532	MN RURAL WATER	02/01/2023	03/10/2023	137.50	0.00	Paid	Y
	MN RURAL WATER & WASTE WATER TECHN	Bjohnson18					02/01/2023
	6100-6105-6512.00000	CONFERENCE & SCHOOLS		137.50			
02082023							
110533	MN DEPARTMENT OF LABOR	02/08/2023	03/10/2023	20.00	0.00	Paid	Y
	BOILER LICENSE - SCHERBER	Bjohnson18					02/08/2023
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
02082023							
110534	MN RURAL WATER	02/08/2023	03/10/2023	275.00	0.00	Paid	Y
	MN RURAL WATER & WASTE WATER TECHN	Bjohnson18					02/08/2023
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		275.00			
01122023							
110535	AMAZON	01/12/2023	03/10/2023	24.98	0.00	Paid	Y
	DISPLAYPORT TO HDMI ADAPTER	Bjohnson18					01/12/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		24.98			
01122023							
110536	AMAZON	01/12/2023	03/10/2023	551.66	0.00	Paid	Y
	KEYBOARDS MICE MONITORS	Bjohnson18					01/12/2023
	7100-7110-6324.00000	TECHNOLOGY DEVELOPMENT		551.66			
01132023							
110537	AMAZON	01/13/2023	03/10/2023	20.99	0.00	Paid	Y
	CABLES	Bjohnson18					01/13/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		20.99			
01132023							
110538	AMAZON	01/13/2023	03/10/2023	799.80	0.00	Paid	Y
	EXTERNAL DRIVES FOR INVESTIGATIONS	Bjohnson18					01/13/2023
	1000-1220-6234.00000	EQUIPMENT PARTS & SUPPLIES		799.80			

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							
710071106214							
110539	AMAZON	01/19/2023	03/10/2023	29.98	0.00	Paid	Y
	SPEAKERS	Bjohnson18					01/19/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		29.98			
01192023							
110540	AMAZON	01/19/2023	03/10/2023	65.83	0.00	Paid	Y
	CABLES	Bjohnson18					01/19/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		65.83			
01232023							
110541	AMAZON	01/23/2023	03/10/2023	172.32	0.00	Paid	Y
	WEBCAMS	Bjohnson18					01/23/2023
	7100-7110-6324.00000	TECHNOLOGY DEVELOPMENT		172.32			
01232023							
110542	AMAZON	01/23/2023	03/10/2023	6.75	0.00	Paid	Y
	PHONE CASE	Bjohnson18					01/23/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		6.75			
01232023							
110543	AMAZON	01/23/2023	03/10/2023	64.99	0.00	Paid	Y
	MEMORY MODULE	Bjohnson18					01/23/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		64.99			
01232023							
110544	AMAZON	01/23/2023	03/10/2023	977.26	0.00	Paid	Y
	MONITORS	Bjohnson18					01/23/2023
	7100-7110-6324.00000	TECHNOLOGY DEVELOPMENT		977.26			
01232023							
110545	LANSWEEPER	01/23/2023	03/10/2023	317.20	0.00	Paid	Y
	SOFTWARE MAINTENANCE	Bjohnson18					01/23/2023
	7100-7110-6324.00000	TECHNOLOGY DEVELOPMENT		317.20			
01302023							
110546	QUICKEN	01/30/2023	03/10/2023	64.39	0.00	Paid	Y
	SOFTWARE MAINTENANCE	Bjohnson18					01/30/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		64.39			
02012023							
110547	AMAZON	02/01/2023	03/10/2023	249.99	0.00	Paid	Y
	TONER-INVESTIGATOR PRINTER	Bjohnson18					02/01/2023
	1000-1220-6234.00000	EQUIPMENT PARTS & SUPPLIES		249.99			

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							
02012023							
110548	AMAZON	02/01/2023	03/10/2023	32.85	0.00	Paid	Y
	CABLES	Bjohnson18					02/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		32.85			
02062023							
110549	AMAZON	02/06/2023	03/10/2023	143.60	0.00	Paid	Y
	CHARGERS FOR SQUAD CARS	Bjohnson18					02/06/2023
	1000-1205-6234.00000	EQUIPMENT PARTS & SUPPLIES		143.60			
02062023							
110550	AMAZON	02/06/2023	03/10/2023	347.96	0.00	Paid	Y
	MONITORS	Bjohnson18					02/06/2023
	7100-7110-6324.00000	TECHNOLOGY DEVELOPMENT		347.96			
02102023							
110551	AMAZON	02/10/2023	03/10/2023	54.39	0.00	Paid	Y
	USB DOCKING STATION	Bjohnson18					02/10/2023
	7100-7110-6324.00000	TECHNOLOGY DEVELOPMENT		54.39			
Total Purchase Card Vendor: 100292 U. S. BANCORP				20,055.41	0.00		
# of Invoices:				21,954.99	0.00		
# of Credit Memos:				(1,899.58)	0.00		
Net of Invoices and Credit Memos:				20,055.41	0.00		

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2023 - 02/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			9,880.28	0.00		
	6000 - WATER			1,272.75	0.00		
	6100 - SANITARY SEWER			2,110.21	0.00		
	6400 - LIQUOR OPERATIONS			784.46	0.00		
	6700 - DEPUTY REGISTRAR			168.80	0.00		
	7000 - CENTRAL GARAGE			1,171.28	0.00		
	7100 - CENTRAL SERVICES			4,657.03	0.00		
	7200 - EQUIPMENT REPLACEMENT			10.60	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			10.60	0.00		
	1005 - LEGISLATIVE			125.00	0.00		
	1030 - ADMINISTRATIVE SERVICES			749.37	0.00		
	1040 - ASSESSING			29.87	0.00		
	1050 - FINANCIAL SERVICES			555.00	0.00		
	1200 - POLICE SUPPORT SERVICES			342.44	0.00		
	1205 - PATROL SERVICES			3,487.43	0.00		
	1215 - EMERGENCY RESPONSE UNIT			360.00	0.00		
	1220 - INVESTIGATIONS / SPECIAL S			1,533.74	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			759.72	0.00		
	1300 - RECREATION ADMINISTRATION			10.60	0.00		
	1305 - COMMUNITY CENTER OPERATION			275.74	0.00		
	1325 - GENERAL PROGRAMS			427.69	0.00		
	1370 - FORESTRY			225.00	0.00		
	1400 - ENGINEERING SERVICES			485.00	0.00		
	1500 - PARKS ADMINISTRATION			31.96	0.00		
	1569 - PARKS TURF MAINTENANCE			206.72	0.00		
	1600 - STREETS ADMINISTRATION			275.00	0.00		
	6005 - WATER UTILITY ADMINISTRATION			137.50	0.00		
	6010 - WATER UTILITY DISTRIBUTION			776.78	0.00		
	6020 - WATER UTILITY WELL & PLANT			358.47	0.00		
	6105 - SANITARY SEWER ADMINISTRATION			137.50	0.00		
	6110 - SAN SEWER LIFT STATION MA			1,972.71	0.00		
	6405 - LIQUOR OPERATIONS			784.46	0.00		
	6705 - LICENSE CENTER OPERATIONS			168.80	0.00		
	7005 - CG BUILDING OPERATIONS			85.03	0.00		
	7010 - CG VEHICLE MAINTENANCE			1,086.25	0.00		
	7105 - CS GENERAL OFFICE			141.61	0.00		
	7110 - CS INFORMATION TECHNOLOGY			2,731.55	0.00		
	7115 - CS GOVERNMENT BUILDINGS			1,783.87	0.00		

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User: DTAHOUN
DB: Robbinsdale

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 02/24/2023 - 02/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Page: 15/15

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 ----							
	0337			555.00			
	0517			110.37			
	0731			978.50			
	1179			44.61			
	1219			275.74			
	1568			854.76			
	2743			2,973.83			
	3103			847.31			
	4364			504.95			
	5111			127.51			
	5157			620.00			
	6348			485.00			
	6449			586.15			
	6719			1,043.96			
	6734			652.69			
	6932			456.75			
	8046			2,704.74			
	8415			3,924.94			
	8424			1,674.64			
	8722			570.00			



City of Robbinsdale

MEMORANDUM

TO: City Council
 FROM: Tim Sandvik, City Manager
 DATE: April 4, 2023
 RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of February 2023 prepared by the Finance department. The report includes monthly and year to date amounts for 2023 with comparable amounts to 2022.

Year to date sales are \$588,646, which is more \$1,022 from the prior year. Gross profit on sales is at \$156,502 compared with \$165,949 in 2022. Gross profit year to date is at 27%, which is a little lower than the target. Net income before transfers for the year is -\$6,860, compared to a net income of \$9,822 in 2022.

The scheduled rent payments for the Hy-Vee location are \$12,075/month.

Recommendation

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of February 2023.

 Tim Sandvik, City Manager
CONCURRENCE:

 Daa Tahoun, Finance Director

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 28, 2023

			Year to Date		Amount
	Feb-2023	Feb-2022	2023	2022	Difference
Sales	309,262	301,535	596,591	595,020	1,571
Less Customer Discounts	4,104	3,673	7,945	7,396	549
Net Sales	305,158	297,862	588,646	587,624	1,022
Cost of Sales	220,029	213,200	432,144	421,675	10,469
Gross Profit	85,129	84,662	156,502	165,949	(9,447)
Percent to Net Sales	28%	28%	27%	28%	
Operating Expenses:					
Personal Services	48,514	43,307	89,828	80,056	9,772
Supplies & Repairs	1,277	1,272	2,824	3,295	(471)
Other Charges & Services	20,522	19,898	39,629	39,816	(187)
Rent	14,325	15,667	28,650	31,104	(2,454)
Depreciation	1,208	1,042	2,416	2,084	332
Other (Income) Expense	138	(88)	15	(228)	243
Total	85,984	81,098	163,362	156,127	7,235
Operating Income / (Loss)	(855)	3,564	(6,860)	9,822	(16,682)
Percent to Net Sales	0%	1%	-1%	2%	

	Current Month Analysis				
	Liquor	Wine	Beer	Misc	Totals
Sales	129,535	58,399	111,560	5,664	305,158
Inventory of February 1	263,617	164,575	91,838	8,069	528,099
Purchases	87,489	40,359	81,156	2,888	211,892
Less Inventory of February 28	259,366	166,170	87,156	7,270	519,962
Cost of Sales	91,740	38,764	85,838	3,687	220,029
Gross Profit	37,795	19,635	25,722	1,977	85,129
Percent to Net Sales	29%	34%	23%	35%	28%

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 28, 2023

Sales / Cost of Sales Analysis

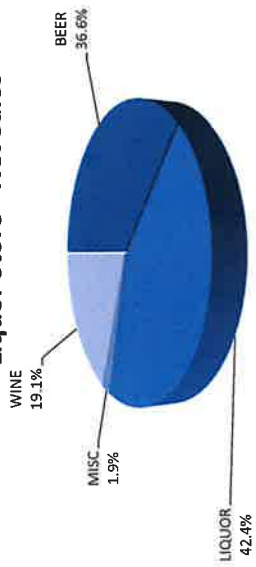
			Year to Date		% Inc (Dec) from Previous Year
	Feb-2023	Feb-2022	2023	2022	
Liquor Sales	129,535	125,645	250,532	249,545	0.4%
Liquor Cost of Sales	91,740	88,992	178,621	173,707	2.8%
Gross Profit	<u>37,795</u>	<u>36,653</u>	<u>71,911</u>	<u>75,838</u>	<u>(5.2%)</u>
Percent to Net Sales	29%	29%	29%	30%	
 Wine Sales	58,399	58,802	110,301	116,278	(5.1%)
Wine Cost of Sales	38,764	38,829	77,819	75,178	3.5%
Gross Profit	<u>19,635</u>	<u>19,973</u>	<u>32,482</u>	<u>41,100</u>	<u>(21.0%)</u>
Percent to Net Sales	34%	34%	29%	35%	
 Beer Sales	111,560	108,537	217,002	212,069	2.3%
Beer Cost of Sales	85,838	82,326	168,527	166,450	1.2%
Gross Profit	<u>25,722</u>	<u>26,211</u>	<u>48,475</u>	<u>45,619</u>	<u>6.3%</u>
Percent to Net Sales	23%	24%	22%	22%	
 Misc Sales	5,664	4,878	10,811	9,732	11.1%
Misc Cost of Sales	3,687	3,053	7,177	6,340	13.2%
Gross Profit	<u>1,977</u>	<u>1,825</u>	<u>3,634</u>	<u>3,392</u>	<u>7.1%</u>
Percent to Net Sales	35%	37%	34%	35%	
 Total Sales	305,158	297,862	588,646	587,624	0.2%
Total Cost of Sales	<u>220,029</u>	<u>213,200</u>	<u>432,144</u>	<u>421,675</u>	<u>2.5%</u>
Gross Profit	<u>85,129</u>	<u>84,662</u>	<u>156,502</u>	<u>165,949</u>	<u>(5.7%)</u>
Percent to Net Sales	28%	28%	27%	28%	

Liquor Store Sales - 2022 and 2023

	<u>Jan 22</u>	<u>Jan 23</u>	<u>Feb 22</u>	<u>Feb 23</u>	<u>Mar 22</u>	<u>Mar 23</u>
Liquor	123,900.00	120,997.00	125,645.00	129,535.00	136,615.00	-
Wine	57,476.00	51,902.00	58,802.00	58,399.00	62,698.00	-
Beer	103,532.00	105,442.00	108,537.00	111,560.00	121,472.00	-
Misc	4,854.00	5,147.00	4,878.00	5,664.00	5,265.00	-
	<u>289,762.00</u>	<u>283,488.00</u>	<u>297,862.00</u>	<u>305,158.00</u>	<u>326,050.00</u>	<u>-</u>
	<u>Apr 22</u>	<u>Apr 23</u>	<u>May 22</u>	<u>May 23</u>	<u>Jun 22</u>	<u>Jun 23</u>
Liquor	138,057.00	-	152,041.00	-	149,756.00	-
Wine	60,785.00	-	62,406.00	-	59,268.00	-
Beer	127,068.00	-	154,493.00	-	159,730.00	-
Misc	5,885.00	-	7,309.00	-	7,960.00	-
	<u>331,795.00</u>	<u>-</u>	<u>376,249.00</u>	<u>-</u>	<u>376,714.00</u>	<u>-</u>
	<u>Jul 22</u>	<u>Jul 23</u>	<u>Aug 22</u>	<u>Aug 23</u>	<u>Sept 22</u>	<u>Sept 23</u>
Liquor	159,522.00	-	147,829.00	-	149,773.00	-
Wine	63,008.00	-	59,263.00	-	61,433.00	-
Beer	169,025.00	-	148,586.00	-	147,546.00	-
Misc	8,673.00	-	7,171.00	-	7,275.00	-
	<u>400,228.00</u>	<u>-</u>	<u>362,849.00</u>	<u>-</u>	<u>366,027.00</u>	<u>-</u>
	<u>Oct 22</u>	<u>Oct 23</u>	<u>Nov 22</u>	<u>Nov 23</u>	<u>Dec 22</u>	<u>Dec 23</u>
Liquor	150,618.00	-	142,433.00	-	188,604.00	-
Wine	68,367.00	-	70,609.00	-	92,323.00	-
Beer	138,511.00	-	131,654.00	-	139,938.00	-
Misc	6,647.00	-	6,243.00	-	8,177.00	-
	<u>364,143.00</u>	<u>-</u>	<u>350,939.00</u>	<u>-</u>	<u>429,042.00</u>	<u>-</u>

FEBRUARY 2023

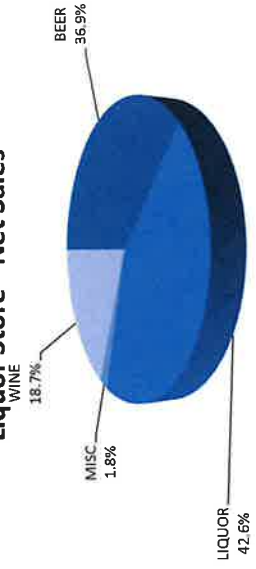
Liquor Store - Net Sales



February 2023	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	36.6%
LIQUOR	129,535	42.4%
MISC	5,664	1.9%
WINE	58,399	19.1%
	305,158	

Yearly 2023

Liquor Store - Net Sales



Total 2023	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	36.9%
LIQUOR	217,002	42.6%
MISC	250,532	1.8%
WINE	10,811	18.7%
	110,301	
	588,646	



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Tim Sandvik, City Manager
DATE: April 4, 2023
RE: Deputy Registrar's Monthly Financial Statements

Attached are the Deputy Registrar's financial reports for the month of February 2023 prepared by the Finance department. The reports include monthly and year to date amounts for 2023 with comparable amounts to 2022.

Year to date revenues are \$74,268 which is \$1,609 less than the prior year. Expenditures were lower by \$11,120. There is a net gain before transfers of \$9,956 year to date, which is \$9,511 more than last year.

Passport revenue year to date decreased \$96, (0.47%) and motor vehicle fees have decreased \$3,207, (-5.87%).

Recommendation

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of February 2023.

Tim Sandvik, City ManagerCONCURRENCE:

Diaa Tahoun, Finance Director

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending February 28, 2023

			Year to Date		% Inc (Dec) from Previous Year
	Feb-2023	Feb-2022	2023	2022	
Notary Fees	10	5	15	5	200.0%
Motor Vehicle Fees	26,312	28,020	51,406	54,613	(5.9%)
Boat/Snow/ATV/ORV Fees	185	564	2,093	879	138.1%
Fast Track Fees			-	-	0.0%
Fish & Game Fees		2	24	5	380.0%
Passport Fees	8,542	9,734	20,469	20,565	(0.5%)
Other Revenue	93	(8)	261	(190)	(237.4%)
Revenues	<u>35,142</u>	<u>38,317</u>	<u>74,268</u>	<u>75,877</u>	<u>(2.1%)</u>
Operating Expenses:					
Personal Services	26,813	31,671	48,501	58,440	(17.0%)
Supplies & Repairs	140	953	314	1,256	(75.0%)
Internal Serv Charges	7,274	6,633	14,549	13,266	9.7%
Other Charges & Services	61	1,859	948	2,470	(61.6%)
Other (Income) Expense			-	-	0.0%
Total	<u>34,288</u>	<u>41,116</u>	<u>64,312</u>	<u>75,432</u>	<u>(14.7%)</u>
Operating Income / (Loss)	<u>854</u>	<u>(2,799)</u>	<u>9,956</u>	<u>445</u>	
Percent to Revenues	2%	-7%	13%	1%	

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

SUBJECT: Accept Grant – Aquatic Invasive Species Treatment – Lower Twin Lake

Background:

The City was successful in obtaining a grant for the treatment of aquatic invasive species in Lower Twin Lake. The grant awards a maximum of \$1,500 toward the cost of mapping and treating curly-leaf pondweed (CLP) in an estimated 6.0-acre area of the lake. By managing CLP, the City is preventing the intra and inter-lake spread of this harmful invasive species while preserving recreational access for Lower Twin Lake residents and visitors.

The City's Water Resources Specialist plans to assess the extent of CLP growth in Lower Twin Lake in early-May. If CLP is not observed at a nuisance density, treatment will not occur and the grant will not be paid. The City's contractor for this work, Jacobson Environmental PLLC, will perform the treatment if nuisance growth is observed.

The Grant Award Notification that provides an overview of the reporting requirements, reimbursement process, etc. for this grant will be available at the meeting for review if required. Staff have previous experience with this particular grant program and are confident that they can follow all of the necessary requirements.

Staff recommend acceptance of the grant, assuming that treatment of CLP occurs between now and the grant's end date of June 30, 2024.

Recommendation:

By motion, authorize staff to accept the grant for curly-leaf pondweed treatment in Lower Twin Lake, assuming that treatment of CLP occurs between now and the grant's end date.



Tim Sandvik, City Manager

CONCURRENCE:



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

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

SUBJECT: Accept Quote for 2023 Bituminous Mill and Overlay Project – City Project 39823

Background:

As part of the 2023 Capital Improvement Program, funding has been allocated for the treatment of street segments in order to prolong the lives of the pavement. Such programs are very necessary and operate hand-in-hand with the street reconstruction program in order to maintain proper road surfaces throughout the City.

This year, the proposed work consists of a 2" full width mill and overlay of France Avenue between 27th Avenue and Lowry Avenue. Quotes for the work were sought from two contractors, and two very competitive prices were received as follows –

<u>Contractor</u>	<u>Total Bid Price</u>
Omann Brothers Paving Inc	\$ 85,683.00
Bituminous Roadways Inc	\$ 86,775.00

The low quote has been supplied by Omann Brothers Paving Inc of Albertville, MN. This company has satisfactorily completed similar work for Robbinsdale in past years, and is considered to be a responsible Contractor.

The approved 2023 Capital Works Program budget has \$ 150,000.00 allocated for the Mill and Overlay Project. Also to be considered in 2023 is re-inspection / retesting of the roads throughout the City, which will be subject to a separate report. Discussions with the Contractor has indicated that the work may be undertaken early in the season.

Staff recommend accepting the quote for the 2023 Bituminous Mill and Paving Project – City Project 39820, from Omann Brothers Paving Inc of Albertville, Minnesota.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Omann Brothers Paving Inc of Albertville, Minnesota for the 2023 Bituminous Mill and Overlay Program – City Project 39823, for the estimated amount of \$ 85,683.00.



Tim Sandvik, City Manager

CONCURRENCE:



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

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

SUBJECT: Accept Quote for Hotbox – City Project 8026

Background:

Part of the approved 2023 Capital Equipment Budget is the purchase of an Asphalt Hotbox Trailer. This equipment is used extensively throughout the year for asphalt road repairs. Premixed asphalt is purchased from nearby asphalt plants and brought back to the City for pothole patching and other street surfacing works. The hotbox has heaters that keep the asphalt hot and pliable.

The proposed unit is a Stepp Manufacturing Premix Hotbox with a 2 cubic yard capacity (3 Ton). Included in the price is the required safety strobe lighting, fixtures to mount shovels, other tools and plate compactor, steps and plug in electric heater to keep contents hot overnight. This unit will replace existing Unit #110 which is also a Stepp Hotbox that City has owned since 2006. The heaters for the new unit are powered by diesel generation compared to the gasoline generation of the older unit. Diesel is considered a safer energy source than gasoline for operating a trailer mounted heating system.

The equipment outlined in this report is included in a State Contract # P-961(5) and is proposed to be purchased from Stepp Manufacturing Co Inc. of North Branch, Minnesota. The net purchase price including a \$ 300.00 trade-in value on the existing unit is \$ 37,897.00. The approved budget for this project is \$ 45,000.00. Licensing of the trailer will be through the Robbinsdale Deputy Registrar.

Staff recommends the purchase of the Stepp Manufacturing Premix Hotbox as outlined in the report.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Stepp Manufacturing Co Inc. of North Branch, Minnesota for the purchase of a Stepp Manufacturing Premix Hotbox for the net amount of \$ 37,897.00 which includes the trade of the existing Unit #110. Licensing will be through the Robbinsdale Deputy Registrar.



 Tim Sandvik, City Manager

CONCURRENCE:



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

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

SUBJECT: Accept Quote for Water Treatment Plant Hoists

Background:

Part of the new Water Treatment Plant (WTP) is the provision of hoists at a number of locations. These hoists are used to safely lift and move heavy items such as motors and other mechanical components that may need maintenance / repair / replacement from time to time. While the support beams for these hoists was included in the Contract for the WTP, the hoists and trolleys were not included. The location and capacity of the hoists being sought are as follows –

<u>Location</u>	<u>Capacity</u>
Maintenance Shop	2.0 Ton
Splitter Box Room	1.0 Ton
Clarifier Room	0.5 Ton

Quotes for the provision, installation and testing of the hoists and trolleys were sought from two contractors, and two very competitive prices were received as follows –

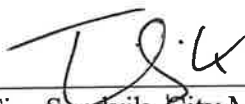
<u>Contractor</u>	<u>Total Bid Price</u>
Olsen Chain & Cable Inc	\$ 43,177.64
Superior Crane Corp	\$ 46,405.00

The low quote has been supplied by Olsen Chain & Cable Inc of Edina, MN. It is anticipated that funding for these elements will be from the Water Treatment Plant project.

Staff recommend accepting the quote for three hoists at the Water Treatment Plant, from Olsen Chain & Cable Inc of Edina, Minnesota.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to Olsen Chain & Cable Inc of Edina, Minnesota for three hoists at the Water Treatment Plant, for the estimated amount of \$ 43,177.64.


 Tim Sandvik, City Manager

CONCURRENCE:


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



MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Appointment of the Ward 1 Parks, Recreation, and Forestry Commissioner

Background

The Ward 1 position of the Robbinsdale Parks, Recreation, and Forestry Commission is currently vacant.

Council Member Regan has nominated Ward 1 resident Melissa Markfort to fill the vacancy (application is attached for reference).

Recommendation

By motion, approve Melissa Markfort's nomination to the Parks, Recreation, and Forestry Commission as the Ward 1 Commissioner effective immediately.



Tim Sandvik, City Manager

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: _____ ADDRESS: _____

PHONE: (Home) _____ (Work) _____

EMAIL: _____

RESIDENT OF ROBBINSDALE SINCE (Year) _____ WARD: _____

OCCUPATION: _____ EMPLOYER: _____

COMMISSION YOU ARE SEEKING: _____

For the Senior Commission, you must be over 55 years old. If seeking a position on the Senior Commission, you must initial here to indicate that you meet that qualification: _____

EDUCATION: (Please indicate highest grade completed or highest degree and major course of study.)

CIVIC AND OTHER ACTIVITIES: (Please list past and present civic activities and organizational memberships, particularly those which may be relevant to the appointment you are seeking.)

COMMENTS: (Please briefly describe other qualifications, experiences and other information which you would like to have considered or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

Please return to City Clerk's Office - 4100 Lakeview Avenue North, Robbinsdale, Minnesota 55422
Phone: 763-537-4534 Fax: 763- 531-1291

October 2016



City of Robbinsdale

TO: Mayor and City Council
 FROM: Tim Sandvik, City Manager
 DATE: April 4, 2023
 RE: Hy-Vee Request for Mobile Food Units

Background

In 2016, Zoning Code 520.05, Subd.3 (12) was revised to permit food trucks (aka mobile food units) as accessory uses in B-3 and B-4, and the use at any site shall be limited to no more than 3 consecutive days and a total of 10 days in a calendar year unless approved by the City Council.

Analysis/Conclusion

Hy-Vee, 3503 Bottineau Blvd, is requesting food trailers for the following dates:

- *April 19 – December 28, 2023, Wednesdays and Thursdays 4-8 pm, La Cochinita
- *April 19-23 and June 7-11, 2023, Wednesdays-Sundays, 11 am – 8 pm, Miller Concessions

Note that La Cochinita would have one food truck and Miller Concessions would have 3 trailers. Also, there would be overlapping of some dates/times, which would be 4 units on site. La Cochinita submitted their application before Miller Concessions. Miller Concessions was approved to set up on the Hy-Vee parking lot twice in 2022.

The Police Chief approved the site plan. The Public Works Director/City Engineer approves with conditions that have been applied in the past (i.e., trash disposal). Planning/zoning approves as presented, along with noting that any signs require permits; and parking in the area shown on the site plan, as well as not blocking traffic aisles.

The vendors are required to provide a copy of their state license along with a city application, including description of vehicle, description of food items, and their safety plan. These documents have been received. The license fee is \$25.

Clean-up of any litter or food scraps is expected.

Recommendation

Consider approval of the parking of food trailers on the Hy-Vee parking lot, 3503 Bottineau Blvd, as shown on the site plan, along with licensing and adhering to staff requirements, on the following dates:

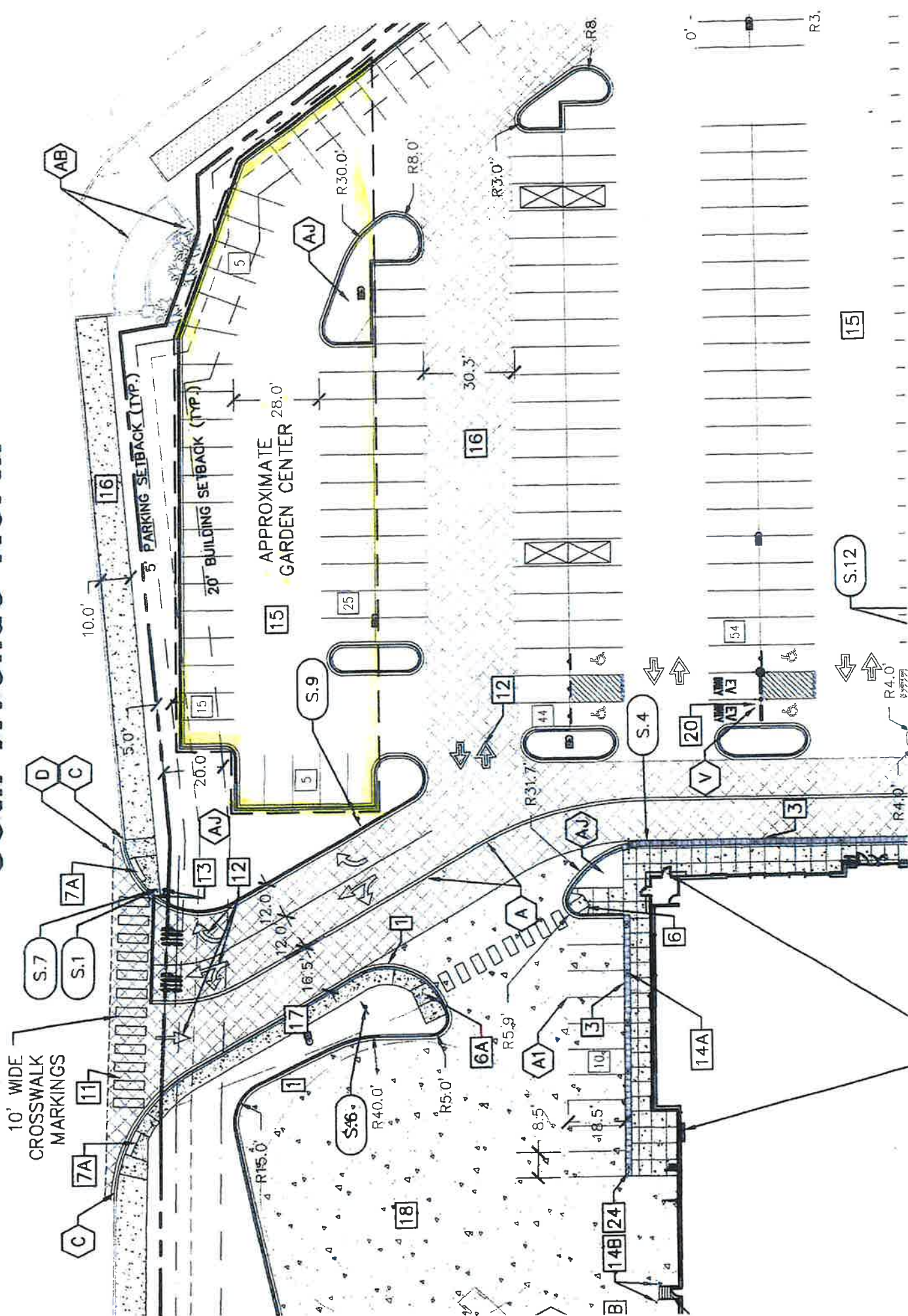
- *April 19 – December 28, 2023, Wednesdays and Thursdays 4-8 pm, La Cochinita
- *April 19-23 and June 7-11, 2023, Wednesdays-Sundays, 11 am – 8 pm, Miller Concessions

Tim Sandvik, City Manager

CONCURRENCE:

Sherry O'Donnell, City Clerk

36th Avenue North





City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council Members
FROM: Tim Sandvik, City Manager
DATE: April 4, 2023
RE: Establishment of the 2024 Budget Calendar

Analysis / Conclusion

The City Council needs to establish the time frame for the preparation of the City's annual operating budget. The Budget Calendar is used by the City Manager to establish a preparation and review process to help ensure the budget is prepared in a timely and effective manner.

Recommendation

By motion adopt the Budget Calendar establishing the preparation and review process for the 2024 Budget process.

Tim Sandvik, City Manager

CONCURRENCE:

Diaa Tahoun, Finance Director

CITY OF ROBBINSDALE

BUDGET CALENDER

FOR 2024 BUDGET

March
20

City Council Goals Review Session

April

7

City Council adopts Budget Calendar outlining budget process.

May

May 1

BS&A Budget module available for departments to enter in “2024 Dept Requested”

May 1 - June 2

Finance to set budgets and establish charges for Internal Service Funds.

May 1 - June 2

Departments submit requests to Finance for Capital Equipment for the 2024 - 2033 CIP.

May 15 - July 7

Departments submit requests for Capital Improvement Projects to Finance or Engineering for the 2024 – 2033 CIP.

June

19

BS&A “2024 Dept Requested” amounts finalized for Finance to review

July

June 20 - July 3

Finance to prepare preliminary budget (requested).

7

BS&A “2024 Finance” amounts finalized and available for departments to review

10

Departments submit changes or errors from BS&A “2024 Finance” amounts

14

Preliminary budget delivered to City Manager for review.

August

1-4

Department of Revenue certifies LGA amounts to all cities.

1-4

Department Heads meet with City Manager and Budget Committee.

7-10

Finance Department makes adjustments and prepares City Manager’s Preliminary Budget.

11

City Manager’s Preliminary budget document distributed to City Council for review.

4

Engineering and Finance deliver preliminary ranking of CIP requests to Capital Works Group Members.

August

21

Capital Works Group to finalize preliminary CIP Project list for 2024-2033

15-30

Council meets in recessed budget work session to review the Proposed City Manager's Budget for 2024 (General Fund and Internal Service Funds) and to establish the Council's proposed General Fund and Debt Service fund property tax levies.

September

5 or 19

City Council meeting to certify the proposed property tax levies to County Auditor (by 9/30/2023). The adopted property tax levy cannot exceed the preliminary property tax levy. *(continue discussion at special meeting if needed)*.

12

Preliminary CIP Document distributed to Capital Works Group for review and comment.

12

Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the CIP Document distributed to City Manager for review.

19

Finance Department certifies City Council approved preliminary property tax levy to Hennepin County.

25

Discussion with Capital Works Group to finalize preliminary CIP

October

3

Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the ten-year CIP are distributed to City Council.

9 - 27

Council to meet in recessed budget meetings to review and discuss the 2024 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2024-2033). (As Needed)

November

1 - 3

County Auditor begins required mailing of property tax notices to each owner of record with prior year's comparison.

6-17

Council to meet in recessed budget meetings to review and discuss the 2024 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2024-2033). (As Needed)

December

5

Cities are required to hold public hearings on their budget and property tax levy.

19

City Council Adopts final 2024 Budget and 2024-2033 CIP.

20

Finance Department certifies the final property tax levy to the County Auditor.

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 5, 2023

SUBJECT: Robbinsdale Forestry/Natural Resources Annual Report

Background:

The City actively administers and implements policies and programs to manage, preserve, and enhance the city's urban forest along with protection, preservation, and restoration of natural resources located within the City of Robbinsdale.

Each year, a report is given regarding the City's forest and natural resources. City Forester/Natural Resources Specialist Stephan Papiz will present the report.

Recommendation:

Motion to receive the Robbinsdale Forestry/Natural Resources Annual Report



Tim Sandvik, City Manager

CONCURRENCE:



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

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: 4 April, 2023

RE: NPDES Phase II Annual Report and Public Meeting

Background:

In response to the National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) permit requirements for municipalities to reduce the amount of sediment and other pollutants entering state waters, the City Council adopted its first Stormwater Pollution Prevention Plan (SWPPP) in April 2003.

The SWPPP contains actions that the City adopts as part of its normal course of business in order to prevent pollution and the degradation of water bodies within our municipal and watershed boundaries.

One of the items contained in the SWPPP involves the holding of a public meeting to hear comments and input on the adopted plan. Another item requires the completion of an annual report for the previous calendar year for submission to the Minnesota Pollution Control Agency (MPCA). Staff were notified on 1/11/2023 that MPCA is in the process of redesigning their online annual reporting platform this year and will not, at this time, be requiring an annual MS4 report to be submitted to them by its usual deadline of June 30th. Instead, the 2022 annual report will be due to the MPCA at a later date when they have finalized updating their online reporting platform. That said, staff will still present the results of last year's SWPPP to Council at the April 4th meeting this year. The presentation slides are included with this memo as Attachment A.

Annual Report to City Council on Permit Compliance:

Comments addressing each of the current Minimum Control Measures (MCMs) are as follows –

MCM 1: Public Education and Outreach

The MS4 permit requires the City to review its current program of education to focus on local water quality and stormwater-related issues. The City focuses public education efforts on illicit discharge detection and elimination, construction activities, proper disposal of yard waste and pet waste, and deicing material storage and use.

The City complied with the identified actions during 2022. Council Members may be aware that the City partners with two watershed management commissions, Shingle Creek and Bassett

Creek, to provide educational materials for residents and local elementary school classrooms. In addition, articles relating to water quality are written for inclusion in each City newsletter and posts are occasionally made on social media.

The most recent iteration of the City's MS4 permit, which was issued in October 2021, requires that the City provide educational information to the public related to pet waste and de-icing salt. Staff achieved this new requirement by including information in newsletters and public presentations. Additionally, informational flyers about pet waste and de-icing salt were hung on a bulletin board in the lobby of City Hall at times when their information was seasonally-relevant.

MCM 2: Public Participation and Involvement

The MS4 permit requires the City to have programs and actions in place to allow solicitation of comments and involve the public in activities associated with water quality. Typical components of this element include the holding of this Annual Public Hearing with appropriate public notice and staff involvement at the Lower Twin Lake Association Annual Meeting, public schools, and community events.

The City complied with the identified actions during 2022. The Annual Public Hearing was held as part of the City Council meeting on April 19th, 2022. A public notice was sent out at least 30 days before the public meeting soliciting comments and testimony from the public regarding the City's SWPPP. No written comments were received. Staff gave water quality-themed presentations to the Lower Twin Lake Association on 9/28/2022 and the Robbinsdale Historical Society on 9/30/2022. Additionally, staff hosted a "Trash of Treat" garbage clean up event in Lakeview Terrace Park on 10/29/2022.

MCM 3: Illicit Discharge Detection and Elimination

The MS4 permit requires the review of existing procedures, policies and controls to specifically include prioritized areas and written procedures for inspections and actions to detect and eliminate illicit discharges.

The required inspections and enforcement as well as a staff refresher training were all completed during 2022.

MCM 4: Construction Site Runoff Controls

The MS4 permit requires the development of written procedures and checklists to handle site plan reviews and inspections, including the retention of the information.

Site inspections and enforcement were completed during 2022.

MCM 5: Post Construction Stormwater Management

The MS4 permit requires the development of written procedures for post construction site

inspections of both public and privately-owned structural Best Management Practices (BMPs) as well as the development of maintenance agreements and Enforcement Response Procedures (ERPs).

City staff have a Post-Construction Stormwater Management plan complete with maintenance agreements templates and an ERP flow-chart. The document was reviewed over the winter to ensure compliance with the MS4 General Permit requirements.

MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations

The MS4 permit requires the City to implement operations and maintenance plans that reduce or prevent pollutants from entering receiving waters. Newer elements included in this measure are the creation of a facilities inventory and development of procedures for determining the effectiveness of ponds in removing total suspended solids (TSS) and total phosphorus (TP).

The required BMP inspection and maintenance, materials handling, facilities inventory, and staff training were all completed during 2022.

Compliance with TMDL Waste Load Allocation

In addition to compliance with the 6 Minimum Control Measures identified above, the MS4 permit requires an annual report to track progress against the load reductions associated with the various Total Maximum Daily Load (TMDL) plans the City is involved in.

The current TMDL schedules applicable to Robbinsdale are –

- Shingle Creek Chloride TMDL: Review completed in 2014. No updates since then.
- Crystal Lake TMDL: Monitoring and plant surveys completed in 2022 and will reoccur in 2023.
- Middle Twin Lake TMDL: Will be intensively monitored by watershed commission in 2023.
- Lower Twin Lake TMDL: Will likely be monitored by volunteer in 2023.
- Ryan Lake TMDL: Will likely be monitored by volunteer in 2023.

Council members may be aware of the many projects that have been implemented over the years since the introduction of the TMDLs and staff continues to explore opportunities for improvements that address these plans.

The MPCA has adopted the Upper Mississippi Bacteria TMDL. Overall reductions of approximately 70% are required. Typical actions that are being sought to reduce bacteria in waterways include –

- Identification of bacteria sources – BMPs include monitoring outfalls to pinpoint localized hotspots of sanitary pipe or septic systems that could have failed and be contributing.

- Reduction of input from pet waste – BMPs include adoption, enforcement and education of pet waste pick up and providing infiltration and/or filtration downstream of animal congregation areas.
- Reduction of input from wildlife – BMPs include promoting animal feeding bans, the control of nuisance populations of waterfowl and providing infiltration and/or filtration downstream of waterfowl congregation areas.
- Reduction of input from humans – BMPs include eliminating illicit connections and sanitary sewer overflows.
- Reduction of conditions that promote bacteria growth and survival – BMPs include reducing dry weather flows (to allow pipes to dry out) and investigating ways to reduce biofilm buildup in pipes.

Annual Report Summary:

Overall, the City has complied with the operational aspects of the MS4 permit during 2022.

Public Notification and Consultation:

As part of the continuous improvement philosophy of the SWPPP, an annual public meeting is required to be held. Notification of this meeting (to be held as part of tonight's City Council meeting) appeared in the SunPost on March 2nd and March 9th, 2023. This notification complied with the statutory requirement for a minimum 30-day notice.

In addition to the verbal submissions to be received tonight, staff is prepared to accept written feedback at any time. However, nothing has been received up to the time of writing this report.

All comments received, whether electronic, written or verbal, will be dealt with through a Record of Decision (ROD) process whereby the issues raised will be investigated and a formal decision made and kept regarding each issue.

The MPCA has stated that Public Meetings should be held, and any reports of comments submitted to the agency.

Conclusion:

Staff respectfully submit the annual report for receipt by City Council, recommend holding the annual public input meeting, allow staff to process all comments received from the public, authorize the City Manager to sign and submit the annual report to the MPCA when it is eventually due.

Recommendations:

- i) Receive and note the annual report on the adopted SWPPP compliance for the 2022 calendar year.
- ii) Hold the public input meeting to receive any comments and input regarding the adopted SWPPP.
- iii) Grant delegated authority to the Public Works Director / City Engineer and City Manager to process all comments received, create and keep a record of decision of each comment, and advise the City Council of those decisions.
- iv) Authorize the City Manager to sign the standard annual report upon the conclusion of comment investigation and submit the report to the MPCA by the designated date.



Tim Sandvik, City Manager

CONCURRENCE:



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

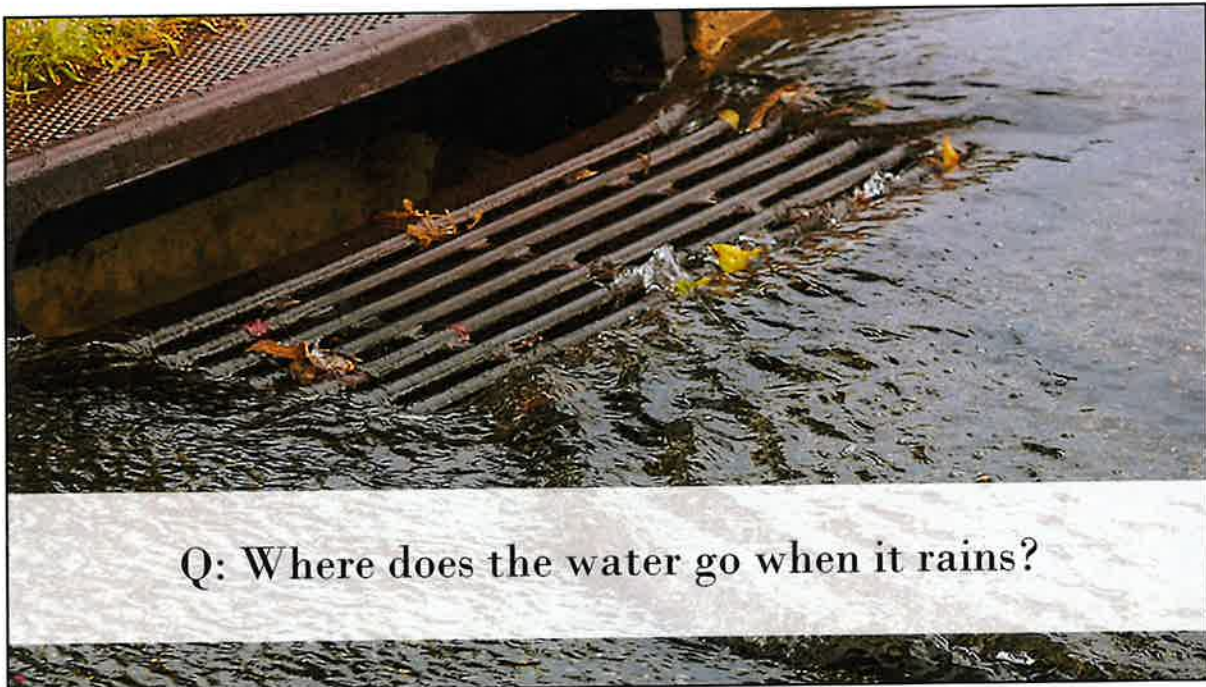


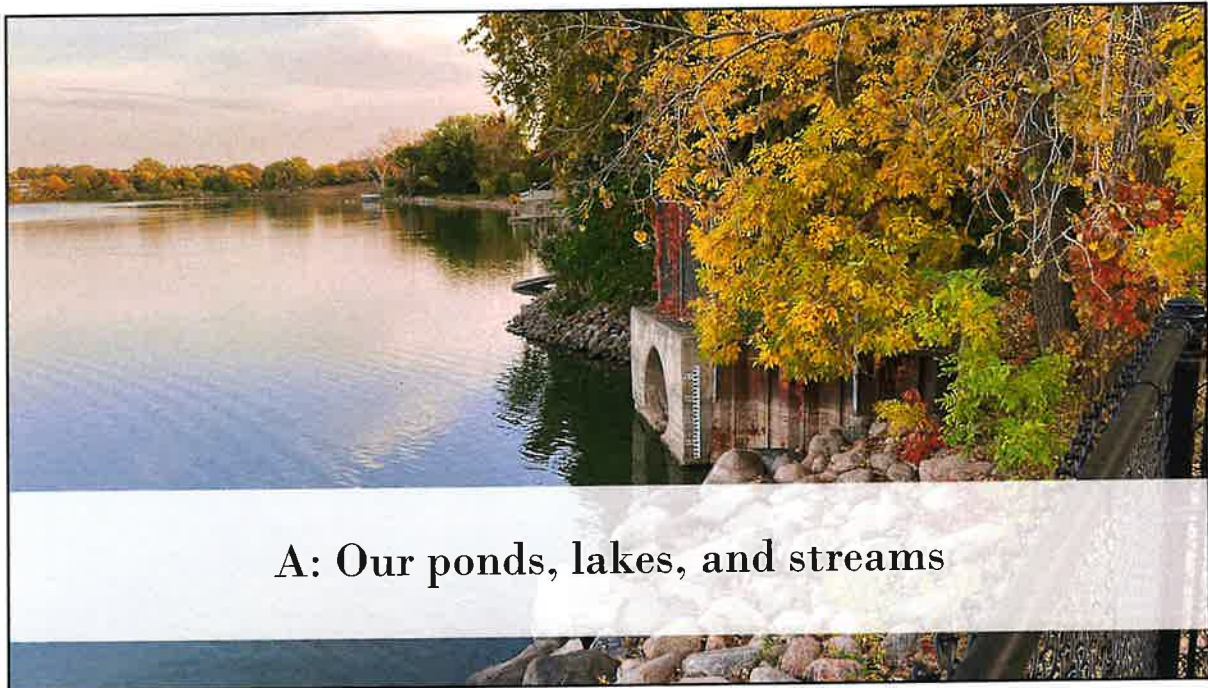
Stormwater Pollution Prevention Plan (SWPPP)

Annual Report

Mike Sorensen – Water Resources Specialist

City of Robbinsdale





A: Our ponds, lakes, and streams

Stormwater Pollution Threatens Lake Health



- Litter/garbage
- Invasive species
- Deicing salt
- Fertilizer
- Organic material (grass clippings, leaves, etc.)



“Every property is lakefront property”

MS4 Permit Municipal Separate Storm Sewer System Permit



- Generally applies to cities with populations 10,000 or more that own and operate storm sewer systems
- Designed to reduce the amount of sediment and other pollutants entering state waters from stormwater systems
- Involves extensive inspections, record keeping, and reporting



m MINNESOTA POLLUTION
CONTROL AGENCY

SWPPP Stormwater Pollution Prevention Plan



1. Public Education and Outreach
2. Public Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post Construction Stormwater Management
6. Pollution Prevention and Good Housekeeping



m MINNESOTA POLLUTION
CONTROL AGENCY



1. Public Education and Outreach

- Relevant activities:
 - Spring and fall City newsletters
 - Posts on City social media pages
 - Articles in utility bill news inserts
 - Posters at City Hall

City of Robbinsdale

PET WASTE & WATER POLLUTION



Dog waste left on the ground washes into storm drains, lakes and streams, exposing people, pets and wildlife to harmful bacteria.

Good Neighbors Care About Clean Water

There are an estimated **310,000 dogs** in Hennepin County, and they create over **40,000 tons of waste** per year — that's a lot of poop!

This poop causes bacteria, excessive algae growth, and other water quality issues in our communities, so city ordinances require owners to clean up dog waste. This is also the neighborly thing to do so that we can all enjoy our local wetlands, lakes, and streams.

How does pet waste in my yard pollute water?
Dog waste contains harmful bacteria and parasites. When wind or rain blows it off the ground, it is carried by the wind or rain into the nearest lake or stream. Washing, swimming, or playing in that contaminated water can be harmful to humans and pets alike. The waste also contains nutrients that promote weeds and algae growth in lakes and streams. Picking up pet waste keeps recreation areas clean, safe, and enjoyable.



What about all the other animals?
It is true that squirrels, birds and other wildlife can also contribute to water pollution. However, these animals tend to spread out waste across the landscape, whereas dog waste is concentrated in yards and along sidewalks or paths.

How can I be a good neighbor?
Pick up dog waste from your yard and throw it in the garbage — it is not a landfill. Carry disposable bags while walking your dog. Do the same at the dog park — don't make it somebody else's problem.

NEED MORE INFORMATION?
For more information regarding the ordinance in this fact sheet, visit www.ci.robby.mn.us/animal-waste

WMWA
West Metro Water Alliance

SNOW AND ICE CARE

Help Keep Our Water Clean!

Salt use has been on the rise since the 1950s, leading to waters becoming increasingly salty. Chloride levels have become so high, many creeks and lakes are now considered unhealthy.

Chlorides harm plants and animals, contaminate drinking water, damage buildings, corrode vehicles, roads and bridges. Too much salt can lead to costly damages and environmental consequences!



Help keep our waters clean with these simple steps:

1. Clear pathways of snow to minimize ice build-up.
2. Temperature matters. If the temperature is below 15 degrees, salt doesn't work effectively. Consider using sand for traction.
3. Scatter salt where it's critical. Leave about 3 inches between grains of salt. A 13-ounce coffee cup of salt is enough to treat 100 square-foot areas or a 30-foot driveway.
4. Sweep up leftover salt, sand and gravel to reuse as needed.

Compared to other applications with 100% chlorine, salt is 100% effective. Keep it Clean: the West Metro Water Alliance.

WMWA
West Metro Water Alliance



City of Robbinsdale

City of Robbinsdale, MN - Government
July 1, 2022

WSR consultants continue to remove invasive carp from Crystal Lake in an effort to improve the lake's water quality. This picture shows our group of proud carp hunters with part of their catch on July 8th. So far this year, carp removals have occurred as followed:

- June 23rd (620 carp removed)
- June 24th (249 carp removed)
- June 28th (590 carp removed)
- July 8th (1,029 carp removed)... See more



155

20 comments · 5 shares

Like

Comment

Most relevant

Water-themed posts on the City Facebook page tend to generate a lot of interest from residents

This particular post from July 8, 2022 had:

- 3,764 views
- 216 engagements (reactions + comments + shares)

2. Public Participation

• Relevant activities:

- Community events
- Classroom visits
- Lake association meeting presentations
- Historical society presentation



Public Participation



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City of Robbinsdale



Public Participation



"Trash or Treat" event on 10/29/2022

19 attendees picked up 12 bags (78 pounds) of trash

12

City of Robbinsdale

Public Participation



Good Ol' Robbinsdale

Newsletter of the Robbinsdale Historical Society Museum
Find us in the historic library building—just across the tracks
from downtown—in the city that Mr. Robbins built



Volume II, Number 2

Robbinsdale, Minnesota

September/October 2022

*We collect, preserve, and
share our town's past, with
an eye toward its future*

4915 – 42nd Ave N
Robbinsdale, MN
55422

763-260-1183

Friday 10:00-3:00
Saturday 10:00-3:00

Join or donate at the
museum or online

Robbinsdale.org

The Waters of Robbinsdale

What's so interesting about water in Robbinsdale? Well, it's really not a dry subject.

Learn more about our lakes—their history and current status—in our fall public program on Friday, Sept. 30, at 1:00 p.m., at the Robbinsdale Historical Society Museum

Back in 1887, Andrew B. Robbins purchased property from some of

an important commodity for dairy and meat suppliers, as well as families for their home iceboxes

Stories and photos from bygone days will be presented, followed by an update from Mike Sorensen, the City of

Robbinsdale Water Resources Specialist. He will talk about how much has changed with our lakes over the years and describe the current



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City of Robbinsdale

3. Illicit Discharge Detection and Elimination



- Sediment (soil/dirt)
- Excess nutrients (nitrogen and phosphorus)
 - Fertilizer, leaves, grass clippings
- Petroleum products
- Animal waste (bacteria)
- Toxic chemicals
- Debris, trash, litter

Illicit Discharge:
“Any material
entering into the
storm sewer other
than stormwater”



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City of Robbinsdale



3. Illicit Discharge Detection and Elimination

- Relevant activities:

- Locate, investigate, and eliminate local sources of illicit discharges
- Conduct illicit discharge training for City staff



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City of Robbinsdale

Example Illicit Discharge 9-12-2022



16

City of Robbinsdale

Example Illicit Discharge

9-12-2022



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City of Robbinsdale

4. Construction Site Stormwater Runoff Control

- Relevant activities:

- Review building plans for sites >1 acre
 - Zero site reviews in 2022
- Inspect all construction sites >1 acre
 - Weekly
 - Whenever we receive 0.5" of rain within 24 hours
 - This amounted to **212 total inspections** in 2022

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City of Robbinsdale



Construction Site Inspection Criteria



Silt Fences

19

City of Robbinsdale



Construction Site Inspection Criteria



Rock Entrances

20

City of Robbinsdale

Construction Site Inspection Criteria



Street Sweeping

21

City of Robbinsdale

5. Post Construction Stormwater Management



- Relevant activities:
 - Ensure that building plans incorporate practices to protect water
 - Ponds, raingardens, underground storage tanks, etc.
 - Ensure that infrastructure continues to function into the future
 - Create agreements for landowner and ensure compliance

22

City of Robbinsdale



Underground infiltration system installation at The Reeve
Lakeside Apartments on Lower Twin Lake - 6/8/2022

23

City of Robbinsdale

6. Pollution Prevention and Good Housekeeping



- Relevant activities:
 - Track City activity and ensure we are using best practices
 - Stockpiled material
 - Snow and ice management activities
 - Inspect City-owned stormwater infrastructure and perform maintenance as needed

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City of Robbinsdale



Additional Requirements Due to Local Impaired Waters

- Relevant activities:
 - Create map of potential bacteria sources
 - Have a bacteria reduction plan
 - Track amount of City deicing salt usage



Summary

- Overall, the City has complied with the operational aspects of the MS4 permit during 2022.
- Staff continue seeking ways to improve operations and better-protect our local water resources.



Questions?

Mike Sorensen – Water Resources Specialist
msorensen@ci.robbinsdale.mn.us
763-531-1248



TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Local Election Control and Ranked Choice Voting

Background:

At the March 14, 2023 City Council Work Session, Council Member Wagner introduced a Resolution Supporting Local Control for Local Elections and Ranked Choice Voting for State and Federal Elections in Minnesota.

At the March 21, 2023 City Council meeting, Council hosted a thorough discussion, but unfortunately, there was no motion or second, prior to the roll call vote. Staff apologies for missing this formality.

Recommendation

Consider the attached Resolution



Tim Sandvik, City Manager

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 4th day of April, 2023.

RESOLUTION NO. _____

A Resolution Supporting Local Control for Local Elections and Ranked Choice Voting for State and Federal Elections in Minnesota

WHEREAS, Ranked Choice Voting (RCV) is an opportunity to improve elections at the state and federal level where it would promote more civil elections, ensure majority winners in partisan primaries and general elections, eliminate the spoiler problem, reduce extremism and mitigate legislative gridlock by incentivizing compromise and problem solving; and

WHEREAS, RCV is used in elections in Maine and Alaska and in countries around the world, including Ireland, Scotland, and Australia; and

WHEREAS, 85 to 95 percent of polled Minnesota voters who use RCV consistently say that RCV is simple to use; and

WHEREAS, a growing number of cities are exploring RCV because it provides a number of benefits over current expensive and low-participation local elections, including:

- Making voting simpler for voters by eliminating the need for local nonpartisan primaries and consolidating two elections into one;
- Saving the cost of primaries altogether in cities with odd-year local elections;
- Demonstrably increasing voter participation;
- Ensuring majority winners in a single election. Voters rank their preferences on the ballot, 1st, 2nd, 3rd and so on. If no candidate receives a majority of first choices, then the least popular candidate is defeated and their ballots are reassigned to those voters' second choices; and this process is repeated until one candidate receives a majority of continuing ballots;
- Making voting easier for deployed military members and other citizens abroad by requiring one less election for them to receive and return their ballots on time;
- Improving the civility of campaigning;
- Reducing the influence of outside money in campaigns; and

WHEREAS, all Minnesota townships and school districts, 86 of 87 counties, and 85 percent of cities fall under the statutory rule for the conduct of local elections and must ask permission of the Legislature to make changes to these rules; and

WHEREAS, local charter (or home rule) cities that hold elections in even years along with state and federal elections must comply with restrictive state partisan ballot design requirements; and

WHEREAS, there are no consistent rules for the administration of Ranked Choice Voting in local jurisdictions in Minnesota; and

WHEREAS, the Ranked Choice Voting (RCV) Local Options bill aims to remove regulatory barriers and extend the authority to adopt Ranked Choice Voting to local statutory jurisdictions; and

WHEREAS, the RCV Local Options bill provides for the flexibility to efficiently include ranked and non-ranked elections on a single ballot; and

WHEREAS, the RCV Local Options bill provides consistent standards for the administration of RCV in cities that choose to use it; and

WHEREAS, the League of Minnesota Cities supports the need for consistent RCV rules for use in Minnesota cities for both even and odd-year local elections; and

WHEREAS, the RCV local options bill contains no mandates, but simply provides local jurisdictions with the permission and tools they need to consider and implement RCV if they wish; and

WHEREAS, the Local Options measure is a significant opportunity to improve elections in cities, counties, townships, and school districts throughout the state;

NOW, THEREFORE, BE IT RESOLVED that the City of Robbinsdale supports Ranked Choice Voting for all state and federal elections. We also support removing regulatory barriers and giving all local jurisdictions in Minnesota the option to use Ranked Choice Voting if they decide it is right for their communities.

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

And the following voted against the same:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 4th DAY OF APRIL, 2023.

William A. Blonigan, Mayor

ATTEST:

Sherry O'Donnell, City Clerk

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

SUBJECT: Second Reading of an Ordinance Amending Section 915.03 of the Robbinsdale City Code To Include Stricter Provisions Relating to Pet Waste

Background:

At the March 7th 2023 City Council meeting, the first reading was held for an Ordinance addressing stricter provisions relating to Pet Waste within City Code. The purpose of the amendments is to provide better specificity relating to pet waste and responsibilities to clean up the waste. These stricter provisions are required to bring the City into compliance with the most recent stormwater permit issued by the Minnesota Pollution Control Agency (MPCA).

The Ordinance is now ready for its second reading.

The amendments proposed will reside as Section 915.03 within City Code.

Recommendation:

Hold the second reading of ORDINANCE 23-02 shown in Attachment 1 "AN ORDINANCE AMENDING SECTION 915.03 OF THE ROBBINSDALE CITY CODE TO INCLUDE STRICTER PROVISIONS RELATING TO PET WASTE"



Tim Sandvik, City Manager

CONCURRENCE:



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

Member Parisian moved and Member Webb seconded the motion that the following ordinance, which was given its first reading on March 7th, 2023 be given its second reading on this 4th day of April, 2023, and that it be adopted.

ORDINANCE NO. 23-02

AN ORDINANCE AMENDING SECTION 915.03 OF THE ROBBINSDALE CITY CODE TO INCLUDE STRICTER PROVISIONS RELATING TO PET WASTE

THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

Section 1 – That Robbinsdale City Code Section 915.03 is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

915.03. Dogs and cats. Subdivision 1. General rule. It is unlawful to harbor, own, or keep a dog or cat more than six months of age within the city unless the animal is licensed and has been vaccinated against rabies. Dogs or cats owned by non-residents of the city are not permitted to remain in the city longer than 24 hours. All dogs and cats over six months of age must have a current rabies vaccination. (Amended, Ord. No. 07-17)

Subd. 2. Fees. Dog and cat license fees are set by appendix B. Licenses are good for two years expiring biannually on December 31. Proof of rabies vaccination must be displayed to the licensing officer before a license is issued. (Amended, Ord. No. 03-13)

Subd. 3. Tags. The license of a dog or cat must be evidenced by a tag provided by the clerk. The tag must be affixed to the collar of the dog or cat by a permanent metal fastener. The owner or keeper of the dog or cat must see that the tag is continuously worn by the dog or cat.

Subd. 4. Duplicate tags. If a dog or cat tag is lost, a duplicate may be issued by the city clerk upon presentation of a receipt showing the payment of the license fee for the current year. The charge for a duplicate tag and license fee are set forth in Appendix B. (Amended, Ord. No. 2018-02)

Subd. 5. Counterfeiting tags. It is unlawful to counterfeit or attempt to counterfeit the license tags or take from any dog or cat a tag legally placed upon it by its owner with the intent to place the tag on another dog or cat.

Subd. 6. Not transferable. Dog and cat tags are not transferable. No refunds will be made on a dog or cat license fee paid because the animal leaves the city or dies before the expiration of the license period.

Subd. 7. Confinement of dogs and cats. A person having the custody or control of any dog or cat may not permit the animal to be on an unfenced area or lot abutting upon a street, public park, public place, or upon other private land in the city without being effectively restrained from or entering beyond such unfenced area or lot. The use of electronic pet containment systems to confine animals is permitted as described later in this subsection. A person having the custody or control of a dog or cat may not permit the animal to be on a street, public park, school grounds or public place in the city without being effectively restrained by chain or leash not exceeding six

~~feet in length. A person having the custody or control of a dog or animal of the dog kind must clean up any feces of the animal and to dispose of such feces in a sanitary manner. The provisions of this section do not apply to the ownership or use of seeing eye dogs by blind persons, dogs used in police activities of the city, such as the canine corps or tracing dogs used by or with the permission of the police department. (Amended, Ord. No. 08-06)~~

Subd. 8. Impoundment. A dog or cat not restrained or controlled as provided in this section and a dog or cat found without a license will be impounded by a law enforcement officer of the city or other person or persons directed by the council to enforce the provisions of this section.

Subd. 9. Keeping of dogs limited. No family or group of persons may own or keep more than three dogs exceeding six months of age on the premises where they reside. (Amended, Ord. No. 03-13; Ord. No. 07-17)

Subd. 10. Keeping of cats limited. No person or group of persons may own or keep more than four cats exceeding eight months of age on the premises where they reside without having first obtained a multi-cat residence license. Application for the multi-cat residence license shall be made to the city manager and must be accompanied by the license fee set by Appendix B. The city manager shall administratively approve or deny the license. Licenses issued for multi-cat residences are good for two years expiring annually on December 31. Any resident who chooses to appeal the administrative denial of the multi-cat residence license may appeal that decision to the City Council. The city manager or City Council may impose conditions upon the granting of any multi-cat residence license. The maximum number of cats allowed under a multi-cat residence license is 12. Properties holding a multi-cat residence license shall be maintained in a clean and healthful condition at all times, and shall be open to inspection by the city manager at all reasonable times. (Added, Ord. No. 08-06)

Subd. 11. Electronic pet containment systems. No electronic pet containment system shall be installed which allows any animal confined by the system to occupy any area within three feet of a public sidewalk or within three feet of the traveled portion of a public street if there is no public sidewalk. Electronic pet containment systems installed within any public right-of-way or public easement shall be owned and maintained by the owner of the system. The engineer may direct the removal or relocation of an electronic pet containment system from any public right-of-way or public easement at the sole cost and expense of the owner of the electronic pet containment system or abutting property owner if the engineer determines the system interferes with the public's use of the right-of-way or easement. The cost of any repair to electronic pet containment systems which are damaged due to the public's use of a public right-of-way or public easement shall be borne solely by the owner of the abutting property on which the system is installed. (Added, Ord. No. 08-06)

Subd. 12. Animal waste. Any person who owns, keeps, harbors, or has charge or control of an Animal shall immediately collect and remove any and all feces deposited by the Animal on public property or on private property not occupied by or under the control of that person. The term public property, as it is used in this ordinance, shall include but not be limited to: parks, trails, lakes in frozen and liquid state, and areas in and around City-owned buildings. While such a person is with any such Animal on property not occupied by or under the control of that person, such person shall have in their immediate physical possession a means to collect and sanitarily dispose of all the Animal's fecal matter deposited on public property or the private property of another. Lack of such means is prima facie evidence of intent to violate this Section

of the ordinance. Any person who owns, keeps, harbors, or has charge or control of an Animal in or upon premises or land occupied by, or under the control of, that person shall frequently collect and remove any accumulation of Animal fecal matter that is unhealthy or offensive to any person or neighborhood. Violations of this ordinance shall be considered a petty misdemeanor.

Section 2. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: “The purpose of this ordinance is to promote, preserve and enhance the natural water resources within the city and provide protection from adverse impacts caused by pet waste”.

Section 3. This Ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS: Webb, Parisian, Wagner, Murphy, Mayor Blonigan
 NAYS: None

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 4TH DAY OF APRIL, 2023

William A. Blonigan, Mayor

ATTEST:

Sherry O'Donnell, City Clerk



TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Second Reading of an Ordinance Amending Section 920.05 and 920.09 of the Robbinsdale City Code Relating to False Alarms.

Background:

At the February 15th, 2023 City Council Work Session, Council discussed recommended updates to Sections 920.05 and 920.09 of Robbinsdale City Code. Subsequently, on March 7, 2023, Council hosted a First Reading of Ordinance 23-03, an Ordinance Amending Section 920.05 and 920.09 of the Robbinsdale City Code Relating to False Alarms.

Analysis/Conclusion:

The False Alarm ordinance is in place to discourage false alarm calls, especially those in excess. Unfortunately, in recent history, we have seen an increase in false alarms, and believe the lack of enforcement of ordinance has not helped. City staff is requesting amendments to City Code to update language. The purpose of this amendment is to update and clarify the existing sections of City Code regulating the occurrence of false alarm calls. This ordinance has not been enforced in recent history due to the lack of resources to track these calls for service. These amendments will allow the ordinance to align with today's alarm systems and it will assist in processing these calls.

To put into numbers, in 2022, Officers responded to more than 400 alarm calls. Due to the current way of processing, we don't have an exact number of how many were False Alarm responses, but the estimate is around 300. Further, in reviewing calls for false alarms, the primary reason for calls is that properties are not training staff in how to properly operate their systems.

Sec 1 Subd. 5 is being recommended for strike as this language is antiquated – the tracking of this information isn't needed, and enforcement becomes burdensome.

Sec 2 Subd. 2 strikes the language because it is again cumbersome. It is reasonable that false alarms occur from time to time, and updated language isn't intended to be more work; rather, to discourage false alarms in excess. Ultimately, fines don't occur until a third violation.

Working with the City Attorney, the attached language is recommended for Council approval. Staff recommended a first reading at the March 7, 2023 City Council meeting,



followed by a second reading in accordance with policy, at the April 4th 2023 City Council meeting.

Recommendation:

Hold the second reading reading of an Ordinance Amending Section 920.05 and 920.09 of the Robbinsdale City Code Relating to False Alarms.

A handwritten signature in black ink, appearing to read "T. Sandvik", is positioned above a horizontal line.

Tim Sandvik, City Manager

CONCURRENCE:

Patrick Foley, Chief of Police

Member Wagner moved and Member Murphy seconded a motion that the following ordinance, which was given its first reading on March 7, 2023 be given its second reading on this 4th day of April, 2023, and that it be adopted.

ORDINANCE NO. 23-03

AN ORDINANCE AMENDING SECTION 920.05 and 920.09 OF THE ROBBINSDALE CITY CODE RELATING TO FALSE ALARMS

THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

Section 1– That Robbinsdale City Code Section 920.05 is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

920.05. Miscellaneous rules.

Subdivision 1. Local exterior alarms with audible sound may not sound for a period exceeding 15 minutes.

Subd. 2. A person may not intentionally set off a false alarm.

Subd. 3. The use of automatic dialing devices is permitted, except that such devices may not be set or programmed to dial the Robbinsdale police department.

Subd. 4. Alarm businesses doing business within the city must register with the police department. The registration must include the following information:

- (a) A description of the types of alarm systems sold or leased by the business.
- (b) A description of the services provided by the business.
- ~~(c) A list of the names and addresses of persons in the city to whom the business has sold or leased alarm systems or to whom the business provides the services.~~
- ~~(cd)~~ (c) A list of individuals employed by the business as installers or servicers of the alarm systems.

~~Subd. 5. Alarm users whose protected premises are located in the city must provide, upon the occurrence of its first false alarm and on an ongoing basis, the following information:~~

- ~~(a) The names and addresses of the alarm user, alarm owner (if different than the alarm user), and the alarm servicer.~~
- ~~(b) The type of alarm system being used.~~
- ~~(c) The person designated by the alarm user as its contact person for purposes of alarm related matters.~~

~~The provision of this information is an ongoing requirement. The police department must be immediately notified of any additions or changes.~~

Section 2– That Robbinsdale City Code Section 920.09 is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

920.09. False alarms.

Subdivision 1. General rule.

Except for false alarms occurring in the first 30 days of operation of a new alarm system, the alarm user is subject to the requirements and penalties provided below for false alarms occurring in the user's alarm system.

~~Subd. 2. Signed statement.~~

~~Within five days of each false alarm, the alarm user must submit a signed statement to the police department stating the apparent cause of the false alarm and the measures taken or to be taken to remedy the problem.~~

Subd. ~~23.~~ Penalties.

An administrative citation and fine will be issued to ~~penalty must be paid by~~ the alarm user ~~to~~ by the city for each false alarm in excess of three per calendar year. The ~~penalty fine~~ fine is set forth in Appendix B. Payment of the ~~penalty fine~~ fine may be enforced by administrative citation under section 117 of the City Code, or other civil action. (Amended, Ord. No. 2018-02)

Subd. ~~3~~ 4. Exceptions.

~~An~~ penalty is not due and an alarm will not be credited as a false alarm if it is shown that the false alarm was the result of damage to utility lines, tornadoes, lightning, earthquakes, or similar severe weather conditions.

Subd. ~~4~~ 5. Appeal.

An alarm user ~~required by the city to pay a user fee~~ who is issued an administrative citation as a result of a false alarm may appeal the false alarm citation in writing to the city manager ~~via the chief of police~~. The written appeal will follow the process outlined in Robbinsdale City Code Section 117. ~~must be filed with the chief of police within ten days of the date of notice of the false alarm charge. The city manager may make a final determination as to whether the alarm user must pay a false alarm user fee.~~

Subd. ~~6.~~ False alarm permits.
(Deleted, Ord. No. 03-13)

Subd. ~~7.~~ Requirements and duties.

(a) ~~Letter of contestation.~~

~~—After the chief of police determines that a false alarm has occurred at an address, the alarm user at that address may submit a letter of contestation to the chief of police to explain~~

~~the cause of the alarm activation. If the chief of police determines that the alarm was not properly designated as a false alarm caused by conditions beyond the control of the alarm user, the alarm will not be counted as a false alarm at that address. The second instance of faulty equipment will be deemed to be within the control of the alarm user.~~
(Added, Ord. No. 97-15, Sec. 2)

~~Subd. 8. Revocation and suspension of permit.~~
(Deleted, Ord. No. 03-13)

Section 3. Summary. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: “The purpose of this ordinance is to update and clarify the existing sections of City Code regulating the occurrence of false alarm calls.”

Section 4. This Ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS: Webb, Parisian, Wagner, Murphy, Mayor Blonigan
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 4th DAY OF APRIL, 2023

ATTEST:

William Blonigan, Mayor

Sherry O'Donnell, City Clerk



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Hold Second reading of an Ordinance Amending and Updating Sections of the City Code Relating to Alcoholic Beverages and Intoxicating Liquor Licenses

Background:

The Robbinsdale City Attorney has reviewed our existing liquor ordinances to see how they conform with recent changes in state liquor laws. This review was spurred by a memorandum distributed from the League of Minnesota Cities regarding 2022 changes to state liquor law. Through this review, several recommended changes have been identified. On February 15th, 2023, City Council discussed recommended changes to City Code relating to the aforementioned, and a first reading as described was held on March 7, 2023.

Analysis/Conclusion:

The following changes are recommended:

- 1) Add Distilled Spirits Manufacturer license – Robbinsdale city code currently only allows for “microdistilleries.” MN statute 340A.22 subd. 2 now allows municipalities to issue cocktail room licenses to the holder of a “distilled spirits manufacturer license.” This change would authorize the on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller. A microdistillery is a distillery that does not produce more than 40,000 proof gallons of spirits in a year. A distilled spirits manufacturer is a distillery allowed to produce more than 40,000 proof gallons in a calendar year.
- 2) Allow Brewers to Produce More Barrels for Off-Sale – Previously, brewers were allowed to produce up to 20,000 barrels per calendar year to sell 750 barrels in growlers for off-sale. MN statute 340A.28 raised the limit from 20,000 barrels to 150,000 barrels so now larger breweries are eligible for off-sale licenses. Robbinsdale currently limits “small brewers” to the same amount as a “brew-pub” which is 3,500 barrels of malt liquor per year, well below the standard set by state

law. Robbinsdale could amend city code to allow small brewers to brew up to 150,000 and still obtain an off-sale license to sell up to 750 barrels off-sale. The ordinance should be amended to reflect the 750 barrel off-sale limit for both brew pubs and small brewers as the ordinance does not currently establish a limit.

- 3) Allow Certain Small Brewers Off-Sale License for 128oz per Customer per day – MN statute allows certain small brewers which produce 7,500 barrels or less issuance of an off-sale license for up to 128 ounces per customer per day in any package conforming to state and federal regulations. Currently, Robbinsdale refers to the repealed language that off-sale small brewers must conform to MN statute 340A.301 subd. 6(d). It is recommended that the city adopts language suggested by the League of Minnesota Cities for this legislative amendment.
- 4) Update Ordinance Language to Reflect Correct Laws – Robbinsdale code section 1205.01 subd. 6 refers to a MN statute that was repealed in 2015 so the ordinance should be amended to refer to the relevant law (MN stat. 304A.28).
- 5) Update Definitions – Robbinsdale currently only has a definition for “3.2 malt liquor,” and no separate definition for “malt liquor.” Ordinances refer to both so it is recommended to add a separate definition for malt liquor. Recommended definition retrieved from MN statutes:

“any beverage made from malt by fermentation, or by the fermentation of mal substitutes, including rice, grain of any kind, glucose, sugar, molasses, or other malt substitute that has not undergone distillation, and that contains not less than one-half of one percent alcohol by volume. “Beer” means any beverage meeting the definition of malt liquor under this subdivision.”

All recommendations listed above are based on recent legislative changes.

Recommendation:

Hold the second reading of Ordinance 23-04, an Ordinance Amending and Updating Sections of the City Code Relating to Alcoholic Beverages and Intoxicating Liquor Licenses.

Tim Sandvik, City Manager

Member Murphy moved and Member Wagner seconded a motion that the following ordinance, which was given its first reading on March 7, 2023 be given its second reading on this 4th day of April, 2023, and that it be adopted.

ORDINANCE NO. 23-04

**AN ORDINANCE AMENDING AND UPDATING SECTIONS OF CITY CODE
RELATING TO SALE, CONSUMPTION AND DISPLAY OF ALCOHOLIC
BEVERAGES AND INTOXICATING LIQUOR LICENSES**

THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1200 - SALE, CONSUMPTION AND DISPLAY OF ALCOHOLIC BEVERAGES –
GENERAL PROVISIONS

Section 1 – That Robbinsdale City Code Section 1200 – Sale, Consumption and display of Alcoholic Beverages – General Provisions is hereby amended removing the ~~stricken~~ and inserting the underlined language as follows:

1200.03 Definitions. Subd. 9. "Distilled spirits manufacturer" means a distillery operated within the state producing distilled spirits in a total quantity exceeding the proof gallons limit for a microdistillery, 40,000 proof gallons, in a calendar year.

1200.03 Definitions. Subd. 13. "Malt liquor" means any beverage made from malt by fermentation, or by the fermentation of malt substitutes, including rice, grain of any kind, glucose, sugar, molasses, or other malt substitute that has not undergone distillation, and that contains not less than one-half of one percent alcohol by volume. "Beer" means any beverage meeting the definition of malt liquor under this subdivision.

Section 1205 – INTOXICATING LIQUOR LICENSES

Section 2 – That Robbinsdale City Code Section 1200 – Sale, Consumption and display of Alcoholic Beverages – General Provisions is hereby amended removing the ~~stricken~~ and inserting the underlined language as follows:

1205.01 Subd. 6. Off-sale Small Brewer. The council may issue an off-sale malt liquor license to a brewer licensed by the Minnesota commissioner of public safety to brew up to ~~3,500~~ 150,000 barrels of malt liquor per year. In addition to the requirements of this chapter, the issuance of such a license is subject to the conditions set forth in Minnesota Statutes, ~~section 304A.301, subd. 6d~~ section 304A.28 and subject to the following conditions:

- (a) The malt liquor sold off-sale must be produced and packaged on the licensed premises;
- (b) The off-sale of malt liquor shall be limited to the legal hours for the municipal liquor dispensary pursuant to section 1230 and any additional hours if allowed by state law;

- (c) The malt liquor sold off-sale must be removed by the purchaser from the licensed premises before the applicable off-sale closing time per Minnesota Statutes, section ~~340A.301, subd. 6d~~ 340A.28; and
- (d) The malt liquor packaging shall conform to Minnesota Statutes, section ~~340A.301 subd. 6d~~ 340A.28 or otherwise in accordance with the provisions of the Minnesota Rules subpart 7515.1100.
- (e) The off-sale limit shall conform to Minnesota Statutes, section 340A.28 which limits off-sale sales to 750 barrels per calendar year.
- (f) In accordance with Minnesota Statutes, section 340A.29, a brewer licensed by the Minnesota Commissioner of Public Safety that produces 7,500 barrels or less of malt liquor annually may be issued a license by the city for off-sale of up to 128 ounces per customer per day in any packaging conforming to state and federal regulation.

1205.01 Subd. 10. Distilled Spirits Manufacturer. This license may be issued to a distillery that produces more than 40,000 proof gallons in a year. Distilleries who qualify for a distilled spirits manufacturing license may also apply for a cocktail room license. The issuance of such a license is subject to the conditions set forth in section 1200 of this Code.

Section 3. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: “The purpose of this ordinance is to amend and update sections of the city code relating to alcohol consumption and liquor licensing.”

First Reading: YEAS: Webb, Parisian, Wagner, Murphy, Mayor Blonigan

NAYS:

Second Reading: YEAS:

NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 4th DAY OF APRIL, 2023

William A. Blonigan, Mayor

ATTEST:

Sherry O'Donnell, City Clerk

MEMORANDUM

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

SUBJECT: Second Reading of an Ordinance Amending Section 703.23 of the Robbinsdale City Code To Include Stricter Provisions Relating to Salt Storage

Background:

At the March 7th 2023 City Council meeting, the first reading was held for an Ordinance addressing stricter provisions relating to Salt Storage within City Code. The purpose of the amendments is to provide guidance and expectations on actions relating to minimizing salt discharging off sites. These stricter provisions are required to bring the City into compliance with the most recent stormwater permit issued by the Minnesota Pollution Control Agency (MPCA).

The Ordinance is now ready for its second reading.

The amendments proposed will reside as Section 703.23 within City Code.

Recommendation:

Hold the second reading of ORDINANCE 23-05 shown in Attachment 1 "AN ORDINANCE AMENDING SECTION 703.23 OF THE ROBBINSDALE CITY CODE TO INCLUDE STRICTER PROVISIONS RELATING TO SALT STORAGE"



Tim Sandvik, City Manager

CONCURRENCE:



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

Member Murphy moved and Member Wagner seconded the motion that the following ordinance, which was given its first reading on 7th March, 2023 be given its second reading on this 4th day of April, 2023, and that it be adopted.

ORDINANCE NO. 23-05

AN ORDINANCE AMENDING SECTION 703.23 OF THE ROBBINSDALE CITY CODE TO INCLUDE STRICTER PROVISIONS RELATING TO SALT STORAGE

THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

Section 1 – That Robbinsdale City Code Section 703.23 is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

703.23. Regulations and requirements to prevent, control, and reduce Storm Water Pollutants by the use of Best Management Practices. Subdivision 1. Best Management Practices (BMPs). The City may adopt requirements identifying BMPs for any activity, operation, or Premises which may cause or contribute to pollution or contamination of Storm Water, the Storm Drainage System, or waters of the United States. The owner or operator of such activity, operation, or Premises shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the Storm Drainage System or Watercourses through the use of these structural and non-structural BMPs. Further, any Person responsible for a property or premise that is, or may be, the source of an Illicit Discharge, may be required to implement, at said Person's expense, additional structural and non-structural BMPs to prevent the further discharge of Pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES Permit authorizing the discharge of Storm Water associated with Industrial Activity, to the maximum extent practicable, shall be deemed compliance with the provisions of 703.23. These BMPs shall be part of a Storm Water Management Plan (SWMP) as necessary for compliance with requirements of a NPDES Permit.

Subd. 2. New development and redevelopment. The City may adopt requirements identifying appropriate BMPs to control the volume, rate, and potential Pollutant load of Storm Water runoff from new development and redevelopment projects as may be appropriate to minimize the generation, transport and discharge of Pollutants. The City shall incorporate such requirements in any planning or building-related permit to be issued relative to such development or redevelopment. The owner and developer shall comply with the terms, provisions, and conditions of such permits.

Subd. 3. Salt storage. Proper salt storage practices are required at commercial, institutional, and industrial facilities in accordance with the Minnesota Pollution Control Agency's General Permit to Discharge Stormwater Associated with Small Municipal Separate Storm Sewer Systems. The following requirements apply to all designated salt storage areas at commercial, institutional, and industrial facilities:

- (a) Salt storage areas must be fully covered or indoors.
- (b) Salt storage area must be located on an impervious surface.
- (c) Practices such as sweeping, diversions, and/or containment must be implemented to reduce exposure when transferring material in designated salt storage areas.

Subd. 34. Responsibility to implement BMPs. Notwithstanding the presence or absence of requirements promulgated pursuant to subdivisions 1 and 2 of 703.23, any Person engaged in activities or operations, or owning a Premises or property which will or may result in Pollutants entering Storm Water, the Storm Drainage System, or waters of the U.S. shall implement BMPs to the extent they are technologically achievable to prevent and reduce such Pollutants. The owner or operator of a commercial or industrial establishment shall provide reasonable protection from accidental discharge of prohibited materials or other wastes into the Storm Drainage System or Watercourses. Facilities to prevent accidental discharge of prohibited materials or other wastes shall be provided and maintained at the owner or operator's expense.

Subd. 45. Requirement to eliminate Illicit Discharges. Notwithstanding the requirements of 703.21, subdivision 2, the City Manager may require by written notice that a Person responsible for an Illicit Discharge immediately, or by a specified date, discontinue the discharge and, if necessary, take measures to eliminate the source of the discharge to prevent the occurrence of future Illicit Discharges.

Subd. 56. Requirement to eliminate or secure approval for Illicit Connections.

- (a) The City Manager may require by written notice that a Person responsible for an Illicit Connection to the Storm Drainage System comply with the requirements of this ordinance to eliminate or secure approval for the connection by a specified date, regardless of whether or not the connection or discharges to it had been established or approved prior to the effective date of this ordinance.
- (b) If, subsequent to eliminating a connection found to be in violation of this ordinance, the responsible Person can demonstrate that an Illicit Discharge will no longer occur, said Person may request City approval to reconnect. The reconnection or reinstallation of the connection shall be at the responsible Person's expense.

Subd. 67. Requirement to remediate. Whenever the City Manager finds that a discharge of Pollutants is taking place or has occurred that will result in or has resulted in pollution of Storm Water, the Storm Drainage System, or water of the U.S., the City Manager may require by written notice to the owner of the property or the responsible Person that the pollution be remediated and the affected property restored within a specified time pursuant to the provisions of 703.29 through 703.33.

Subd. 78. Requirement to monitor and analyze. The City Manager may require by written notice of requirement that any Person engaged in any activity or owning or operating any Premises which may cause or contribute to Storm Water pollution, Illicit Discharges, or Non-Storm Water Discharges to the Storm Drainage System or waters of the U.S., to undertake at said Person's expense such monitoring and analyses and furnish such reports to the City as deemed necessary to determine compliance with this ordinance.

Section 2. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: “The purpose of this ordinance is to promote, preserve and enhance the natural water resources within the city and provide protection from adverse impacts caused by chloride (salt) pollution”.

Section 3. This Ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS: Webb, Parisian, Wagner, Murphy, Mayor Blonigan
 NAYS: None

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 4TH DAY OF APRIL, 2023

William A. Blonigan, Mayor

ATTEST:

Sherry O'Donnell, City Clerk



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Second Reading – Franchise Fee Ordinances – Xcel Energy and CenterPoint Energy

Background

The most recent base franchise agreement with Xcel was adopted on April 3, 2007 and an updated base franchise agreement with CenterPoint was adopted on June 21, 2022. Each agreement runs 20 years and allows the city to implement franchise fees. The Xcel agreement specifically caps the fee at no more than 5% of the company's gross revenues. The CenterPoint agreement requires good faith negotiation to be settled in the court system if an agreement can't be reached.

In March 2003, the City Council first enacted ordinances requiring franchise fees from Xcel Energy and CenterPoint Energy. Each ordinance had a sunset provision expiring July 1, 2005 unless the City provided a written notice to each of the companies by May 1, 2005. Since that time, franchise agreements have been renewed in two-year increments. At this time, staff is recommending the removal of the sunset provisions on both Franchise Fee Ordinances. It should be noted, this does not preclude negotiations to adjust fees at anytime in the future.

In recent history (2020 – 2022), the City of Robbinsdale has captured between (approximately) \$750,000 and \$1,000,000 in franchise fees. These fees are dedicated to the General Fund (50%) and the Streets Fund (50%). The 2023 budget assumes continuing the franchise fees.

Analysis/Conclusion

Council discussed both Franchise Fee Ordinances at the March 14, 2023 City Council Work Session, and hosted a first reading of the two ordinances in on March 21, 2023.

Recommendation

By motion hold the second reading of Franchise Fee Ordinances for Xcel Energy (Ord 23-06) and CenterPoint Energy (Ord 23-07).

Tim Sandvik, City Manager

Member Wagner moved and Member Webb seconded a motion that the following ordinance, which was given its first reading on March 21, 2023, be given its second reading on April 4, 2023, and that it be adopted.

ORDINANCE NO. 23-06

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON
NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC ENERGY SERVICE WITHIN
THE CITY OF ROBBINSDALE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

SECTION 1. The City of Robbinsdale Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subdivision 1. Purpose. The Robbinsdale City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas and electric services within the City of Robbinsdale.

(a) Pursuant to City Ordinance 07-05, a Franchise Agreement between the City of Robbinsdale and Northern States Power Company, a Minnesota corporation, its successors and assigns ("CompanyNSPM"), the City has the right to impose a franchise fee on CompanyNSPM in an amount and fee design as set forth in Section 11.-3 of the NSPM Franchise Agreement and in the fee schedule attached hereto as Schedule A.

Subdivision 2. Franchise Fee Statement. A franchise fee is hereby imposed on CompanyNSPM under its Electric Franchise in accordance with the schedule attached hereto and made a part of this ordinance, commencing with CompanyNSPM ~~July~~ 1, 2023 billing month.

Subdivision 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 11.-3 of the Franchise Agreement.

Subdivision 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow CompanyNSPM to add a surcharge to customer rates to reimburse CompanyNSPM for the cost of the fee.

Subdivision 5. Record Support for Payment. CompanyNSPM shall make each payment when due and, if required by the City, shall furnish a statement of electric usage by each customer class at the time of each payment for the period the payment was made. CompanyNSPM shall permit the City's designated representative reasonable access to the Company's records for the purpose of verifying such statements.

Subdivision 6. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subdivision 7. Effective Date of Franchise Fee. Notwithstanding the effective date of this ordinance and notwithstanding any contrary provision in the Franchise [Agreement](#), the effective date of the fee collected under Subdivision 2 of this ordinance is the latter of ten (10) days after the publication or after the sending of written notice enclosing a copy of this adopted ordinance to [CompanyNSPM](#) by certified mail. Collection of the fee shall commence as provided above.

Subdivision 8. Expiration. This ordinance will run concurrently with the Franchise Agreement between the City of Robbinsdale and [CompanyNSPM](#) and will expire upon the termination of said Franchise Agreement. The Robbinsdale City Council retains the right to discuss and amend this ordinance according to the terms of the Franchise Agreement, applicable City Code, and Minnesota Statutes during the pendency of the Franchise Agreement.

SECTION 2. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication.

The effect of the ordinance will be that a franchise fee will be continued on electric utility bills and remain at 5%.

First Reading: YEAS: Webb, Parisian, Wagner, Murphy, Mayor Blonigan
NAYS:

Second Reading: YEAS:
NAYS:

Passed by the City Council this ____ day of _____, 2023.

William Blonigan, Mayor

Sherry O'Donnell, City Clerk

Schedule A

Franchise fees are to be submitted to the City on a quarterly basis as follows:
(approximate dates)

January-March collections due by April 30

April – June collections due by July 31

July – September collections due by October 31

October – December collections due by January 31

Franchise Fee Rates: Electric Utility 5% of Gross Revenue

Member Wagner moved and Member Webb seconded a motion that the following ordinance, which was given its first reading on March 21, 2023, be given its second reading on April 4, 2023 and that it be adopted.

ORDINANCE NO. 23-07

AN ORDINANCE IMPLEMENTING A GAS ENERGY FRANCHISE FEE ON CENTERPOINT ENERGY RESOURCES CORP., d.b.a. *CENTERPOINT ENERGY* MINNESOTA GAS (“CENTERPOINT ENERGY”), f.k.a. CENTERPOINT ENERGY MINNEGASCO, A DIVISION OF CENTERPOINT ENERGY RESOURCES CORP., f.k.a. RELIANT ENERGY MINNEGASCO, A DIVISION OF RELIANT ENERGY RESOURCES CORP., A DELAWARE CORPORATION, FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF ROBBINSDALE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

SECTION 1. The City of Robbinsdale Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subdivision 1. Purpose. The Robbinsdale City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas and electric services within the City of Robbinsdale.

- (a) Pursuant to City Ordinance 02-06, a Franchise Agreement between the City of Robbinsdale and Reliant Energy Minnegasco, a division of Reliant Energy Resources Corp., a Delaware Corporation, the City has the right to impose a franchise fee on CenterPoint Energy in an amount and fee design as set forth in Section 6.1 of the Reliant Energy Franchise and in the fee schedule attached hereto as Schedule A.

Subdivision 2. Franchise Fee Statement. A franchise fee is hereby imposed on CenterPoint Energy under its Gas Energy franchise in accordance with the schedule attached hereto and made a part of this ordinance, commencing with the CenterPoint Energy June 1, 2023 billing month.

Subdivision 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 6.1 of the Franchise Agreement.

Subdivision 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the utility company to add a surcharge to customer rates to reimburse such utility company for the cost of the fee and that CenterPoint Energy will surcharge its customers in the City the amount of the fee, subject to Minnesota Public Utility Commission franchise fee filing requirements in Docket No. E,G999/CI-09-970.

Subdivision 5. Record Support for Payment. CenterPoint Energy shall make

each payment when due and, if required by the City, shall furnish a statement of gas energy usage by each customer class at the time of each payment for the period the payment was made. CenterPoint Energy shall permit the City's designated representative reasonable access to the company's records for the purpose of verifying such statements.

Subdivision 6. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.7 of the Franchise Agreement.

Subdivision 7. Effective Date of Franchise Fee. Notwithstanding the effective date of this ordinance and notwithstanding any contrary provision in the Franchise, the effective date of the fee collected under Subdivision 2 of this ordinance is the later of ten (10) days after the publication or after the sending of written notice enclosing a copy of this adopted ordinance to CenterPoint Energy by certified mail. It has been agreed to in advance by CenterPoint Energy representatives that CenterPoint Energy will abide by the provision of this Subdivision 7.

Subdivision 8. Expiration. This ordinance will run concurrently with the Franchise Agreement between the City of Robbinsdale and Reliant Energy Minnegasco and will expire upon the termination of said Franchise Agreement. The Robbinsdale City Council retains the rights to discuss and amend this ordinance according to the terms of the Franchise Agreement, applicable City Code, and Minnesota Statutes during the pendency of the Franchise Agreement.

SECTION 2. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication.

The effect of the ordinance will be that a franchise fee will be continued on gas utility bills and remain at 5%.

First Reading: YEAS: Webb, Parisian, Wagner, Murphy, Mayor Blonigan
NAYS:

Second Reading: YEAS:
NAYS:

Passed by the City Council this ____ day of _____, 2023.

William Blonigan, Mayor

Sherry O'Donnell, City Clerk

Schedule A

Franchise fees are to be submitted to the City on a quarterly basis as follows:

January-March collections due by April 30

April – June collections due by July 31

July – September collections due by October 31

October – December collections due by January 31

Franchise Fee Rates: Gas Utility 5% of Gross Revenue



TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Schedule Special Work Session for April 18, 2023 at 6pm at Robbinsdale Fire Department

Background:

Staff is recommending that Council schedule a Special Work Session at 6pm on April 18, 2023, at the Robbinsdale Fire Department.

The goal of this special work session is to have Council tour the Fire Station, meet some FD personnel, and learn about the Robbinsdale Fire Service.

Recommendation:

Schedule Special Work Session at 6pm on April 18, 2023.



Tim Sandvik, City Manager



City of Robbinsdale

TO: Mayor and City Council

FROM: Tim Sandvik, City Manager

DATE: April 4, 2023

RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 4/4/23 reflects the voucher requests pending approval for disbursement.

The check register date 3/22/23 through 4/4/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Recommendation:

By motion, approve disbursement requests for period ending 4/4/23

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

Tim Sandvik, City Manager

CONCURRENCE:

Sherry O'Donnell, City Clerk