



CITY COUNCIL MEETING
April 16, 2019
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

A G E N D A

CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the

RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

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

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

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

- 1. CITY COUNCIL MEETING CALLED TO ORDER
- 2. ROLL CALL: Blonigan, Rogan, Selman, Backen, Mayor Murphy
- 3. **MICROPHONE CHECK:** Blonigan, Rogan, Selman, Backen, Mayor Murphy
- 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
- 5. APPROVAL OF THE APRIL 16th, 2019 MEETING AGENDA

CITY COUNCIL MEETING AGENDA

April 16th, 2019

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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 on 04/02/19. 1-5
 - Regular City Council Meeting
 - Regular Work Session
 - B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards: 6-7
 - Robbinsdale Parks, Recreation & Forestry 2/26/19.
 - Robbinsdale Senior Commission minutes 3/4/19.
 - C. Motion to approve issuance of licenses dated April 16, 2019. 8-9
 - D. Motion to acknowledge the Deputy Registrar's financial reports for the month of February 2019. 10-11
 - E. Motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of February 2019. 12-16
 - F. Motion to direct the City Manager to execute the appropriate documents WAIVING the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for the City of Robbinsdale relating to the 2019-2020 insurance renewal and not involve the purchase of excess liability coverage. 17-18
 - G. Motion to concur, that the zoning text amendment tabled on March 5th to create an exception to fence height standards in front yards proposed by staff is withdrawn. 19
 - H. Motion to approve of Paris Bolden, 3222 Grimes Avenue North, hosting a block party on Tuesday, May 28, 2019, from 4:00-8:00 p.m. with closure being on the southern side of Grimes/Halglo intersection and immediately north of the entrance/exit to Robbinsdale, a Villa Center, as well as the applicant notifying the care center of the closure. 20-21
 - I. Motion to waive the reading and order the adoption of Resolution XXXX "A RESOLUTION RECOMMENDING TO THE CHIEF JUDGE OF THE HENNEPIN COUNTY DISTRICT COURT APPOINTMENT OF QUALIFIED VOTER OF THE CITY OF ROBBINSDALE TO THE ROBBINSDALE CHARTER COMMISSION." 22-24
RES 23
 - J. Motion to concur with the City Manager's appointment of Jeff Zuba as Finance Director effective June 29, 2019. 25
 - K. Motion to waive the reading and order the adoption of Resolution No. XXXX "A RESOLUTION AUTHORIZING APPLICATION FOR A CONTAMINATION CLEANUP GRANT FROM THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) (Parker Station Flats – 3600 France Avenue North)." 26-28
RES 27

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- 29-30
RES 30
- L. Motion to dispense with the reading and adopt Resolution XXXX "A RESOLUTION APPROVING THE APPLICATION OF THE ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATION FOR A PREMISE PERMIT TO OPERATE CHARITABLE GAMBLING AT WICKED WORT BREWING COMPANY, 4165 WEST BROADWAY, ROBBINSDALE, MINNESOTA."
7. **Presentation A – Step To It**
1. Receive presentation from Pam Schmitz, City of Robbinsdale Recreation Program Manager. 31-32
PROC 32
2. Proclaim that the month of May to be "Step To It Month" in the City of Robbinsdale as a way to encourage resident's participation in this family friendly challenge.
8. **PUBLIC HEARING – On-Sale Intoxicating Liquor License for Marna's Catering dba Marna's Eatery & Lounge** 33
1. Hold the public hearing and consider testimony from the public.
2. Motion to approve the issuance of the on-sale intoxicating liquor license to Rolando Jesus Diaz, dba Marna's Eatery & Lounge, 4154 West Broadway, Robbinsdale, conditioned upon meeting all city, county and state requirements.
9. **OTHER BUSINESS**
1. **Voucher Request Pending Approval for Disbursement** 34
- Motion to approve disbursement requests for period ending 04/16/19.
2. **Establish 2019 Budget Calendar** 35-37
- Motion to adopt the Budget Calendar establishing the preparation and review process for the 2020 Budget process.
10. **ADMINISTRATIVE REPORTS**
11. **COUNCIL GENERAL COMMUNICATIONS**
12. **ADJOURNMENT**



Marcia Glick, City Manager

ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

ITEM	DEPARTMENT RESPONSIBILITY	ANTICIPATED AGENDA DATE
Fire Chief Report	Fire	05/07/19

**City of Robbinsdale
CITY COUNCIL MINUTES
April 2, 2019
Meeting No. 7**

CALL TO ORDER

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

ROLL CALL

2. Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff: Marcia Glick, City Manager; Meagan Donahue, Assistant to City Manager; Richard McCoy, Public Works Director/City Engineer; Rick Pearson, Community Development Coordinator; Stephan Papiz, City Forester; Marta Roser, Water Resources Specialist

OPPORTUNITY FOR THE PUBLIC

3. Mayor Murphy opened the floor to anyone wishing to speak on any items not on the agenda. No one came forward. **The vote was unanimous and the motion carried.**

APPROVAL OF AGENDA

4. Member Rogan **MOVED**, seconded by Member Backen to approve the April 2nd meeting agenda with no changes. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

5. Member Blonigan removed consent item A.
6. Member Selman **MOVED**, seconded by Member Blonigan to approve the Consent Agenda. **The vote was unanimous and the motion carried.**
7. Items approved are as follows:
 - B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards:
 - Robbinsdale Senior Commission minutes 1/7/19.
 - C. Motion to approve issuance of licenses dated April 2, 2019.
 - D. Motion to approve the March 2019 payment for City credit card charges.
 - E. By motion, approve the 2019 Cootie Medallion Hunt, which will take place the week of September 21st through September 28th.
 - F. In observance of Arbor Day, and in recognition of the many benefits our community forest provides, the City Council proclaims Saturday, April 27th, 2019 as Arbor Day in the City of Robbinsdale.
 - G. In recognition of many benefits our water resources provide, the City Council proclaims April 21-April 27, 2019, to be the Great Shingle Creek Watershed Cleanup Week and

that Saturday, April 27, 2019 to be the Great Shingle Creek Watershed Cleanup Day in the City of Robbinsdale.

- H. Hold the second reading of Ordinance No. 19-04 "AN ORDINANCE AMENDING THE FEE SCHEDULE CITY CODE APPENDIX B, ATTACHMENT F PARK, COMMUNITY GYMS AND FITNESS CENTER FACILITIES."
 - I. Hold the second reading of the Ordinance No. 19-05 "AN ORDINANCE AMENDING SECTION 515.01, SUBD. 3 OF THE ZONING ORDINANCE TO ALLOW FOOD TRUCKS AS AN ACCESSORY USE BY PERMIT IN AREAS OF MULTIPLE FAMILY HOUSING, PRIVATE AND PUBLIC EDUCATIONAL INSTITUTIONS, COLLEGES, OR UNIVERSITIES, MUSEUMS AND RELIGIOUS INSTITUTIONS."
 - J. Hold the second reading of the Ordinance No. 19-07 "AN INTERIM ORDINANCE REGARDING THE REGULATION OF TOBACCO RETAILERS WITHIN THE CITY OF ROBBINSDALE, ADOPTED PURSUANT TO MINN. STAT. §462.355, SUBD. 4."
- 8. Member Blonigan questioned Member Backen's vote on the tobacco regulation ordinance from the March 19th meeting. It was confirmed that the minutes were correct.
 - 9. Member Blonigan **MOVED**, seconded by Member Selman to approve Consent Item A. **The vote was unanimous and the motion carried.**

Public Hearing – Off-Sale 3.2% Malt Beverage License for Hy-Vee

- 10. Glick presented the staff report.
- 11. Member Rogan asked if Rainbow had a license for off0sale 3.2% malt beverages. Glick stated that they did.
- 12. Mayor Murphy opened the Public Hearing.
- 13. No one came forward.
- 14. Member Rogan **MOVED**, seconded by Member Backen to close the public hearing.
- 15. Member Rogan **MOVED**, seconded by Member Backen to approve the issuance of an off-sale 3.2% malt beverage license for Hy-Vee, Inc., dba Hy-Vee, 3505 Bottineau Blvd, Robbinsdale, provided that all required items are received in the City Clerk's office. **The vote was unanimous and the motion carried.**

PRESENTATION A – NPDES Phase II Annual Report and Public Meeting

- 16. Marta Roser, City Water Resources Specialist, presented projects the city has been working on over the past year and provided clarification to the Council's questions.
- 17. Member Blonigan shared that Roser did a very good job last fall presenting at the Lower Twin Lake Association meeting.
- 18. Mayor Murphy opened the meeting to public comment, no one came forward.
- 19. Member Rogan **MOVED**, seconded by Member Blonigan to 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 on those decisions. As well as, authorizing the City Manager to sign the standard annual report upon the conclusion of comment investigation and submit the report to the MPCA. **The vote was unanimous and the motion carried.**

PRESENTATION B – Forestry/Natural Resources Annual Report

20. Stephan Papiz, City Forester, presented the highlights Forestry and Natural Resources Report. He also informed the residents that this year's Arbor Day will be held on Saturday April 27th.
21. Mayor Murphy thanked Papiz for his hard work in Robbinsdale and his passion for his job.
22. Member Backen thanked Papiz as well as Roser for both of their presentations and their work for the City.
23. Member Selman **MOVED**, seconded by Member Blonigan to receive the Robbinsdale Forestry/Natural Resources Annual Report. **The vote was unanimous and the motion carried.**

Old Business – Zoning Code amendments creating a Transit Oriented Development overlay district.

24. Pearson presented the staff report and noted the updates from the first reading and provided clarification about "A and B streets."
25. Member Backen thanked Pearson for his work on this project.
26. Mayor Murphy added that Hennepin County also helped the City with the consultant study for the project.
27. Member Selman **MOVED**, seconded by Member Rogan to hold the second reading of Ordinance 19-06. **The vote was unanimous and the motion carried.**

OTHER BUSINESS – Voucher Request Pending Approval for Disbursement

28. Member Backen **MOVED**, seconded by Member Selman to approve disbursement requests for period ending 04/02/19.

ADMINISTRATIVE REPORTS

29. Glick mentioned that we are a year out from the 2020 Census and informed viewers the importance of completing the Census form.
30. Reminded residents that the EGGstravaganza is next Saturday, April 13th at 1 pm.
31. Also informed residents that there is a regular City Council Work Session following the Council meeting tonight.

COUNCIL GENERAL COMMUNICATIONS

32. Member Rogan informed Member Backen and Council that he cannot make the Government Advisory Council meeting on Tuesday, April 9th. Member Backen said he would put it on his calendar.
33. Member Selman mentioned that Public Works has been working hard to address the potholes and thanked them for their work. He also informed residents that he went to DC to represent Robbinsdale in discussions about the Blue Line extension.

ADJOURNMENT

34. Member Backen **MOVED**, seconded by Member Rogan to adjourn the meeting at 8:03 p.m. **The vote was unanimous and the motion carried.**

Meagan Donahue, Recorder

Regan L. Murphy, Mayor

ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
TUESDAY, APRIL 2, 2019
ROBBINSDALE CITY HALL – SIXTH CORNER MEETING ROOM
FOLLOWING THE COUNCIL MEETING

1. The work session was called to order by Mayor Pro Tem Selman at 8:07 p.m.
2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff Present: Marcia Glick, City Manager; Richard McCoy, Public Works Director/City Engineer; Meagan Donahue, Assistant to City Manager; Rick Pearson, Community Development Coordinator

Problem Properties: 2721 Parkview Blvd

3. Gina Cernohous- 2725 Parkview Blvd – shared continued concerns about 2721 Parkview. She opposes the City's efforts to offer rezoning or permits to the residents. Her initial complaints were submitted over a year ago and wants something done about it. She has observed about 15 people currently living in the house with 8 extra cars parked along the street.
4. Council advised staff on next steps and to send another letter to the property and issue citations.

DISCUSS: Front Yard Fence & Permits – code change for ornamental fences

5. Council and staff discussed the possibility of creating a fence permit process.
6. After reviewing a list of property with fences, Council advised staff to send out letters to advise people that their fences are in violation of City Code.

DISCUSS: Banner Regulations for downtown business events

7. Council discussed the intention that banners should be for special occasions, while also supporting an option for a multi-event permit. Staff will prepare an ordinance allowing no more than 36 days a year for special event banners.

REPORT: South Twin Lake - dredging

8. Blonigan provided information to Council.
9. McCoy stated they have gathered some quotes to have 12 ponds and the South portion of South Twin Lake surveyed for depths.

REPORT: High Water Notice Poles at City Lakes

10. McCoy stated that staff has looked into getting flag poles installed with red/green flags to indicate to boaters when the High Water regulations are in effect. Staff will check with Three Rivers to see if they are interested in assisting.

REPORT: Minnesota Main Street Program

11. Donahue reported research findings to the Council. Minnesota Main Street program is typically run by the city's chamber of commerce. Council thanked Donahue for the information.

REPORT: Update on Lower Level Library Building Project

12. Staff has reached out to the architects recently and has not received a response. Staff did advise that the basement stair layout cannot be changed without review and determination that the lift installation proposed has the least impact on the historic fabric of the building.

MONTHLY UPDATE: Problem Properties

13. Pearson provided an update on the properties currently on the list.

REVIEW: STRATEGIC GOALS

14. Glick provided overview of current goals presented in the packet.

OTHER BUSINESS

15. Selman provided updated about his visit to DC to discuss the Blue Line.

ADJOURNMENT

16. Mayor pro-tem Selman adjourned the work session at 9:52 p.m.

Meagan Donahue, Recorder

George Selman, Mayor Pro Tem



City of Robbinsdale

ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Tuesday, February 26, 2019

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 7:00 pm by Commissioner Lesli Andersen
 - Present: Lesli Andersen, Nikki Friederich, Jennifer Hill, Colleen Patterson, Brenda Rodgers, Miles Toth
 - Excused: Mike Kennedy
 - Others: Pam Schmitz, Recreation Services Manager, Stephan Papiz, Forester/Natural Resources Specialist and Marta Roser, Water Resources Specialist
- 2) Oath of Office: Toth completed oath of office.
- 3) Election of Chairperson: Motion by Patterson to nominate and elect Lesli Andersen 2019 Chair. Second by Rodgers. All ayes.
- 4) Approval of the minutes of the regular meeting of January 22, 2019. Toth motioned approval, second by Rodgers. All ayes.
- 5) New Business
 - A) Clean Up/Arbor Day: Papiz distributed the proposed agenda. Papiz and Roser briefly described activities that they have planned including an interactive watershed related activity. Members were asked to look over the agenda and decide where they can help that day.
 - B) Fee Schedule update: Schmitz reported on the proposed changes to the fees for use of facilities. Discussed the need to add in new fees based on recent ordinance changes and to better reflect the cost to maintain. Fees are comparable to other cities in our area. Motion by Patterson, second by Toth to recommend the City Council approve the proposed changes to the Fee Schedule relating to use of Park and Recreation Facilities. Motion passed.
- 6) Old Business
 - A) Fire on Ice at Sanborn Park: Schmitz thanked Commission for their support. Briefly discussed event and how well it was received considering it was still cold and the date had been postponed by one week. Definitely plan to offer next year. General consensus was to offer a similar summer event and to discuss at the next meeting.
 - B) Hollingsworth Park-Memorial Garden Project-Phase 2: No news to report.
 - C.) Lakeview Terrace Park update: Still looking at after Whiz Bang Days for the development.
- 7) City Report: Papiz reviewed a handout with a summary of 2018 Forestry Projects. Also discussed how the recent polar vortex may help contain the spread of the Emerald Ash borer for a year or two, but would not eliminate. Roser reported on the various projects done to monitor and improve the water quality within the City's watershed.
- 8) Adjournment. Motion by Toth, second by Patterson for adjournment of the meeting at 7:59 pm. Motion passed.

The next meeting is scheduled for 7:00 p.m. Tuesday, March 26, at City Hall, 4100 Lakeview Ave. N.

Pam Schmitz, Staff Liaison and Recorder

ROBBINSDALE SENIOR COMMISSION MINUTES

1:30 pm, Monday, March 4, 2019

The Senior Commission is an advisory commission to the City Council on matters relating to the status and needs of seniors, age 55 and over, in the city and ways in which the needs of seniors may be met.

- 1) Commission Meeting Called to Order at 1:45 pm by Chairperson Bjorkquist
- 2) Commissioners Present: David Bjorkquist, Terri Cleveland, Michael Ruppert, Gene Montanez
Commissioners Absent: Carmen Berrios and Duane Bengtson
Staff Liaison: Pam Schmitz, Recreation Services Manager
- 3) Oath of Office were completed by Bjorkquist, Cleveland, Montanez & Ruppert.
- 4) Election of Chair and Vice Chair for 2019: Motion by Cleveland, second by Montanez to continue with Bjorkquist as Chair. Motion passed. Motion by Bjorkquist, second by Ruppert to continue with Cleveland as Vice Chair. Motion passed.
- 5) Montanez motioned approval of the minutes of the regular meeting of January 7; second by Ruppert, passed.
- 6) Old Business
 - a. Pedestrian Safety/Backpacks updates: Discussion and general consensus that the backpacks could be given out at any future "Coffee with a Cop" sessions and at the annual Pet & Wheel Parade. Members decided that it was okay to again give the bags to volunteers at the Birdtown ½ Marathon and National Night Out. Discussion then was held on general safety concerns. In particular was on reports that pedestrian injuries and deaths were up for 2018. Discussed what can be done and how the Commission members can help to keep the City safe and to keep the County and the City aware of their concerns. Petitions, letters, news articles and recommendations to the Council were all discussed. Understanding that City staff may have more information from any of their investigations of intersections, it was decided that a representative from the Engineering Department and the Police Department would be invited to a future meeting to discuss the data available.
 - b. Programming updates:
 - i. Game Nights: "Don't Get 'Bored' Nights" -June 11 & 18 from 6-8 pm at the Sanborn Picnic Shelter has been advertised and hopefully people will come. Montanez is set up to oversee with games provided by the City.
 - ii. Fishing-nothing to report
 - iii. Spring and Summer: information was mailed out with the City Newsletter, some additional programs being offered for active adults with other cities.
 - iv. Hands Only CPR/AED classes are being offered thanks to Paul Mendoza. Will see if that generates more interest for becoming a Heart Safe Community.
 - c. Volunteer Opportunities: Discussed looking into different agencies that help people stay in their homes. Also discussed ways that the Commission could help provide a system that would help connect neighbors to help each other; connect groups that can volunteer with groups that provide the services and residents to the services.
 - d. Heart Safe Community: as noted, the hope is to build interest with the classes.
 - e. Membership: Will need to start recruiting, some current members may be moving within the next few months. Schmitz will reach out to Copperfield.
 - f. ADA: Ruppert provided handouts and a power point presentation on "Accessibility for Persons with Disabilities: Compliance & Beyond in the City of Robbinsdale." Discussion on what role the Commission could take to help the City and the Chamber become more aware of the resources available to create a more accessible environment for all. Motion made by Cleveland, seconded by Montanez to recommend the City Council approve the support of the Senior Commission initiative of working with local businesses and organizations to create a more accessible Robbinsdale. On behalf of the City of Robbinsdale, to allow the power point presentation created by Ruppert to be shown to those interested. Motion passed.
- 5) New Business: no new business
- 6) Announcements: none
- 7) Motion to adjourn at 3:05 pm by Montanez second by Ruppert, passed.

*Next Meeting is scheduled for **Monday, April 1, 1:30 pm at City Hall.***



Pam Schmitz, Staff Liaison and Recorder



City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
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 April 16, 2019.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau

Kate Croteau, City Clerk

BUSINESS LICENSES FOR COUNCIL APPROVAL

04/16/2019

Current Date: 4/11/2019

<u>License Type</u>	<u>Applicant</u>	<u>License Fee</u>
Fireworks	Dollar Tree Store #750	100.00
Fireworks	HY-VEE GROCERY	100.00
Temporary Liquor	CHURCH OF THE SACRED HEART	50.00

Number of Licenses Requesting Council Approval: 3

INDIVIDUAL LICENSES FOR COUNCIL APPROVAL

04/16/2019

Current Date: 4/11/2019

<u>Type</u>	<u>Applicant</u>	<u>License Fee</u>
Transient Merchants - Solicitations	El Burrito on Wheels	25.00
Transient Merchants - Solicitations	Smokin J's BBQ	25.00
Transient Merchants - Solicitations	Urban Sub	25.00

Number of Licenses Requesting Council Approval: 3

CONTRACTORS' LICENSES FOR COUNCIL APPROVAL

04/16/2019

<u>Applicant</u>	<u>Type</u>	<u>License Fee</u>
ALL AMERICAN HEATING & AIR INC	Mechanical Contractor	50.00
ARCHITECT MECHANICAL, INC.	Mechanical Contractor	50.00
BENCK MECHANICAL INC	Mechanical Contractor	50.00
MINNESOTA TREE EXPERTS INC	Tree Contractor	50.00
PREMISE INC	General Contractor	50.00
PRIORITY PLUMBING INC	Plumbing Contractor	50.00
SAYLER HEATING & AIR CONDITIONING INC	Mechanical Contractor	50.00
ST. PAUL UTILITIES (EX)	Excavation Contractor	50.00
ST. PAUL UTILITIES (WS)	Sewer/Water Contractor	50.00
TRIPLE E WATER & SEWER	Sewer/Water Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 10



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Deputy Registrar's Monthly Financial Statements

Attached are the Deputy Registrar's financial reports for the month of February 2019 prepared by the finance department. The reports include monthly and year to date amounts for 2019 with comparable amounts to 2018.

Year to date revenues through January are \$88,229, which is \$281 more than the prior year. Expenditures were less by \$909. There is a net income before transfers of \$20,581 year to date, which is \$1,190 more than last year.

Passport revenue year to date increased \$5,007, (+14.2%) and motor vehicle fees have decreased \$4,427, (-8.6%).

The express lane for the simple vehicle tab renewals continues to be opened when lines get long.

Staffing levels continue to be reviewed. We will continue to monitor and report monthly results.

Recommendation

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of February 2019.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending February 28, 2019

	Feb-2019	Feb-2018	Year to Date		% Inc (Dec) from Previous Year
			2019	2018	
Notary Fees	10	5	30	10.00	200.0%
Motor Vehicle Fees	23,184	25,076	46,842	51,269	(8.6%)
Boat/Snow/ATV/ORV Fees	357	331	967	997	(3.0%)
Fast Track Fees	-	-	-	-	#DIV/0!
Fish & Game Fees	2	4	7	4	75.0%
Passport Fees	16,928	17,343	40,305	35,298	14.2%
Cash Over & Short	-	-	-	-	0.0%
Other Revenue	68	178	78	370	(78.9%)
Revenues	<u>40,549</u>	<u>42,937</u>	<u>88,229</u>	<u>87,948</u>	0.3%
Operating Expenses:					
Personal Services	29,672	29,000	55,317	56,965	(2.9%)
Supplies & Repairs	-	125	996	1,028	(3.1%)
Internal Serv Charges	5,069	4,863	10,138	9,726	4.2%
Other Charges & Services	435	83	1,197	838	42.8%
Depreciation	-	-	-	-	0.0%
Other (Income) Expense	-	-	-	-	0.0%
Total	<u>35,176</u>	<u>34,071</u>	<u>67,648</u>	<u>68,557</u>	(1.3%)
Operating Income / (Loss)	<u>5,373</u>	<u>8,866</u>	<u>20,581</u>	<u>19,391</u>	
Percent to Revenues	13%	21%	23%	22%	



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of February 2019 prepared by the finance department. The report includes monthly and year to date amounts for 2019 with comparable amounts to 2018.

Year to date sales through February are \$564,381 which is up \$1,913 from the prior year. Gross profit on sales is at \$161,058 compared with \$150,366 in 2018. Gross profit is at 27%, which is a little higher than target. Net income before transfers for the year is \$18,372, compared to \$16,707 in 2018.

The combination of weather and Cub liquor opening had an impact on the February sales. The Manager is reviewing options to increase sales going forward, such as additional promotions or coupon strategy. The audit adjustment for inventory, mentioned in the green sheet, was recorded in December for the audit and did not affect the February operations.

Personnel services costs are expected to fluctuate in 2019 versus 2018 as staffing changes occur at the store. We will continue to monitor and report monthly results.

The scheduled rent payments for the Hy-Vee location are expected to be \$12,075/month before common area expenses. The City has not received an invoice for 2019 common area expense; however, an estimate of \$1,902 has been included in the January and February rent.

Recommendation

Approve a motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of February 2019.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 28, 2019

			Year to Date		% Inc (Dec) from Previous Year
	Feb-2019	Feb-2018	2019	2018	
Sales	293,017	302,610	570,075	569,752	0.1%
Less Customer Discounts	2,980	3,656	5,694	7,284	(21.8%)
Net Sales	290,037	298,954	564,381	562,468	0.3%
Cost of Sales	211,235	221,847	403,323	412,102	(2.1%)
Gross Profit	78,802	77,107	161,058	150,366	7.1%
Percent to Net Sales	27%	26%	29%	27%	
Operating Expenses:					
Personal Services	40,999	37,482	75,313	73,977	1.8%
Supplies & Repairs	503	441	2,198	2,012	9.2%
Other Charges & Services	15,604	14,219	33,185	29,078	14.1%
Rent	13,977	9,002	27,954	18,004	55.3%
Depreciation	1,667	5,250	3,334	10,500	(68.2%)
Other (Income) Expense	590	152	702	88	697.7%
Total	73,340	66,546	142,686	133,659	6.8%
Operating Income / (Loss)	5,462	10,561	18,372	16,707	10.0%
Percent to Net Sales	2%	4%	3%	3%	

	Current Month Analysis				
	Liquor	Wine	Beer	Misc	Totals
Sales	112,144	65,409	102,689	9,795	290,037
Inventory of February 1	244,884	165,658	89,171	5,765	505,478
Purchases	73,308	34,156	73,518	7,277	188,259
Less Inventory of February 28	231,776	156,982	86,754	6,990	482,502
Cost of Sales	86,416	42,832	75,935	6,052	211,235
Gross Profit	25,728	22,577	26,754	3,743	78,802
Percent to Net Sales	23%	35%	26%	38%	27%

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 28, 2019

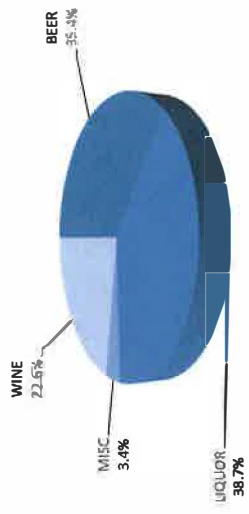
Sales / Cost of Sales Analysis

			Year to Date		% Inc (Dec) from Previous Year
	Feb-2019	Feb-2018	2019	2018	
Liquor Sales	112,144	118,264	218,806	220,927	(1.0%)
Liquor Cost of Sales	86,416	87,607	161,407	163,714	(1.4%)
Gross Profit	25,728	30,657	57,399	57,213	0.3%
Percent to Net Sales	23%	26%	26%	26%	
Wine Sales	65,409	55,692	125,653	103,824	21.0%
Wine Cost of Sales	42,832	37,698	82,677	69,910	18.3%
Gross Profit	22,577	17,994	42,976	33,914	26.7%
Percent to Net Sales	35%	32%	34%	33%	
Beer Sales	102,689	110,472	200,811	210,727	(4.7%)
Beer Cost of Sales	75,935	85,312	146,657	157,789	(7.1%)
Gross Profit	26,754	25,160	54,154	52,938	2.3%
Percent to Net Sales	26%	23%	27%	25%	
Misc Sales	9,795	14,526	19,111	26,990	(29.2%)
Misc Cost of Sales	6,052	11,230	12,582	20,689	(39.2%)
Gross Profit	3,743	3,296	6,529	6,301	3.6%
Percent to Net Sales	38%	23%	34%	23%	
Total Sales	290,037	298,954	564,381	562,468	0.3%
Total Cost of Sales	211,235	221,847	403,323	412,102	(2.1%)
Gross Profit	78,802	77,107	161,058	150,366	7.1%
Percent to Net Sales	27%	26%	29%	27%	

Liquor Store Sales - 2018 and 2019

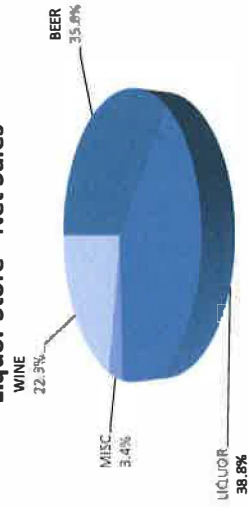
	<u>Jan 18</u>	<u>Jan 19</u>	<u>Feb 18</u>	<u>Feb 19</u>	<u>Mar 18</u>	<u>Mar 19</u>
Liquor	102,663.00	106,662.00	118,264.00	112,144.00	135,320.00	-
Wine	48,132.00	60,244.00	55,692.00	65,409.00	67,278.00	-
Beer	100,255.00	98,122.00	110,472.00	102,689.00	131,435.00	-
Misc	12,464.00	9,316.00	14,526.00	9,795.00	16,240.00	-
	<u>263,514.00</u>	<u>274,344.00</u>	<u>298,954.00</u>	<u>290,037.00</u>	<u>350,273.00</u>	<u>-</u>
	<u>Apr 18</u>	<u>Apr 19</u>	<u>May 18</u>	<u>May 19</u>	<u>Jun 18</u>	<u>Jun 19</u>
Liquor	116,218.00	-	137,409.00	-	139,369.00	-
Wine	56,885.00	-	64,148.00	-	64,038.00	-
Beer	121,386.00	-	168,117.00	-	176,763.00	-
Misc	15,436.00	-	20,347.00	-	17,889.00	-
	<u>309,925.00</u>	<u>-</u>	<u>390,021.00</u>	<u>-</u>	<u>398,059.00</u>	<u>-</u>
	<u>Jul 18</u>	<u>Jul 19</u>	<u>Aug 18</u>	<u>Aug 19</u>	<u>Sept 18</u>	<u>Sept 19</u>
Liquor	139,760.00	-	137,124.00	-	118,062.00	-
Wine	62,710.00	-	67,998.00	-	66,951.00	-
Beer	179,511.00	-	169,291.00	-	143,074.00	-
Misc	20,821.00	-	20,056.00	-	8,265.00	-
	<u>402,802.00</u>	<u>-</u>	<u>394,469.00</u>	<u>-</u>	<u>336,352.00</u>	<u>-</u>
	<u>Oct 18</u>	<u>Oct 19</u>	<u>Nov 18</u>	<u>Nov 19</u>	<u>Dec 18</u>	<u>Dec 19</u>
Liquor	134,509.00	-	135,318.00	-	149,148.00	-
Wine	78,334.00	-	81,222.00	-	95,615.00	-
Beer	148,257.00	-	134,902.00	-	130,894.00	-
Misc	7,818.00	-	9,940.00	-	11,124.00	-
	<u>368,918.00</u>	<u>-</u>	<u>361,382.00</u>	<u>-</u>	<u>386,781.00</u>	<u>-</u>

February 2019 Liquor Store - Net Sales



February 2019		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	102,688	35.4%
LIQUOR	6401.4761	112,145	38.7%
MISC	6401.4764	9,795	3.4%
WINE	6401.4762	65,409	22.6%
		290,037	

Yearly 2019 Liquor Store - Net Sales



Total 2019		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	200,810	35.6%
LIQUOR	6401.4761	218,807	38.8%
MISC	6401.4764	19,111	3.4%
WINE	6401.4762	125,653	22.3%
		564,381	



City of Robbinsdale

MEMORANDUM

TO: Mayor and Council Members

FROM: Marcia Glick, City Manager

DATE: April 16, 2019

RE: Insurance Renewal - Waiving the Statutory Tort Liability Limits

Background

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

Analysis/Conclusion

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 from our insurance coverage on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1.5 million.

If the City waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2 million for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2 million, regardless of the number of claimants. Waiving the limit results in a premium increase of 3.5%, which, for the City, is approximately \$2,800.

The City has the option to purchase excess coverage in factors of \$1 million. The basic policy covers up to \$2 million and covers several areas not covered by the Statutory Tort Liability Limits. Examples provided by LMCIT include: "Police Liability, Employment related discrimination claims, Land Use, certain types of Contract claims may expose your city to liability for damages sustained over and above the Cap." The City has exposure to all these areas.

If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased (i.e. if \$1M extra coverage is purchased, a person could recover up to \$3M.) The total which all claimants would be able to recover for a single occurrence would also be limited to the amount of coverage purchased, regardless of the number of claimants. Purchasing additional coverage and waiving the tort liability limits increases the cost of the excess coverage by 25%. The cost of excess liability coverage per million is approximately \$17,400 if we waive, and approximately \$16,875 if we do not waive. The City has the option to set aside this premium savings as an insurance reserve for the future.

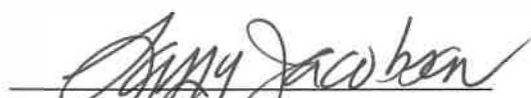
Bill Husbands typically recommends waiving the monetary limits on the tort liability and does not recommend the purchase of excess liability coverage. The City Manager and Finance Director reviewed this matter with Bill Husbands and feel this is an appropriate expense for the City, given the City's exposure to activities where the statutory limits apply.

Recommendation

Approve a motion to direct the City Manager to execute the appropriate documents WAIVING the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for the City of Robbinsdale relating to the 2019-2020 insurance renewal and not involve the purchase of excess liability coverage.


Marcia Glick, City Manager

CONCURRENCE:


Larry S. Jacobson, Finance Director



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Withdraw Ordinance Text amendment for an exception to fence height standards

BACKGROUND:

The first reading of an amendment to the zoning ordinance to create an exception for fence heights in front yards was tabled on March 2. Staff was directed to investigate other cities examples of permits and standards.

ANALYSIS/CONCLUSION:

After further discussion and direction from the Council, the Ordinance has been withdrawn. Staff is preparing a letter to home owners whose properties have been identified as having fence encroachments into street right-of-way.

The Planning Commission discussed fence issues on several occasions, conducted a public hearing and made a recommendation in support of a front yard fence height exception for decorative non-opaque fences. Staff will thank the Commissioners for their efforts at the next Planning Commission meeting scheduled for May 16.

RECOMMENDATION:

By motion, concur that the zoning text amendment to create an exception to height standards in front yards be withdrawn.


Marcia Glick, City Manager

CONCURRENCE:



Rick Pearson, Community Development Coordinator



TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Block Party Request

Background

Paris Bolden (3222 Grimes Avenue North) submitted a block party application for a street closure for a private celebration on Tuesday, May 28, 2019 from 2:00-7:00 p.m. The applicant requested for the street closure to be the same as what was recommended by staff and approved in 2018. See attached map.

Approximately 30-35 guests are expected. Neighbors will be invited. No outside food or beverages will be sold. Entertainment will be an inflatable bounce house and face painting by Mickey Mouse.

Analysis/Conclusion

The guidelines/policy state that the maximum street closure for all events/block parties is 4 hours with Council being able to approve for more than 4 hours for community events only. The applicant has requested 5 hours. This is not a community event. Staff called the applicant and she revised the time to 4:00-8:00 p.m.

The Public Works Director/City Engineer and Police Chief reviewed the request. The Police Chief approved with a 4 hour limit.

The Public Works Director/City Engineer approves subject to barricades being placed on the southern side of Grimes/Halglo intersection and immediately north of the entrance/exit to Robbinsdale, a Villa Center. It is also recommended that the applicant notify the care center of the closure.

Recommendation

Review and discuss approval of Paris Bolden, 3222 Grimes Avenue North, hosting a block party on Tuesday, May 28, 2019, from 4:00-8:00 p.m. with closure being on the southern side of Grimes/Halglo intersection and immediately north of the entrance/exit to Robbinsdale, a Villa Center, as well as the applicant notifying the care center of the closure.


Marcia Glick, City Manager

CONCURRENCE:


Kate Croteau, City Clerk



Halifax Ave N

Halglo Pl

Grimes Ave N

3222

France Ave N

Grimes Ave N



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Recommendation for Charter Commission Appointment

Background

The Charter Commission is comprised of 15 eligible resident voters who are appointed at-large by the Chief Judge of Hennepin County after a recommendation is made by the City Council. Members are not paid, but serve as volunteers. There are no term limits; however, their terms need to be renewed every four years.

Analysis/Conclusion

Currently there are three vacancies on the Commission. Commission openings are publicized in the utility bill insert, the City's website, and posted on the city hall bulletin board.

We recently received an application from Ruth Lane and are recommending her appointment to the commission.

Recommendation

By motion, waive the reading and order the adoption of the resolution recommending appointment of Joseph Massa to the Robbinsdale Charter Commission.



Marcia Glick, City Manager

Concurrence:



Kate Croteau, City Clerk

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of April 2019.

RESOLUTION NO. _____

A RESOLUTION RECOMMENDING TO THE CHIEF JUDGE
OF THE HENNEPIN COUNTY DISTRICT COURT
APPOINTMENT OF QUALIFIED VOTER
OF THE CITY OF ROBBINSDALE TO THE ROBBINSDALE CHARTER COMMISSION

WHEREAS, Minnesota Statute 410.05, Subdivision 2, empowers the Chief Judge of the Hennepin County District Court to fill vacancies in the Robbinsdale Charter Commission; and

WHEREAS, the Robbinsdale Charter Commission currently has three vacancies; and

WHEREAS, staff has received an application to serve on the Charter Commission;
and

WHEREAS, the City Council wishes to recommend that this qualified voter of the City of Robbinsdale be appointed to the Charter Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale that the following resident is hereby recommended to the Chief Judge of the Hennepin County District Court for appointment to the Robbinsdale Charter Commission:

Joseph Massa

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:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 16TH DAY OF APRIL 2019.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: Joseph Massa ADDRESS: 2945 France Avenue N

PHONE: (Home) _____ (Work) _____

EMAIL: _____

RESIDENT OF ROBBINSDALE SINCE (Year) 2015 WARD: 4

OCCUPATION: Engineer EMPLOYER: _____

COMMISSION YOU ARE SEEKING: Charter Commisson

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.)

I hold a doctor of engineering degree (EngD), a Master of Science in Mechanical Engineering (MSME) and a Bachelor of Science (BS) in both Physics and Mathematics.

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.)

Professional and Civic Memberships: Setoma International (Member), American Society of Mechanical Engineers, American Legion, and American Institute of Physics, church deacon, and past member of the Kiwanis and Jaycees. I have served on local planning and zoning commissions in Iowa and in Michigan. In addition, I have taught at colleges and universities in Minnesota, Wisconsin and Michigan.

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.)

I very much enjoy being a resident of Robbinsdale and have a deep appreciation for its people and its history.

I believe I could bring a strong background as a successful business owner, engineer and educator to the commission.

I have a well rounded skill set and enjoy working with others to make positive contributions. I would welcome the opportunity to serve the City of Robbinsdale in this capacity.

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

October 2016

**MEMORANDUM**

To: Mayor and Council Members
From: Marcia Glick, City Manager
Date: April 16, 2019
Subject: Appointment of Finance Director

Background

Finance Director Larry Jacobson has submitted his notice of retirement effective June 28, 2019. As has been discussed with the City Council during last fall's budget meetings, City Manager Glick, has recommended the appointment of Jeff Zuba to fill the Finance Director position. With that in mind, the accountant position will be advertised in the expectation of filling the position before the end of May to provide for training and a smooth transition.

Analysis/Conclusion

Jeff Zuba began his Robbinsdale career November 9, 2015 as Accountant and had previously worked as an auditor for MMKR for 4 years. His qualifications exceed those required for the Finance Director position including a Master's Degree in Accounting. He has excelled beyond expectations and proven capacity to fill the Finance Director position.

Mr. Zuba has been the lead in completing the audit report for 2018 and was actively involved in the preparation of the 2019 Budget. He has proven to be a valuable member of the finance department, has grown within his role, meets the requirements for the finance director position, and is ready to assume the leadership position.

Recommendation

By motion, concur with the City Manager's appointment of Jeff Zuba as Finance Director effective June 29, 2019.


Marcia Glick, City Manager



City of Robbinsdale

TO: Mayor and City Council
 FROM: Marcia Glick, City Manager
 DATE: April 16, 2019
 RE: Support for DEED Grant Application –Contamination Clean Up

Background

The 2019 grant cycle application is due on or before May 1st for the Contamination Cleanup grant from Department of Employment and Economic Development (DEED). Inland Development Partners (IDP) are requesting the City to apply on their behalf for additional clean up funds. Last year the project did receive clean up funding from the Metropolitan Council (\$250,000) and Hennepin County (\$25,240), but had not received DEED funds, in part, because the project wasn't ready to start.

The 197 unit apartment building has been approved through planning review as well as approval of the REDA development agreement related to tax increment financing. The remaining actions are closing on the property and matters related to documenting site assembly and the final plat.

Analysis/Conclusion

Braun, consultant from IDP, has identified costs for environmental review and abatement totaling \$518,405. DEED requests may be for up to 75% of costs, but accounting for the grant funds already received and the developers contribution of \$59,499, the request to DEED is \$184,438.

Fill material was brought in to the site many years ago along the easterly side and there is also part of the site which had been used as a gas station. Removal of hazardous materials will help to facilitate redevelopment in conformance with the Comprehensive Plan.

A council resolution is required to support application for the DEED grant. The resolution includes specific clauses required by DEED.

Recommendation

By motion, waive the reading and order the adoption of Resolution No. XXXX "A RESOLUTION AUTHORIZING APPLICATION FOR A CONTAMINATION CLEANUP GRANT FROM THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) (Parker Station Flats – 3600 France Avenue North)"


 Marcia Glick, City Manager

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of April, 2019.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING APPLICATION FOR
A CONTAMINATION CLEANUP GRANT FROM
THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED)
(Parker Station Flats – 3600 France Avenue North)

WHEREAS, the City has identified a contamination cleanup project with the City that met the DEED Contamination Cleanup Grant requirements; and

WHEREAS, redevelopment of existing structures in fully developed urban area is more restricted and expensive than in greenfields or less densely developed areas; and

WHEREAS, although the building is in use, it is not meeting its economic potential related to poor maintenance and failing infrastructure; and

WHEREAS, the property's condition and value will continue to decline until it is properly repositioned and stabilized;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA: that the City of Robbinsdale has approved the Contamination Cleanup grant application for \$184,438 to be submitted to the Department of Employment and Economic Development (DEED) on or before May 1, 2019, by the City of Robbinsdale for the Parker Station Flats site; and

BE IT FURTHER RESOLVED that the City of Robbinsdale act as the legal sponsor for the project contained in the Contamination Cleanup Grant Program submitted on or before May 1, 2019 and that the City Manager is hereby authorized to apply to the Department of Employment and Economic Development for funding of this environmental cleanup project on behalf of the City of Robbinsdale;

BE IT FURTHER RESOLVED that the City of Robbinsdale has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified; and

BE IT FURTHER RESOLVED that the City of Robbinsdale has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and

BE IT FURTHER RESOLVED that upon approval of its application by the State of Minnesota, the City of Robbinsdale may enter into an agreement with the State of Minnesota for the above-referenced project, and that the City of Robbinsdale certifies that it will comply with all applicable laws and regulations as stated in all contract agreements; and

NOW, THEREFORE, BE IT FINALLY RESOLVED that the Mayor and the City Manager are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 16TH DAY OF APRIL, 2019.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk



City of Robbinsdale

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Armstrong Cooper Youth Hockey Association Premise Permit Application

Background

Armstrong Cooper Youth Hockey Association submitted an application for a Premise Permit to operate charitable gambling at Wicked Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota.

They will be selling pull tabs (6 games). The pull tab booth will be located in the southwest corner inside Wicked Wort by the kitchen door. The booth dimensions are approximately 6' long, 4' high and 3' deep.

Analysis/Conclusion

The Minnesota Gambling Control Board requires that local government units approve the Premise Permit Application in the form of a resolution, which must be forwarded to the state along with the application. This is a one-time approval by the Robbinsdale City Council. The hockey association will be required to renew annually with the state gambling board.

Recommendation

By motion, dispense with the reading and adopt the resolution approving the application of the Armstrong Cooper Youth Hockey Association for a Premise Permit to operate charitable gambling at Wicked Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota.

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau, City Clerk

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 16th day of April, 2019.

RESOLUTION NO.
A RESOLUTION APPROVING THE APPLICATION OF THE
ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATION FOR A PREMISE PERMIT TO
OPERATE CHARITABLE GAMBLING AT WICKED WORT BREWING COMPANY,
4165 WEST BROADWAY, ROBBINSDALE, MINNESOTA

WHEREAS, the Armstrong Cooper Youth Hockey Association is submitting an application to the Minnesota Gambling Control Board for approval of a premise permit to operate charitable gambling at Wicked Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota; and

WHEREAS, the gambling premises is located within the city limits of Robbinsdale, Minnesota;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA, that the City Council does hereby approve the issuance of a premise permit to the Armstrong Cooper Youth Hockey Association to conduct charitable gambling activities at Wicked Wort Brewing Company, 4165 West Broadway, Robbinsdale, Minnesota;

BE IT FURTHER RESOLVED, that such approval of the City Council is effective upon issuance of the permit from the Minnesota Gambling Control Board.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 16th DAY OF APRIL 2019.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk



MEMORANDUM

TO: City Council
FROM: Marcia Glick
DATE: April 16, 2019
RE: Step To It Challenge Proclamation

Background

The City of Robbinsdale encourages its residents to be physically active through healthy, family oriented activities here in our community. For the last 10 years, the City has participated in the annual Hennepin County Step To It program. Step To It is an activity challenge that motivates people of all ages and abilities to become more physically active during the month of May. This fun, free, four-week challenge encourages all residents to be physically active. There are 25 communities engaged in this friendly competition to determine which community is the most active. Participants will have a chance to win Twins tickets and other prizes.

The challenge is May 1-May 28, 2019 and everyone can join either as an individual or with a group. Individuals create their own accounts to keep track of their activities. Almost any activity can be easily converted to steps by recording time spent doing the activity.

Analysis/Conclusion

This activity is designed to be a fun way for Robbinsdale families, friends, and neighbors to be active while competing with other Hennepin County cities, in a friendly way, to see which city has the most active residents. Recreation Services staff will promote and help implement the Step To It Challenge. Residents will be encouraged to register and record their activities from May 1-28. Registration started April 1. They can create their own accounts online at www.steptoit.org or by calling 612-348-5618.

Recommendation

That the City Council proclaim the month of May to be Step To It Month in the City of Robbinsdale as a way to encourage resident's participation in this family friendly challenge.


Marcia Glick, City Manager

CONCURRENCE:


Pam Schmitz, Recreation Services Manager



City of Robbinsdale Proclamation

WHEREAS, the Step To It Challenge promotes healthy, family orientated activities in the Community; and

WHEREAS, the City of Robbinsdale has been actively participating in the Hennepin County Step To It Challenge since 2008; and

WHEREAS, the Step To It Challenge is a free, fun, friendly physical activity competition between 25 communities in Hennepin County and encourages community spirit along with encouraging people of all ages to get out and be active; and

WHEREAS, Robbinsdale is committed to promoting use of our park and trail systems: and

WHEREAS, the City recommends the following safety tips while walking or biking: dress to be seen by drivers; wear reflective clothing during dusk and evening; make full eye contact with car drivers at intersections; have appropriate lights; carry a form of personal identification; and walk/bike defensively; and

WHEREAS, the City of Robbinsdale encourages residents to get active by participating in the 2019 Step To It Challenge from May 1-May 28 by registering with Hennepin County and recording their activities;

NOW THEREFORE, BE IT RESOLVED that I, Regan Murphy, Mayor of the City of Robbinsdale, Minnesota, in Hennepin County, with concurrence of the City Council, do hereby proclaim the month of **May 2019** as

STEP TO IT MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Robbinsdale this 16th day of April 2019.

ATTEST:

Regan L. Murphy, Mayor

Kate Croteau, City Clerk



TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: April 16, 2019

RE: Public Hearing: On-Sale Intoxicating Liquor License for Marna's Catering dba Marna's Eatery & Lounge

BACKGROUND

Staff received an application for an on-sale intoxicating liquor license from Rolando Jesus Diaz, dba Marna's Eatery & Lounge, 4154 West Broadway, Robbinsdale. A public hearing is required for new liquor licenses. The public hearing notice was published in the Sun Post on April 4, 2019.

Marna's Café currently operates at 4150 West Broadway. Pig Ate My Pizza currently operates at 4154 West Broadway. Marna's will occupy 4154 West Broadway after Pig Ate My Pizza vacates the space. Marna's is currently working with an architect and Hennepin County on their plans. The anticipated opening will be in July 2019.

ANALYSIS/CONCLUSION

After review of the application by the Police Chief, the background investigation requirement was waived. A background investigation was completed for their current on-sale 3.2% malt beverage and wine license last fall (2018) and will satisfy the requirement. The on-sale intoxicating liquor license will be valid until December 31, 2019. The Community Development Department has also reviewed the application. Community Development Coordinator Pearson makes this recommendation provided permits are obtained for any signs or banners displayed.

RECOMMENDATION

1. Hold the public hearing and consider testimony from the public.
2. By motion, approve the issuance of the on-sale intoxicating liquor license to Rolando Jesus Diaz, dba Marna's Eatery & Lounge, 4154 West Broadway, Robbinsdale, conditioned upon meeting all city, county and state requirements.


Marcia Glick, City Manager

CONCURRENCE:


Kate Croteau, City Clerk



City of Robbinsdale

TO: City Council
FROM: Marcia Glick, City Manager
DATE: April 16, 2019
RE: Voucher Requests Pending Approval for Disbursement

The check register dated April 16, 2019 reflects the voucher requests pending approval for disbursement.

The check register dated April 3, 2019 through April 16, 2019 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 April 16, 2019.

Marcia E Glick

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson

Larry Jacobson, Finance Director



City of Robbinsdale

MEMORANDUM

To: Mayor and City Council Members
From: Marcia Glick, City Manager
Date: April 16, 2019
Re: Establishment of the 2020 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 2020 Budget process.



Marcia Glick, City Manager

Concurrence:



Larry Jacobson, Finance Director

CITY OF ROBBINSDALE

BUDGET CALENDER

FOR 2020 BUDGET

<u>January</u>	
26	City Council Goals Review Session
<u>April</u>	
16	City Council adopts Budget Calendar outlining budget process.
<u>May</u>	
May 17 - June 7	Finance to set budgets and establish charges for Internal Service Funds.
May 17- June 7	Departments submit requests to Finance for Capital Equipment for the 2020 - 2024 CIP.
May 17- July 12	Departments submit requests for Capital Improvement Projects to Finance or Engineering for the 2020 – 2024 CIP.
May 17	Finance Department to distribute 2020 Operating Budget worksheets and request forms to departments.
<u>June</u>	
7	All Operating Budget worksheets and requests due to Finance from Departments.
<u>July</u>	
June 10 - July 5	Finance to prepare preliminary budget (requested).
8	Finance to distribute preliminary calculation of department's budget requests to each department for review.
12	Departments submit changes or errors from initial budget request to Finance
19	Preliminary budget delivered to City Manager for review.
<u>August</u>	
1-6	Department of Revenue certifies LGA amounts to all cities.
1-8	Department Heads meet with City Manager and Budget Committee.
8-12	Finance Department makes adjustments and prepares City Manager's Preliminary Budget.
13	City Manager's Preliminary budget document distributed to City Council for review.
6	Engineering and Finance deliver preliminary ranking of CIP requests to Capital Works Group Members.

August

19 - 30

Council meets in recessed budget work session to review the Proposed City Manager's Budget for 2020 (General Fund and Internal Service Funds) and to establish the Council's proposed General Fund and Debt Service fund property tax levies.

September

3 or 17

Capital Works Group to finalize preliminary CIP Project list for 2020-2024

City Council meeting to certify the proposed property tax levies to County Auditor (by 9/30/2019). The adopted property tax levy cannot exceed the preliminary property tax levy. (*continue discussion at special meeting if needed*).

18

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

10

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

13

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

24

October

1

Discussion with Capital Works Group to finalize preliminary CIP

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

8 - 22

Council to meet in recessed budget meetings to review and discuss the 2019 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the five-year CIP (2020-2024). (As Needed)

November

1 - 5

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

5-15

Council to meet in recessed budget meetings to review and discuss the 2020 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the five-year CIP (2020-2024). (As Needed)

December

3

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

17

City Council Adopts final 2020 Budget and 2020-2024 CIP.

20

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