City of Robbinsdale

CITY COUNCIL MEETING
May 21, 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.

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1. CITY COUNCIL MEETING CALLED TO ORDER

2. ROLL CALL: Selman, Backen, Blonigan, Rogan, 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 MAY 21st, 2019 MEETING AGENDA

6. **CONSENT AGENDA:** Pursuant to Council rules, one motion, non-debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

A. Motion to approve and order placed on file minutes of the City Council meeting: 1-8
- Goal Setting City Council Meeting on 1/26/19
- Regular City Council Meeting 5/7/19
- Regular City Council Work Session 5/7/19
- City Council Downtown Walking Tour 5/14/19

B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards: 9
- Robbinsdale Senior Commission 4/1/19

C. Motion to approve issuance of licenses dated May 21, 2019. 10-11

D. Motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of March 2019. 12-16

E. Motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of April 2019. 17-21

F. Motion to acknowledge the Deputy Registrar's financial reports for March 2019. 22-23

G. Motion to acknowledge the Deputy Registrar's financial reports for April 2019. 24-25

H. Motion to authorize the Mayor and City Manager to enter into an agreement to engage Bake Tilly Municipal Advisors to provide professional services for an Internal Service Fund Rate Study and financial plan in accordance with the Proposal at a cost not to exceed $17,200. 26

I. Motion to waive the reading and order the adoption of Resolution XXXX "RESOLUTION AUTHORIZING DEMOLITION OF 3600-3636 FRANCE AVENUE N."' 27-30 RES 29

J. Motion to authorize the Mayor and City Manager to execute the Sublease Agreement between the Metropolitan Council and the City of Robbinsdale for public parking at lot located to the west of the downtown water tower. 31

K. Motion to authorize the Mayor and City Manager to execute the license for the use of 4346 Grimes. 32-33

L. Motion to authorize the Mayor and City Manager to execute the 2nd Amendment to the Solid Waste contract between the City of Robbinsdale and Waste Management extending the contract by three months with approval of language by the City Attorney. 34

M. Motion to authorize the use of a banner for leasing vacant space at Robin Center for more than thirty days, subject to a condition that the banner must be removed within 7 days of the rental or leasing of the space, or if the banner becomes deteriorated in any way. 35-36

N. Motion to direct staff to suspend enforcement efforts concerning special event banners in the downtown while new ordinance language is being developed. 37

O. Motion to approve the application from the Minnesota Nurses Association to use 4 megaphones for informational picketing on the public sidewalk of Abbott Avenue North, between Lowry Avenue North and County Road 81, utilizing no other amplification, with conditions. 38

7. **PUBLIC HEARING A – Redevelopment Site Vacation of Right-of-Way and Sale of Property Remnants** 39-50

1. Hold the public hearing on the proposed vacation of platted West Broadway in the development area.
2. Hold the 1st reading of Ordinance 19-XX “AN ORDINANCE VACATING PLATTED WEST BROADWAY IN NORTHWEST QUADRANT OF FRANCE AVENUE N AND 36TH AVENUE N.” The vacation will be effective with the plat of the new property. ORD 45
3. Hold the 1st reading of Ordinance 19-XX “AN ORDINANCE AUTHORIZING SALE OF PROPERTY TO PARKER STATION FLATS, LLC (Northeast Corner of 36th Avenue North and France Avenue North).” Which would allow the City to quit claim the entire development parcel to the developer. The sale will coincide with the final plat. ORD 48

8. **PUBLIC HEARING B – Approving modified Tax Increment Financing Plan for Tax Increment Financing District No. 2000-9** 51-76

1. Hold the public hearing.
2. Waive the reading and order the adoption of Resolution XXXX “RESOLUTION APPROVING A MODIFIED TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 2000-9.” RES 71

9. **OLD BUSINESS – Award Bid for Reconstruction of alley – City Project 43618 and Amendment to the Special Assessment Policy** 77-103

1. Waive the reading and order the adoption of Resolution XXXX "A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR RECONSTRUCTION OF THE ALLEY BETWEEN BEARD AVENUE AND SHORELINE DRIVE FROM 40TH AVENUE TO 41ST AVENUE – CITY PROJECT 43618" awarding a contract for the reconstruction to Blackstone Construction LLC of Loretto, MN. RES 101
2. Waive the reading and adopt Resolution XXXX "RESOLUTION UPDATING THE SPECIAL ASSESSMENT POLICY FOR THE CITY OF ROBBINSDALE" to reflect the chosen Option selected for Alley Assessments and general updates with a clean copy of the policy (after amendments) being attached to the Resolution. RES 103

10. **OTHER BUSINESS**

1. Voucher Request Pending Approval for Disbursement
   - Motion to approve disbursement requests for period ending 05/21/19. 104

11. ADMINISTRATIVE REPORTS
12. COUNCIL GENERAL COMMUNICATIONS
13. ADJOURNMENT

Marcia E. Glick

Marcia Glick, City Manager

ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

ITEM	DEPARTMENT RESPONSIBILITY	ANTICIPATED AGENDA DATE
Sign Reflectivity Policy	Administration	06/04/19
Contract with Meter Replacement Consultant	Engineering	06/04/19
PH Liquor License – Smokin Flame Saloon	Administration	06/04/19
North Memorial Air Ambulance Presentation		06/04/19

ROBBINSDALE CITY COUNCIL
GOAL SETTING SESSION
SATURDAY, January 26, 2019
Steinhauser Group Meeting Room
4181 W Broadway Ave, Robbinsdale, MN 55422

1. Mayor Pro Tem Selman called the meeting to order at 8:00 a.m.
2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
3. Staff Present: Marcia Glick, City Manager; Jim Franzen, Police Chief; Larry Jacobson, Finance Director; Pam Schmitz, Recreation Services Manager; Kate Croteau, HR Coordinator/City Clerk; Rick Pearson, Community Development Coordinator; Richard McCoy, Public Works Director/City Engineer.

Department Highlights: Police

4. Body cameras have been deployed – council members expressed interest in a future work session.
5. The department is working towards a goal of a three car minimum staffing level.

Department Highlights: Public Works

6. Crystal Lake levels were discussed as well as flood safeguards such as sandbagging basements.

General topics

7. The Main Street program was discussed noting that there would need to be buy-in from local businesses. Staff will do research on communities that have the program and bring information to a future work session.
8. The 2017 City Survey indicated that the City-wide newsletter may not be the best way to reach people. Discussion of alternative ways to reach residents.
9. Work toward adding organic recycling is moving forward.
10. Transit Oriented Development zoning changes would have buildings oriented towards West Broadway with parking underneath, or on the County Road 81 side. US Bank could be redeveloped in a similar fashion. THE TOD overlay district will show how tall buildings can be based upon their location and the width of adjacent right-of-way.

Community Center Discussion

11. The 2017 City Survey indicated support for a community center; need to further define what a facility would include: meeting room space, other types of uses, location, cost for structure and operations. Community buy-in is key. Concept to work towards a referendum in 2020 or part of budget process depending on the scope of the project. For example a project could be part of enlargement of a park building or part of a larger redevelopment. Prior to this there would be community events to discuss options.

Discussion – Infrastructure Projects Discussion

12. Discussion took place on sidewalks on West Broadway and the maintenance problem with the bricks.
13. A discussion took place as to the costs of the alley reconstruction on the 4100 block between Shoreline and Beard. There was a discussion on whether the City should further subsidize alleys (currently 100% assessed to adjacent owners).
14. McCoy reported on issues related to the storm water options for Chowen Avenue and staff brainstorming on solutions.
15. The water treatment plant open house planned for February 11th was discussed including the possibility of grants to help add water softening.
16. It was noted that there had not been any submission of phase 2 plans for Hollingsworth park improvements
17. Lakeview Terrace Park central area plans were discussed.
18. Goal Session was adjourned at 2:00 p.m.

Kate Croteau, Recorder

George Selman, Mayor Pro Tem

City of Robbinsdale
CITY COUNCIL MINUTES
May 7, 2019
Meeting No. 9

CALL TO ORDER

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

ROLL CALL

2. Present: Rogan, Selman, Backen, Blonigan, Mayor Murphy
   Staff: Marcia Glick, City Manager; Meagan Donahue, Assistant to City Manager; Richard McCoy, Public Works Director/City Engineer; Guy Dorholt, Fire Chief.

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.

APPROVAL OF AGENDA

4. Donahue reported two additions to the agenda: Executive Session minutes from the April 16th meeting was added to the consent agenda and an updated Charter Commission Resolution.
5. Member Selman **MOVED,** seconded by Member Backen to approve the May 7th meeting agenda with the additions as noted. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. Member Blonigan removed Consent Item I for discussion.
7. Member Selman **MOVED,** seconded by Member Rogan to approve the Consent Agenda, with the exception of Consent Item I. **The vote was unanimous and the motion carried.**
8. Items approved are as follows:

A. Motion to approve and order placed on file minutes of the City Council meeting on 04/16/19.
- Regular City Council Meeting.
- Executive Session Meeting.

B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards:
- Robbinsdale Parks, Recreation & Forestry 3/26/19.

C. Motion to approve issuance of licenses dated May 7, 2019.

D. Motion to acknowledge the financial reports for the quarter ended March 2019.

E. Motion to approve the April 2019 payment for City credit card charges.

F. Motion to approve the Diggers Garden Club of Robbinsdale's annual plant sale event on Saturday, June 1, 2019 from 9:00 a.m. to 3:00 p.m.

G. Motion to approve the "Art on the Lawn" event on Saturday, July 13, 2019 from 9:00 a.m. to 4:00 p.m. with the closure of Railroad Avenue from 42nd Avenue North (Country Road 9) to the "Y" at Perry Avenue; and, approve the time extension of three hours for the event.

H. Motion to approve the temporary liquor license application submitted by Pig Ate My Pizza to serve one complimentary beer to age 21 plus at Lakeview Terrace Park on Saturday morning, May 18, 2019 from 9:00 a.m. to 12:00 noon during the 2019 Birdtown Half Marathon, with listed conditions.

I. (Removed)

J. Motion to authorize the City Manager and Finance Director to issue a Purchase Order to Midway Ford of Roseville, Minnesota for the purchase of two vehicles.
Project 8025 – a 2019 Ford F-150 4X4 Super Cab and Chassis for a net amount of $26,218.46 + tax and license.
Project 8118 – a 2019 Ford F-150 4X4 Super Cab and Chassis for a net amount of $28,458.92 + tax and license.
Further, the City Manager and Finance Director be authorized to issue a Purchase Order to Crysteel Truck Equipment of Fridley, Minnesota for tray toppers for both vehicles for a total of $6,047.44 ($3,023.72 each) and to Aspen Equipment of Bloomington, Minnesota and Safety Lights for both vehicles for an amount of $4,910.00 ($2,455.00 each).

9. Member Blonigan thanked Charles Austinson for applying to the Charter Commission.
10. Mayor Murphy stated he grew up with Mr. Austinson and believes he will be a great addition to the Charter Commission.
11. Member Blonigan **MOVED,** seconded by Member Backen to waive the reading and order the adoption of Resolution 7730 "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." **The vote was unanimous and the motion carried.**

Presentation – Annual Fire Chief Report

12. Chief Dorholt presented the 2018 Fire Department Report to the Council and answered questions.
13. Dorholt stated that there were 3 major fire events in 2018. Robbinsdale Fire Department received mutual aid 5 times and provided mutual aid 12 times. In 2018 there were 367 calls, which has been increasing over the last few years.
14. Dorholt also provided information about the new fire truck, Engine 9.
15. Dorholt is planning to have the final copy of the Fire Department Report ready by the end of May to post on the website for citizens to view.

OTHER BUSINESS – Voucher Request Pending Approval for Disbursement

16. Member Rogan **MOVED,** seconded by Member Selman to approve disbursement requests for period ending 05/07/19. **The vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

17. Glick mentioned that the Bike Rodeo had over 700 kids attend on May 2nd. Donahue helped the multi-city police departments put together a video to promote the event.

COUNCIL GENERAL COMMUNICATIONS

18. Member Selman said at the last Council meeting a resident expressed their frustration with the Kentucky Coffee tree in his front yard making an unmanageable mess. Selman was at a golf course this weekend and there were a couple of these trees that were making a large mess and he can see how it would be a nuisance.
    Selman also reminded citizens that there is a Robbinsdale Crime Prevention Meeting on Thursday, May 9th at 7 pm at the public safety building. He encourages people to attend.
19. Member Rogan commented about the Organic Recycling Program that rolled out last week. He told residents that they can still sign up by calling City Hall or online.
    He also reminded residents that May is Step To It month and they should take on the challenge of being more active.
20. Member Blonigan Thanked Lower Twin Lake Association for cleaning around the boat landing area planned later this month.
21. Mayor Murphy reported that Opening Day Baseball, this past Saturday, had a great turnout and was a lot of fun for everyone who attended.

ADJOURNMENT

22. Member Selman **MOVED,** seconded by Member Blonigan to adjourn the meeting at 7:18 p.m. **The vote was unanimous and the motion carried.**

Meagan Donahue, Recorder	Regan L. Murphy, Mayor

ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
TUESDAY, May 7, 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 7:52 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

REVIEW: Special Assessment Policy for Alleys

3. McCoy provided an update on the proposed alley project. Bids opened last Thursday and the City received 3 bids and they came in $20k+ higher than expected. He believes prices are being driven high due to demand and recent short construction seasons.
4. Council discussed possible updates to the Special Assessment Policy in regards to alleys. They would like to see a couple options at an upcoming meeting.

DISCUSS: Citizen Concerns – Single use plastic straws

5. Lillee Couture addressed the Council to explain her research findings about straws and the effect they have on the earth.
6. Council and staff will continue this topic and research ways to address the use of single use products, such as straws, plastic bags and non-recyclable or compostable to-go boxes.

DISCUSS: Citizen Concerns – Driving behavior by Cunningham

7. Citizens have expressed frustration about people driving fast in this area. Blonigan will discuss with residents about how they can move forward.

DISCUSS: Litter Concerns – Trash Busters

8. Council discussed what can be done to help the City with littering issues. The Council wants to encourage citizens to not litter and help clean up litter.
9. Council also discussed recycling bins/garbage bins in parks not being used correctly. They would like to look at options to possibly replace these bins with more effective bins.

DISCUSS: Partnership for Change Information on Marijuana Dispensaries

10. Council would like to find a meeting that doesn't have a lot of agenda items to have a presentation from the Partnership for Change organization.

DISCUSS: North Memorial Helicopter Presentation

11. Council would like staff to ask North Memorial to do a presentation to the Council next spring. Staff will follow up with North Memorial to see what they would like to do.

REVIEW: City Code amendments required to comply with water surface management plan

12. McCoy reviewed what parts need to be updated and stated that changes need to be made in the next 180 days.

DISCUSS: RailVolution 2019

13. RailVolution 2019 is September 8-11. These dates would interfere with the Chamber Meet and Greet on 9/9 and the REDA meeting on 9/10. Council would like to move the REDA meeting and will decide who would like to go in the next month or two.

MONTHLY UPDATE: Problem Properties

14. Council discussed updates to the Problem Properties list and reported concerns from citizens.

REVIEW: STRATEGIC GOALS

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

OTHER BUSINESS

16. Member Blonigan showed pictures of the weir/fish trap that goes to Ryan Lake. Reported water is flowing as it should be, but would like the watershed district to clean it up.

ADJOURNMENT

17. Mayor pro-tem Selman adjourned the work session at 9:53 p.m.

Meagan Donahue, Recorder

George Selman, Mayor Pro Tem

ROBBINSDALE CITY COUNCIL
ROBBINSDALE DOWNTOWN TOUR
WITH METROPOLAN COUNCIL REPRESENTATIVES
MINUTES TUESDAY, MAY 14, 2019

1. The tour started at 6:00 p.m. at Robbinsdale City Hall.
2. Councilmembers Present: Blonigan, Rogan (6:05 en route), Selman, Backen, Mayor Murphy
   Staff Present: Marcia Glick, City Manager
   Metropolitan Council Chair Nora Slawik and District 7 Representative Robert Lilligren
3. The purpose of the tour was to familiarize Robbinsdale's Metropolitan Council Representatives with the city including information on redevelopment projects and planned light rail extension. The tour included 41st Avenue from City Hall to West Broadway, West Broadway between 41st and 42nd, Hubbard Marketplace and redevelopment area related to light rail, and returning to City Hall via 41st Avenue N.

ADJOURNMENT

4. Mayor pro-tem Selman adjourned the work session at 6:52 p.m.

Meagan Donahue, Recorder

George Selman, Mayor Pro Tem

City of Robbinsdale

ROBBINSDALE SENIOR COMMISSION MINUTES

1:30 pm, Monday, April 1, 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 1:34 pm by Chairperson Bjorkquist

2) Commissioners Present: David Bjorkquist, Michael Ruppert, Gene Montanez, Carmen Berrios, Duane Bengtson
Commissioners Absent: Terri Cleveland
Staff Liaison: Ryan Parks, Recreation Supervisor

3) Montanez motioned approval of the minutes of the regular meeting of March 4; second by Ruppert, passed.

4) Old Business
   a. Pedestrian Safety/Backpacks updates: Bjorkquist stated that he and Pam Schmitz attended a Hennepin Active Living presentation. Biggest takeaway was that pedestrian deaths are at a 25 year high. Distracted drivers and distracted pedestrians are the biggest reason for this. They also found out, through this presentation, that the City of St. Louis Park is in the works of making their City mobility friendly. Montanez stated that he thinks the City of Robbinsdale should start an awareness campaign on pedestrian safety and distracted driving.
   b. Programming updates: Parks briefly talked about active and outdoor programs becoming more of a trend for 55+ crowds. Will be offering more outdoor and active programs in the future. Ruppert brought up possibly hosting a trivia night at a local restaurant/bar in Robbinsdale.
   c. Volunteer Opportunities: Berrios mentioned that more volunteers were needed for the Birdtown half marathon race. Parks added that park cleanup volunteers could be needed if the City starts a "park cleanup" program.
   d. Heart Safe Community: no updates.
   e. Membership: Berrios stated that her last month on the Commission will be either May or June. Ruppert will be moving out of Robbinsdale but might be able to stay on the Commission through the fall. Bengtson said he would try to recruit people at Broadway Court to fill positions. Montanez will talk to neighbors to see if there is any interest in the Commission openings.
   f. ADA: Ruppert provided handouts and a power point presentation on "Accessibility for Persons with Disabilities: Compliance & Beyond in the City of Robbinsdale" that he presented to the Robbinsdale Chamber. Ruppert and Montanez both agreed that the Chamber should take the lead on this topic as they are the main stakeholder in this community. Motion made by Berrios, seconded by Bengtson to bring this issue to the Chamber board. Motion passed.

5) New Business: no new business

6) Announcements: none

7) Motion to adjourn at 2:35 pm by Montanez, second by Bengtson, passed.

Next Meeting is scheduled for **Monday, May 6, 1:30 pm at City Hall.**

Ryan Parks

Ryan Parks, Staff Liaison and Recorder

Consent C

City of Robbinsdale

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 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 May 21, 2019.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau

Kate Croteau, City Clerk

INDIVIDUAL LICENSES FOR COUNCIL APPROVAL

05/21/2019

Current Date: 5/16/2019

Type	Applicant	License Fee
Transient Merchants - Solicitations	Rita's Italian Ice	25.00

Number of Licenses Requesting Council Approval: 1

CONTRACTORS' LICENSES FOR COUNCIL APPROVAL

05/21/2019

Applicant	Type	License Fee
ALL STATE COMPANIES	Demolition Contractor	50.00
BEARD GROUP	Parking Ramps	100.00
EFH CO.	General Contractor	50.00
HIGH ROAD HEATING & COOLING CO	Mechanical Contractor	50.00
JOE'S SEWER SERVICE INC	Sewer/Water Contractor	50.00
PRIORITY PLUMBING & DRAINS (ME)	Mechanical Contractor	50.00
PRIORITY PLUMBING & DRAINS INC (PL)	Plumbing Contractor	50.00
PROFESSIONAL MECHANICAL SERVICES (ME)	Mechanical Contractor	50.00
REGENCY PLUMBING INC	Plumbing Contractor	50.00
ROYALTON HEATING & COOLING CO INC (ME)	Mechanical Contractor	50.00
STEINKRAUS PLUMBING INC	Plumbing Contractor	50.00
TWIN CITIES CONSTRUCTION	Concrete Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 12

City of Robbinsdale

MEMORANDUM

TO: City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Robbinsdale Wine & Spirits' Monthly Financial Statements - March

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of March 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 March are $885,201, which is down $39,194 from the prior year. Gross profit on sales is at $240,681 compared with $243,474 in 2018. Gross profit is at 26%, which is right on target. Net income before transfers for the year is $23,157, compared to $44,314 in 2018.

The combination of weather, Cub liquor opening, and industry-wide slowdown had an impact on the March 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 2019 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 monthly rent.

<u>Recommendation</u>
Approve a motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of March 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 March 31, 2019

	Mar-2019	Mar-2018	Year to Date 2019	Year to Date 2018	% Inc (Dec) from Previous Year
Sales	315,126	354,643	885,201	924,395	(4.2%)
Less Customer Discounts	3,195	4,370	8,889	11,654	(23.7%)
Net Sales	311,931	350,273	876,312	912,741	(4.0%)
Cost of Sales	232,308	257,165	635,631	669,267	(5.0%)
Gross Profit	79,623	93,108	240,681	243,474	(1.1%)
Percent to Net Sales	26%	27%	27%	27%	
Operating Expenses:					
Personal Services	39,877	34,540	115,190	108,517	6.1%
Supplies & Repairs	1,204	1,382	3,814	3,394	12.4%
Other Charges & Services	17,128	15,352	50,313	44,430	13.2%
Rent	14,011	9,103	41,965	27,107	54.8%
Depreciation	1,667	5,250	5,001	15,750	(68.2%)
Other (Income) Expense	539	(126)	1,241	(38)	(3365.8%)
Total	74,426	65,501	217,524	199,160	9.2%
Operating Income / (Loss)	5,197	27,607	23,157	44,314	(47.7%)
Percent to Net Sales	2%	8%	3%	5%	

Current Month Analysis

	Liquor	Wine	Beer	Misc	Totals
Sales	120,082	64,322	116,946	10,581	311,931
Inventory of March 1	231,776	156,982	86,754	6,990	482,502
Purchases	103,903	57,091	78,085	7,622	246,701
Less Inventory of March 31	246,606	169,723	73,498	7,068	496,895
Cost of Sales	89,073	44,350	91,341	7,544	232,308
Gross Profit	31,009	19,972	25,605	3,037	79,623
Percent to Net Sales	26%	31%	22%	29%	26%

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending March 31, 2019

Sales / Cost of Sales Analysis

	Mar-2019	Mar-2018	Year to Date 2019	Year to Date 2018	% Inc (Dec) from Previous Year
Liquor Sales	120,082	135,320	338,888	356,247	(4.9%)
Liquor Cost of Sales	89,073	99,761	250,480	263,475	(4.9%)
Gross Profit	31,009	35,559	88,408	92,772	(4.7%)
Percent to Net Sales	26%	26%	26%	26%	
Wine Sales	64,322	67,278	189,975	171,102	11.0%
Wine Cost of Sales	44,350	45,303	127,027	115,213	10.3%
Gross Profit	19,972	21,975	62,948	55,889	12.6%
Percent to Net Sales	31%	33%	33%	33%	
Beer Sales	116,946	131,435	317,757	342,162	(7.1%)
Beer Cost of Sales	91,341	99,344	237,998	257,133	(7.4%)
Gross Profit	25,605	32,091	79,759	85,029	(6.2%)
Percent to Net Sales	22%	24%	25%	25%	
Misc Sales	10,581	16,240	29,692	43,230	(31.3%)
Misc Cost of Sales	7,544	12,757	20,126	33,446	(39.8%)
Gross Profit	3,037	3,483	9,566	9,784	(2.2%)
Percent to Net Sales	29%	21%	32%	23%	
Total Sales	311,931	350,273	876,312	912,741	(4.0%)
Total Cost of Sales	232,308	257,165	635,631	669,267	(5.0%)
Gross Profit	79,623	93,108	240,681	243,474	(1.1%)
Percent to Net Sales	26%	27%	27%	27%	

Liquor Store Sales - 2018 and 2019

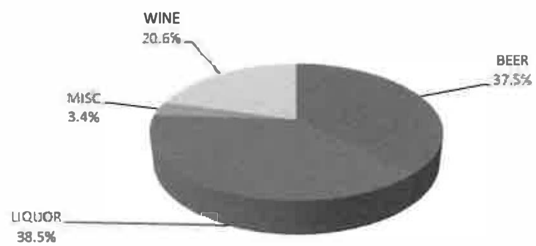
	Jan 18	Jan 19	Feb 18	Feb 19	Mar 18	Mar 19
Liquor	102,663.00	106,662.00	118,264.00	112,144.00	135,320.00	120,082.00
Wine	48,132.00	60,244.00	55,692.00	65,409.00	67,278.00	64,322.00
Beer	100,255.00	98,122.00	110,472.00	102,689.00	131,435.00	116,946.00
Misc	12,464.00	9,316.00	14,526.00	9,795.00	16,240.00	10,581.00
	263,514.00	274,344.00	298,954.00	290,037.00	350,273.00	311,931.00

	Apr 18	Apr 19	May 18	May 19	Jun 18	Jun 19
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	-
	309,925.00	-	390,021.00	-	398,059.00	-

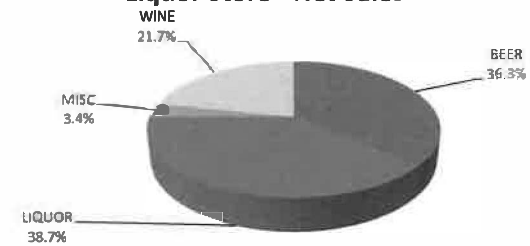
	Jul 18	Jul 19	Aug 18	Aug 19	Sept 18	Sept 19
Liquor	139,760.00	-	137,124.00	-	118,062.00	-
Wine	62,710.00	-	67,998.00	-	66,951.00	-
Beer	179,511.00	-	169,291.00	-	143,074.00	-
Misc	20,821.00	-	20,056.00	-	8,265.00	-
	402,802.00	-	394,469.00	-	336,352.00	-

	Oct 18	Oct 19	Nov 18	Nov 19	Dec 18	Dec 19
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	-
	368,918.00	-	361,382.00	-	386,781.00	-

March 2019 Liquor Store - Net Sales



Yearly 2019 Liquor Store - Net Sales



March 2019		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	116,946	37.5%
LIQUOR	6401.4761	120,082	38.5%
MISC	6401.4764	10,581	3.4%
WINE	6401.4762	64,322	20.6%
		311,931	

Total 2019		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	317,756	36.3%
LIQUOR	6401.4761	338,889	38.7%
MISC	6401.4764	29,692	3.4%
WINE	6401.4762	189,975	21.7%
		876,312	

City of Robbinsdale

MEMORANDUM

TO: City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Robbinsdale Wine & Spirits' Monthly Financial Statements - April

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of April 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 April are $1,187,868, which is down $50,491 from the prior year. Gross profit on sales is at $321,124 compared with $322,755 in 2018. Gross profit is at 27%, which is a little higher than target. Net income before transfers for the year is $30,604, compared to $57,868 in 2018.

The combination of weather, Cub liquor opening, and industry-wide slowdown had an impact on the April 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 2019 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 monthly rent.

<u>Recommendation</u>
Approve a motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of April 2019.

Marcia Glick

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson

Larry Jacobson, Finance Director

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending April 30, 2019

	Apr-2019	Apr-2018	Year to Date 2019	Year to Date 2018	% Inc (Dec) from Previous Year
Sales	302,667	313,964	1,187,868	1,238,359	(4.1%)
Less Customer Discounts	3,326	4,039	12,215	15,693	(22.2%)
Net Sales	299,341	309,925	1,175,653	1,222,666	(3.8%)
Cost of Sales	218,898	230,644	854,529	899,911	(5.0%)
Gross Profit	80,443	79,281	321,124	322,755	(0.5%)
Percent to Net Sales	27%	26%	27%	26%	
Operating Expenses:					
Personal Services	39,834	36,291	155,024	144,808	7.1%
Supplies & Repairs	125	1,087	3,939	4,481	(12.1%)
Other Charges & Services	16,962	14,092	67,275	58,522	15.0%
Rent	13,977	9,002	55,942	36,109	54.9%
Depreciation	1,667	5,250	6,668	21,000	(68.2%)
Other (Income) Expense	431	5	1,672	(33)	(5166.7%)
Total	72,996	65,727	290,520	264,887	9.7%
Operating Income / (Loss)	7,447	13,554	30,604	57,868	(47.1%)
Percent to Net Sales	2%	4%	3%	5%	

Current Month Analysis

	Liquor	Wine	Beer	Misc	Totals
Sales	110,458	60,016	119,678	9,189	299,341
Inventory of April 1	246,606	169,723	73,498	7,068	496,895
Purchases	88,190	47,991	99,771	10,755	246,707
Less Inventory of April 30	254,971	176,848	81,791	11,094	524,704
Cost of Sales	79,825	40,866	91,478	6,729	218,898
Gross Profit	30,633	19,150	28,200	2,460	80,443
Percent to Net Sales	28%	32%	24%	27%	27%

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending April 30, 2019

Sales / Cost of Sales Analysis

	Apr-2019	Apr-2018	Year to Date 2019	Year to Date 2018	% Inc (Dec) from Previous Year
Liquor Sales	110,458	116,218	449,346	472,465	(4.9%)
Liquor Cost of Sales	79,825	85,773	330,305	349,248	(5.4%)
Gross Profit	30,633	30,445	119,041	123,217	(3.4%)
Percent to Net Sales	28%	26%	26%	26%	
Wine Sales	60,016	56,885	249,991	227,987	9.7%
Wine Cost of Sales	40,866	39,039	167,893	154,252	8.8%
Gross Profit	19,150	17,846	82,098	73,735	11.3%
Percent to Net Sales	32%	31%	33%	32%	
Beer Sales	119,678	121,386	437,435	463,548	(5.6%)
Beer Cost of Sales	91,478	93,834	329,476	350,967	(6.1%)
Gross Profit	28,200	27,552	107,959	112,581	(4.1%)
Percent to Net Sales	24%	23%	25%	24%	
Misc Sales	9,189	15,436	38,881	58,666	(33.7%)
Misc Cost of Sales	6,729	11,998	26,855	45,444	(40.9%)
Gross Profit	2,460	3,438	12,026	13,222	(9.0%)
Percent to Net Sales	27%	22%	31%	23%	
Total Sales	299,341	309,925	1,175,653	1,222,666	(3.8%)
Total Cost of Sales	218,898	230,644	854,529	899,911	(5.0%)
Gross Profit	80,443	79,281	321,124	322,755	(0.5%)
Percent to Net Sales	27%	26%	27%	26%	

Liquor Store Sales - 2018 and 2019

	Jan 18	Jan 19	Feb 18	Feb 19	Mar 18	Mar 19
Liquor	102,663.00	106,662.00	118,264.00	112,144.00	135,320.00	120,082.00
Wine	48,132.00	60,244.00	55,692.00	65,409.00	67,278.00	64,322.00
Beer	100,255.00	98,122.00	110,472.00	102,689.00	131,435.00	116,946.00
Misc	12,464.00	9,316.00	14,526.00	9,795.00	16,240.00	10,581.00
	263,514.00	274,344.00	298,954.00	290,037.00	350,273.00	311,931.00

	Apr 18	Apr 19	May 18	May 19	Jun 18	Jun 19
Liquor	116,218.00	110,458.00	137,409.00	-	139,369.00	-
Wine	56,885.00	60,016.00	64,148.00	-	64,038.00	-
Beer	121,386.00	119,678.00	168,117.00	-	176,763.00	-
Misc	15,436.00	9,189.00	20,347.00	-	17,889.00	-
	309,925.00	299,341.00	390,021.00	-	398,059.00	-

	Jul 18	Jul 19	Aug 18	Aug 19	Sept 18	Sept 19
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	-
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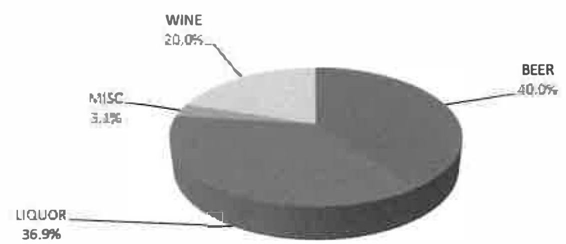
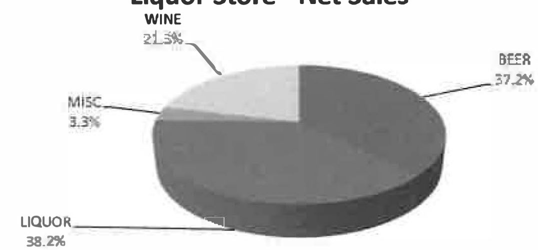
Wine	78,334.00	-	81,222.00	-	95,615.00	-
Beer	148,257.00	-	134,902.00	-	130,894.00	-
Misc	7,818.00	-	9,940.00	-	11,124.00	-
	368,918.00	-	361,382.00	-	386,781.00	-

April 2019 Liquor Store - Net Sales



Yearly 2019 Liquor Store - Net Sales



April 2019		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	119,679	40.0%
LIQUOR	6401.4761	110,459	36.9%
MISC	6401.4764	9,190	3.1%
WINE	6401.4762	60,017	20.0%
		299,345	

Total 2019		Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	437,435	37.2%
LIQUOR	6401.4761	449,348	38.2%
MISC	6401.4764	38,882	3.3%
WINE	6401.4762	249,992	21.3%
		1,175,657	

City of Robbinsdale

MEMORANDUM

TO: City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Deputy Registrar's Monthly Financial Statements - March

Attached are the Deputy Registrar's financial reports for the month of March 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 March are $141,293, which is $5,531 more than the prior year. Expenditures were greater by $1,066. There is a net income before transfers of $35,409 year to date, which is $4,465 more than last year.

Passport revenue year to date increased $8,117, (+14.9%) and motor vehicle fees have decreased $2,494, (-3.1%).

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 March 2019.

Marcia Glick

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson

Larry Jacobson, Finance Director

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending March 31, 2018

	Mar-2019	Mar-2018	Year to Date 2019	Year to Date 2018	% Inc (Dec) from Previous Year
Notary Fees	10	10	40	20	100.0%
Motor Vehicle Fees	30,282	28,349	77,124	79,618	(3.1%)
Boat/Snow/ATV/ORV Fees	336	346	1,303	1,343	(3.0%)
Fast Track Fees	-	-	-	-	
Fish & Game Fees	5	10	12	14	(14.3%)
Passport Fees	22,135	19,025	62,440	54,323	14.9%
Other Revenue	*296*	*74*	374	444	(15.8%)
Revenues	53,064	47,814	141,293	135,762	4.1%

Operating Expenses:

	Mar-2019	Mar-2018	Year to Date 2019	Year to Date 2018	% Inc (Dec) from Previous Year
Personal Services	29,948	29,850	85,265	86,815	(1.8%)
Supplies & Repairs	843	960	1,839	1,988	(7.5%)
Internal Serv Charges	5,069	4,863	15,207	14,589	4.2%
Other Charges & Services	2,376	588	3,573	1,426	150.6%
Other (Income) Expense		-	-	-	0.0%
Total	38,236	36,261	105,884	104,818	1.0%
Operating Income / (Loss)	14,828	11,553	35,409	30,944	
Percent to Revenues	28%	24%	25%	23%	

City of Robbinsdale

MEMORANDUM

TO:	City Council
FROM:	Marcia Glick, City Manager
DATE:	May 21, 2019
RE:	Deputy Registrar's Monthly Financial Statements - April

Attached are the Deputy Registrar's financial reports for the month of April 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 April are $192,057, which is $12,111 more than the prior year. Expenditures were greater by $7,925. There is a net income before transfers of $49,145 year to date, which is $4,186 more than last year.

Passport revenue year to date increased $9,528, (+13.3%) and motor vehicle fees have increased $2,499, (+2.4%).

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 Apirl 2019.

Marcia Glick

Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson

Larry Jacobson, Finance Director

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending April 30, 2018

			Year to Date		% Inc (Dec) from Previous
	Apr-2019	Apr-2018	2019	2018	Year
Notary Fees	10	15	50	35.00	42.9%
Motor Vehicle Fees	31,543	26,306	108,667	106,168	2.4%
Boat/Snow/ATV/ORV Fees	747	449	2,050	1,792	14.4%
Fast Track Fees	-	-	-	-	
Fish & Game Fees	27	7	39	21	85.7%
Passport Fees	18,782	17,371	81,222	71,694	13.3%
Other Revenue	(345)	36	29	236	(87.7%)
Revenues	50,764	44,184	192,057	179,946	6.7%

Operating Expenses:

Personal Services	29,776	25,040	115,041	111,855	2.8%
Supplies & Repairs	1,003.00	-	2,842	1,988	43.0%
Internal Serv Charges	5,069	4,863	20,276	19,452	4.2%
Other Charges & Services	1,180	266	4,753	1,692	180.9%
Depreciation	-	-	-	-	0.0%
Total	37,028	30,169	142,912	134,987	5.9%
Operating Income / (Loss)	13,736	14,015	49,145	44,959	
Percent to Revenues	27%	32%	26%	25%	

City of Robbinsdale

MEMORANDUM

To: Mayor and Council Members

From: Marcia Glick, City Manager

Date: May 21, 2019

Re: Internal Service Funds Rate Study

Background

It is appropriate for the City to periodically review the user rates for the City internal service funds. During the 2019 budget process and subsequent work sessions, it was determined that it is an appropriate time to perform a rate study in addition to review the financial plan for future capital needs.

Analysis/Conclusion

In order to acquire the services of a suitably qualified Consultant, an RFP was prepared and sent to five consulting firms. At the closing time for receipt of RFP's, City staff had received two submissions from well-qualified consultants. Submissions were received from Ehlers and Baker Tilly Municipal Advisors (formerly Springsted).

The Finance Director and Accountant reviewed the submissions, discussed the results with the City Manager, and forward a recommendation for consideration by City Council. Each submission was reviewed in accordance with established guidelines.

The cost details of the submitted proposals were – Baker Tilly Municipal Advisors ($17,200) and Ehlers ($26,950). The submissions are available for review by Council Members.

Based on all elements of the submission review, and the combination of understanding of the project, the experience of the team, the experience with similar government engagements, reasonable cost, and discussions with references, staff recommend appointment of Baker Tilly Municipal Advisors.

The Internal Service Funds Central Garage and Central Services will fund the study. The study was discussed during budget meeting last year. No provisions are currently included in the 2019 budget. The Internal Service Funds above have adequate resources to pay for the study.

Recommendation

By motion authorize the Mayor and City Manager to enter into an agreement to engage Baker Tilly Municipal Advisors to provide professional services for an Internal Service Fund Rate Study and financial plan in accordance with the Proposal at a cost not to exceed $17,200.

Marcia Glick

Marcia Glick, City Manager

Concurrence:

Larry Jacobson

Larry S. Jacobson, Finance Director

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Request to Approve Demolition of Commercial Structure:
3600-3636 France Ave N

BACKGROUND:

Attachment 1 is a request for demolition of the Westphal American Legion Building located at 3600 France Avenue North. Redevelopment of the site as a new apartment building has been approved in concept and once building permit and private financing are approved, a new apartment building would be under construction. The developer acquired the property on April 30, 2019 and the current tenants will be wrapping up wither operations over the summer.

Demolition of non-residential buildings or structures must be approved by the City Council per City Code section 400.01, Subd. 4.

ANALYSIS/CONCLUSION:

Demolition must be carried out in accordance with specifications approved by the city. All demolition contractors will be required to be licensed.

As noted in the developer's request, demolition is expected to being in October of 2019 with construction completion expected in February of 2021.

RECOMMENDATION:

By motion, waive the reading and order the adoption of the resolution in Attachment 2.

Marcia Glick

Marcia Glick, City Manager

ATTACHMENT 1

IDP *Inland Development Partners*

April 30, 2019

Ms. Marcia Glick
City Manager
City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN. 55422

Re: Westphal American Legion Property
3600 France Avenue North
Robbinsdale, MN 55422

Dear Marcia:

Please allow this correspondence to serve as our request for approval by the Robbinsdale City Council to allow the demolition of the Westphal American Legion Building located at 3600 France Avenue North in Robbinsdale. The approved demolition will allow the site to be cleared and redeveloped into the Parker Station Flats apartment property. We expect the property demolition to begin in October of 2019 and construction completion of the apartment project is expected in February of 2021.

Please let me know when this request will be heard by the Robbinsdale City Council. Thank you and call me with any questions.

Sincerely,

Thomas Dillon
Project Manager
Parker Station Lofts
(612) 388-9432

Attachment 2

Member __________ moved and Member __________ seconded a motion that the following resolution be read and adopted this 21st day of May, 2019.

RESOLUTION NO.

RESOLUTION AUTHORIZING DEMOLITION OF 3600-3636 FRANCE AVENUE N.

WHEREAS, Section 400.01, Subd. 4 of the Robbinsdale City Code requires that the demolition of any non-residential buildings be approved by the City Council; and

WHEREAS, the City Council has approved the redevelopment plans for a 197 unit market rate apartment building including underground parking and high-end amenities; and

WHEREAS, in order for redevelopment to occur, the existing building needs to be removed; and

WHEREAS, the City Council has reviewed the request and has determined that demolition is appropriate with anticipation that demolition will take place in October, 2019 after all of the tenants have vacated the building;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROBBINSDALE, MINNESOTA, AS FOLLOWS:

1. The City Council hereby approves demolition of the structure located on the Property subject to the specifications contained in paragraph 2.

2. The owner of the Property, or its designee, must submit to City staff an application for demolition which will contain at least the following details:

- Plan for removal of debris;
- Erosion control plan;
- Plan for hazardous materials abatement pursuant to applicable law (e.g. asbestos);
- Details for the disconnection of all city-owned utilities; and
- Plans to control dust during demolition.

3. Upon submission of an application which contains the above specifications, and verification that all of the tenants have completed their vacation of the building, City staff may issue a permit for the demolition in accordance with the terms herein.

4. City staff is authorized to take any additional action which is necessary or convenient with respect to carrying out the provisions of this Resolution.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21ST DAY OF MAY, 2019

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk

City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Parking Lease for Lot West of Downtown Water Tower

Background

Most of the property adjacent to the railroad tracks from 41st to 42nd and just outside of the back doors of the police department, Hubbard Marketplace and EMI belongs to Hennepin County Regional Railroad Authority (HCRRA). The Robbinsdale Economic Development Authority leased the parking from HCRRA at the time of the Hubbard Marketplace Development. When Hubbard Marketplace was sold to Metropolitan Council it included an assignment of the lease for the parking/driving area including the lot west of the downtown water tower, the drive lanes behind Hubbard Marketplace, the parking west of the parking lot owned by REDA south of the Northside Oriental Market and the parking west of Northside Oriental Market.

Beginning last year, Metropolitan Council agreed to lease the parking lot west of the water tower is mostly unused (other than for storage of the Whiz Bang Days float) for signed public parking.

Analysis/Conclusion

The Sublease Agreement envisioned the option of a 1 year extension with mutual consent in writing. The cost is $1250/quarter, payment of any required taxes or special assessments, and the requirement to remove garbage and debris from the area. Met Council will be responsible for snow removal and non-routine maintenance. The agreement will include a provision for special events such as the Whiz Bang Days Block Party and maintenance days.

After extensive review, the Metropolitan Council has agreed to extend the lease for 1 year noting that the underlying lease from HCRRA terminates May 31, 2020 so an additional extension will not be available.

Recommendation

By motion authorize the Mayor and City Manager to execute the Sublease Agreement between the Metropolitan Council and the City of Robbinsdale for public parking at lot located to the west of the downtown water tower.

Marcia Glick, City Manager

City of Robbinsdale

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: May 21, 2019
RE: Continued License Use of 4364 Grimes Ave N

Background
In 2005 the City agreed to license use of this property to the property owner of 4361 Grimes, Tuan Tran. Mr. Tran recently contacted staff to indicate that he is still interested in discussing purchasing the lot. The lot cannot be sold until the City studies storm water issues in the area and determines how the lot could be re-graded to address ponding on adjacent properties.

Analysis/Conclusion
The City Engineer's study of storm water in the area is not a high priority compared to other drainage issues. A study in this area is not listed as a priority in our 5 year plan.

The owner of 4361 Grimes has a very small rear yard and it drops off steeply. He has done a good job of maintaining the lot over the last years.

Recommendation
By motion, authorize the Mayor and City Manager to execute the license for the use of 4364 Grimes shown in Attachment 1.

Marcia Glick

Marcia Glick, City Manager

Attachment 1

LICENSE FOR USE OF 4364 GRIMES AVENUE NORTH
Tuan Tran and Nga Tran (Licensee) and
City of Robbinsdale (Licensor)

This agreement dated this _____ day of May, 2019.

1. Rent - $1 per year payable in advance.
2. Description of Property: Lot 15, Block 1, Shannon Glen which is owned by the City of Robbinsdale.
3. Term: one year commencing on June 1, 2019. This license may be continued on an annual basis provided that city is satisfied with the maintenance of the property. This license may be terminated by the Licensor with or without cause on 30 day notice at any time after the end of the first year. In the event that Licensee sells the adjacent residential property, the agreement will be terminated or assigned to Licensee's successor on the residential property in the sole discretion of the City.
4. Licensee is responsible for maintenance of the entire lot, including, but not limited to, mowing, raking, picking up trash, controlling weeds, and keeping the storm sewer line clear from leaves and trash.
5. Licensee has had an opportunity to review and inspect property and accepts property in its current condition. Licensee appreciates and consents to the City's use of the property for storm drainage purposes.
6. Licensee indemnifies and agrees to defend the Licensor from any claims of whatever nature arising out of Licensee's use and maintenance of the property under this license.
7. Licensee understands that the license for use of the property is being offered at a low rate in exchange for maintaining the property.
8. Licensee understands that the city may change the grading of the property in the future to accommodate storm water runoff. Landscaping plans must be reviewed and approved by City Staff prior to implementation.
9. Licensee acknowledges that Property may be used only for activities incidental to Licensee's use of the abutting residential property. Licensee understands that no permanent structures may be put on this property. Licensee may install children's play equipment, fence, or other temporary structures with the understanding that these must be moved at Licensee's cost at the end of the license and at times when they block access to the storm drainage area at the rear of the property.
10. Licensee will provide insurance as deemed necessary by Licensor.

CITY OF ROBBINSDALE

______________________________	______________________________
Tuan Tran	Regan L. Murphy, Mayor
______________________________	______________________________
Nga Tran	Marcia Glick, City Manager

City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Amendment to Solid Waste Contract adding 3 months

Background:
The City of Robbinsdale will be considering service contract proposals for all solid waste collection this summer; anticipating that packets will be distributed in June. The current 7-year contract with Waste Management ends 12/31/19 it contemplated the option full year extensions provided that the extension is agreed upon by July 2nd. Council members had indicated that they would like the contracted to be taken out for proposals.

A change in solid waste collection services during winter holidays is not desirable and, with council support, staff had been exploring a 4 month extension with Waste Management. With the fact that April is the start of yard waste collection which is typically large undertaking, Waste Management indicated that they would be interested in either a 3 month or 6 month extension.

Analysis/Conclusion
The 3 month contract extension will either be through the week starting March 23 or March 30. The contract pricing for the 3 month term will be increased based on the CPI percentage- All Urban Users – MN/WI, not to exceed 3%.

The City Attorney will prepare a simple amendment to the contract for review by Waste Management. It is anticipated that the amendment will include clarification regarding container management at the end of the contract. Prior to 2013, the containers were supplied by the City and since then they have been supplied by Waste Management resulting in a mix of container ownership. The 1st amendment was the addition of organics approved earlier this year.

Recommendation:
By motion, authorize the Mayor and City Manager to execute the 2nd Amendment to the Solid Waste contract between the City of Robbinsdale and Waste Management extending the contract by three months with approval of language by the City Attorney.

Marcia Glick

Marcia Glick, City Manager

MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: May 21, 2019
RE: Permission for Robin Center Leasing banner to be displayed in excess of 30 days.

BACKGROUND:

Robin Center has requested permission to display a banner with leasing information for more than 30 days. The banner is in place (see below).

ANALYSIS/CONCLUSION:

Robin Center is in the B-4 Community Commercial district.

Subd. 13. Banners. Banners may be displayed in any B, R-B or DD district or public right-of-way subject to the following conditions:

(b) Banners may be authorized by the City Council for a time period exceeding 30 days. (Added, Ord. No. 09-10)

RECOMMENDATION:

By motion, authorize the use of a banner for leasing vacant space at Robin Center for more than thirty days subject to a condition that the banner must be removed within 7 days of the rental or leasing of the space, or if the banner becomes deteriorated in any way.

Marcia Glick, City Manager

CONCURRENCE:

Rick Pearson, Community Development Coordinator

MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: May 21, 2019
RE: Results of the Planning Commission public hearing on Special Event Banners.

BACKGROUND:

On May 16, the Planning Commission conducted a public hearing for comments to inform the discussion about the proposed sign ordinance text amendment for special event banners.

ANALYSIS/CONCLUSION:

At the public hearing, the owners of Nonna Rosa's and Wicked Wort were present to provide their insights concerning banners. Both brought up good points that the Commissioners wanted to consider. There was also a confrontational element of the discussion that made constructive discourse difficult. After lengthy discussion, the Commissioners tabled the item to the June 20 Planning Commission.

The enforcement of the ordinance was discussed and observations made about the proliferation of banners around town, not just along West Broadway in the downtown.

Given the intensity of the discussion and emotions over the issue, staff recommends suspension of enforcement of the special event banners in the downtown while the discussion is ongoing. However, staff will continue its enforcement efforts concerning the apparent proliferation of unpermitted banners and getting them removed. Construction sites in particular are displaying a noticeable increase in banners. It is important to add that cities cannot regulate the content of signs.

RECOMMENDATION:

By motion, direct staff to suspend enforcement efforts concerning special event banners in the downtown while new ordinance language is being developed.

Marcia Glick, City Manager

CONCURRENCE:

Rick Pearson, Community Development Coordinator

City of Robbinsdale

To: Mayor and City Council

From: Marcia Glick, City Manager

Date: May 21, 2019

Subject: Loudspeaker Device Application

Background

The city received an application from the Minnesota Nurses Association to use 4 megaphones for informational picketing on the public sidewalk of Abbott Avenue North, between Lowry Avenue North and County Road 81, on Thursday, May 23, 2019, from 8:00 a.m. to 5:00 p.m. The area in front of the parking ramps facing County Road 81 is county property and any approval is required from them. They are considering use of Manor Park and will follow the Recreation Services reservation process.

Analysis/Conclusion

The application requires review by the Police Chief, Building Official and Community Development Coordinator. The Public Works Director/City Engineer reviewed the application also. All have approved subject to the recommendations.

Recommendation

By motion, approve the application from the Minnesota Nurses Association to use 4 megaphones for informational picketing on the public sidewalk of Abbott Avenue North, between Lowry Avenue North and County Road 81, utilizing no other amplification, with the following conditions:

- No obstructions of any kind to pedestrian or vehicular traffic, especially emergency vehicles. Safe and unobstructed passage for pedestrians on sidewalks required at all times.
- The use of the loudspeaker devices is limited to Thursday, May 23, 2019, between the hours of 8:00 a.m. to 5:00 p.m.
- Cannot exceed 65 decibels.
- All areas should be clean of any rubbish at the conclusion of informational event.
- The Chief of Police, or his designee, is granted authorization to immediately revoke the license if documented patient complaints come from the hospital.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau

Kate Croteau, City Clerk

City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Redevelopment Site (Parker Station Flats) vacation of right-of-way public hearing and Sale of property remnants

Background:
As part of the plat review for the redevelopment project at 36th & France, old U.S. Highway right-of-way, which had been acquired by Hennepin County, was conveyed to the City of Robbinsdale by quitclaim deed at no charge to the City. Part of the property is proposed by the developer to be used as a storm water pond and in order for the developer to secure HUD-insured bank financing for construction of the pond, they are required to own the property in fee title subject to a maintenance agreement with the City. This new detail (HUD-required ownership) is a change from discussion at the April 16th meeting when it was assumed that the City would retain ownership of the storm water pond.

The current development project, like many along the County Road 81 corridor, has required significant title clearance work. The City previously vacated a majority of the West Broadway roadway right-of-way in the 1980s and the presumption wat that the result of this vacation would be that the American Legion would retain fee title to the property. Unfortunately based on title issues which were unrelated to the City's vacation action, there were remnants of land which were held by third parties. As part of the current development project, the developer has completed a quite title action to quiet title to the lands within the development area. The result of that quiet title action is that the City's interest in certain lands has been quieted against claims from the named defendants, and Excel II has also had its title quieted as to certain lands within the development area. This process was completed at the developer's cost and included a settlement agreement whereby the developer paid a significant sum to acquire property rights from the heirs who claimed to own a small portion of the redevelopment area.

The Robbinsdale EDA also previously acquired fee title to a portion of the property within the development area through tax forfeiture and has agreed to sell the developer that portion of land as part of the development project. While it is true that this portion of property has been historically used by the American Legion as part of their parking lot, that entity would not have a valid legal claim that the property had been adversely possessed, based upon the general protections against adverse possession afforded to both registered (Torrens) and publicly-owned properties.

The issues outlined thus far relate to title clearance and land compilation activities undertaken by the developer to date. In the presentation, staff will use maps and overlays to explain the land ownership issues, including where the proposed vacations are located, what areas will be transferred to the developer by REDA, and what new rights-of-way will be dedicated to the City in the plat. It is also explained in more detail in the Analysis/Conclusion part of this memo.

A public hearing for the right-of-way vacation was advertised in the official newspaper and utility companies currently using the old West Broadway right-of-way were notified of the planned vacation. Because of the overlapping areas in the vacation and land sale, both ordinances are covered as one item. The right-of-way vacation will be effective with the filing of the new plat to avoid a gap in ownership of the property used as city street.

Analysis/Conclusion:

Attachment 1 & 2 (aerial) For simplicity, Hennepin County quitclaimed the entire development area including excess right-of-way it acquired from the State of Minnesota when the State Highway became County Road 81. The developer will use part of the area as a storm water pond. Quitclaiming the entire parcel, rather than trying to be precise as to ownership, avoids any accidental gaps which may have resulted. The red outline is the area that Hennepin County quit claimed to the City of Robbinsdale.

Attachments 2 & 3 Fee title to West Broadway's former right-of-way has been partially acquired by the developer through adverse possession and the quiet title action (subject to the remaining utility easement) and partially acquired by City of Robbinsdale (subject to Hennepin County right-of-way easement). It is recommended that the City vacate the entire right-of-way parcel rather than parsing out various fragments for different purposes. Part of the right-of-way will be subsequently dedicated to the City as part the new plat.

Attachment 1 &2 The City ownership is in 3 areas: the northerly tip (0.191 acres), the storm water area (0.16 acres), and a very small fragment on the south end between the County right-of-way and current parking lot (0.081 acres). These areas are depicted by green dotted lines. Pursuant to instruction in executive session on April 16th, purchase agreements for the three parcels were executed prior to the April 30th closing on the redevelopment property. Purchase agreements note that property will be quit claimed, "as is," with multiple conditions related to all of the steps needed for the redevelopment occur. There will be no sale proceeds. The City was not required to pay the County for the conveyance of these parcels.

Attachment 1&2 The plat for the property will dedicate to the City right-of-way along both France Avenue N and 36th Avenue N. The area that will become right-of-way is that area between the blue line of the plat and the red line of the quitclaimed area to the south and west.

Recommendation:

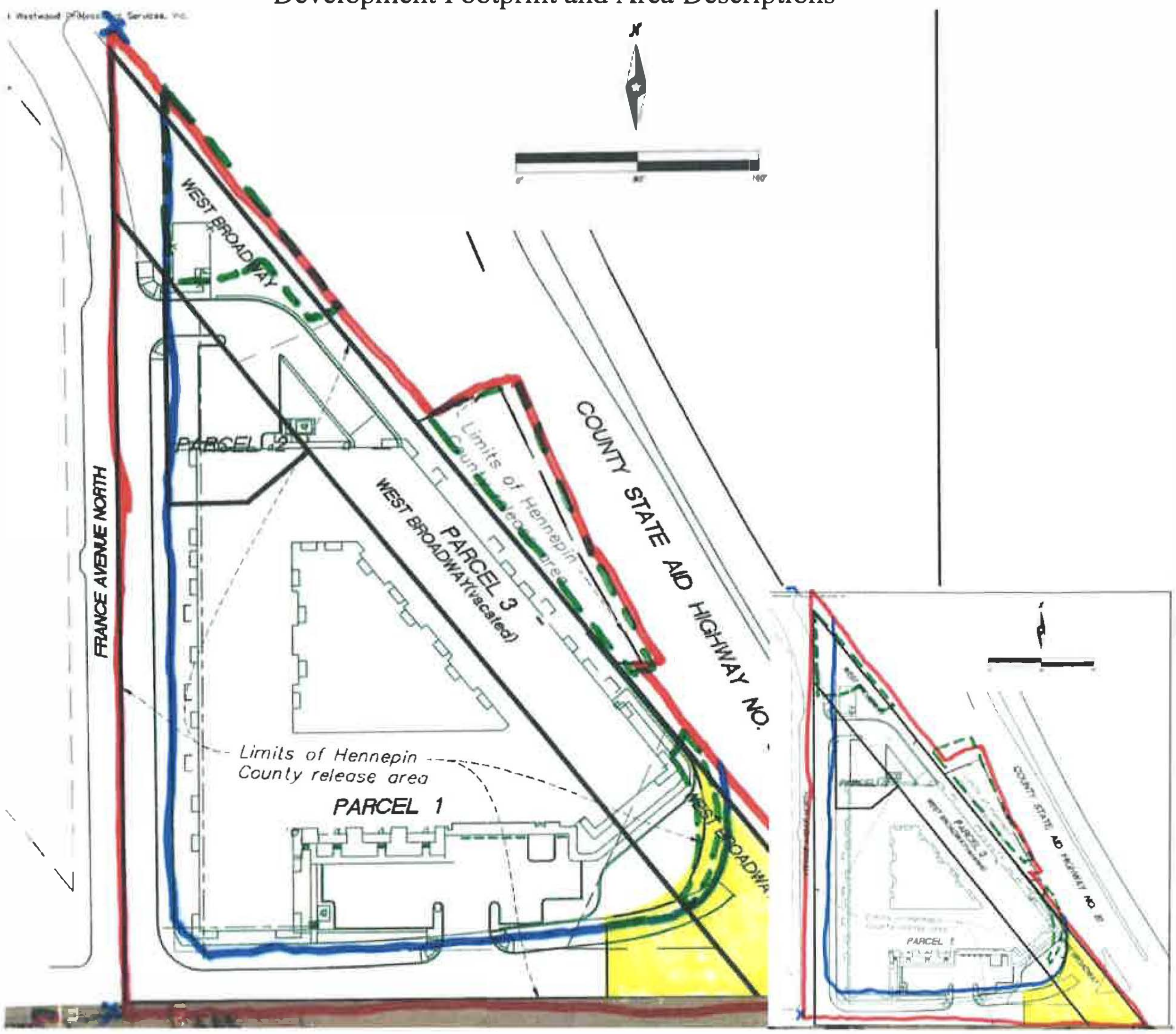
1. Hold the public hearing on the proposed vacation of platted West Broadway **as well as highway right-of-way and easements** in the development area.
2. Hold the 1st reading of the ordinance (Attachment 4) vacating the West Broadway right-of way on the easterly side of the development parcel. The vacation will be effective with the recordation of the final plat for the new development.
3. Hold the 1st reading of the ordinance (Attachment 5) which would allow the City to quit claim the entire development parcel to the developer (although the actual city property is the storm water pond and 2 fragments). The sale will coincide with the final plat.
4. **Hold the 1st reading of the ordinance (Attachment 6) vacating various highway right-of-way and easements quit claimed by Hennepin County to the City of Robbinsdale on February 12, 2019.**

Marcia E. Glick

Marcia Glick, City Manager

Attachment 1

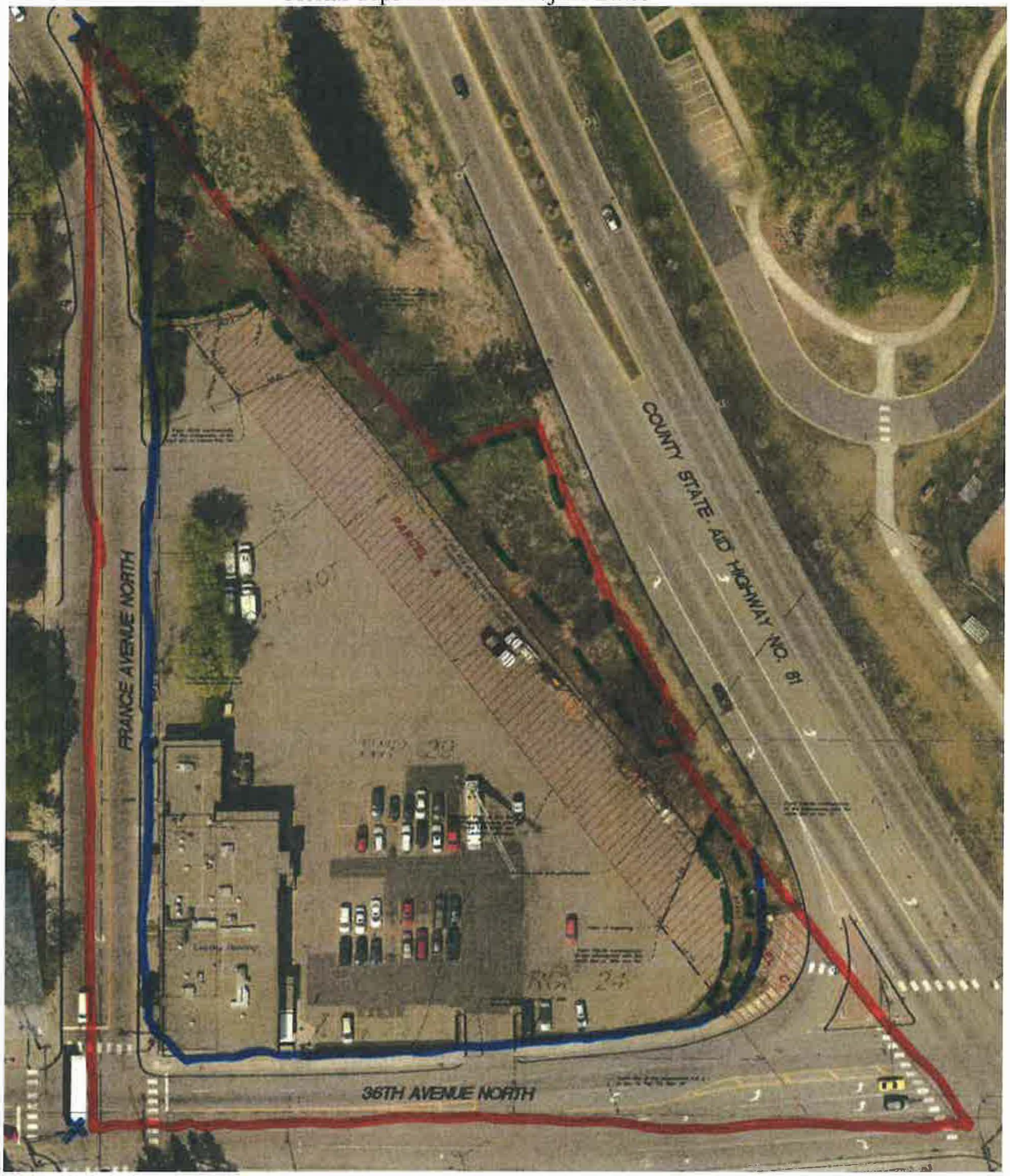
Development Footprint and Area Descriptions



Red line = Plat Limits
Blue line = Plat line redevelopment area
Area between Red & Blue is right-of-way dedication in plat.
Green dashed lines limits of 3 city owned areas to deed to project
Yellow shaded area – County exclusion of quitclaim deed from County compared to Red line plat limits.
NOTE: Layout of plan *slightly* smaller than overlay.

Attachment 2

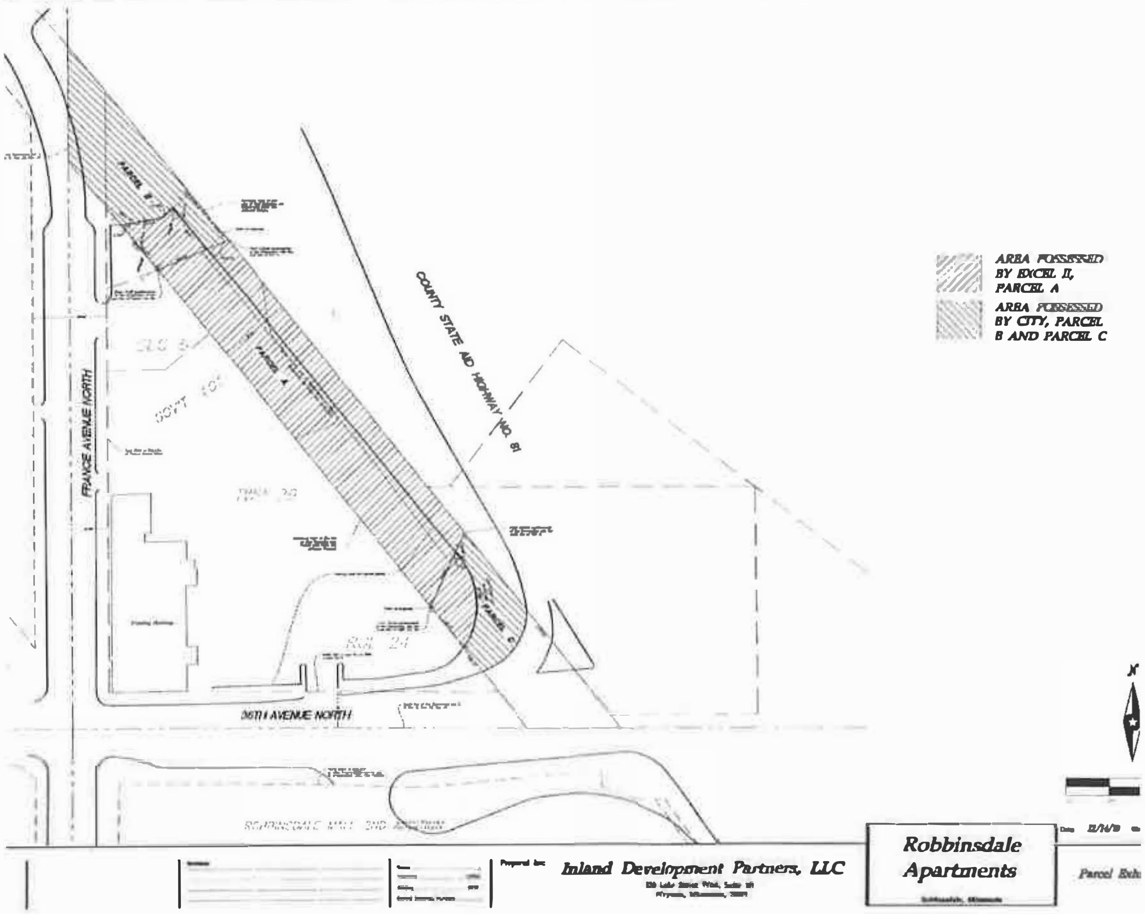
Aerial depiction With Project Lines



Red line Plat Limits -
Blue line Plat line redevelopment area
Green dashed lines limits of 3 city owned areas to deed to project

Attachment 3

Title Settlement Land Assignment



Attachment 4

Member ________________ moved and Member _______________ seconded a motion that the following Ordinance which was given its first reading on May 21, 2019 be given its second reading on this _____ day of ___________, 2019 and that it be adopted.

ORDINANCE NO. 19- __

AN ORDINANCE VACATING PLATTED WEST BROADWAY IN NORTHWEST QUADRANT OF FRANCE AVENUE N AND 36TH AVENUE N

WHEREAS the Council in its discretion has determined that the vacation of the right-of-way is in the public interest because the platted roadway is no longer necessary for accommodating a public street or public travel and will also be replaced in the platting process of Parker Station Flats Plat with additional public right-of-way for both France Avenue N and 36th Avenue N; and

WHEREAS, utilities currently located in the right-of-way will be relocated as part of the development;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1. That West Broadway right-of-way, as shown in **Exhibit 1,** will be vacated, including utilities, coincident with the recording of the final plat, identified as Parker Station Flats Plat in the preliminary plat filing. The right-of-way area to be vacated is legally described as:

That part of West Broadway, also known as Jefferson Highway, in the west one-half (1/2) of Section Five (5), Township Twenty-nine (29), Range Twenty-four (24), west of the Fourth (4) Principal Meridian, Hennepin County, Minnesota described as follows: Beginning at the intersection of the southwest line of said West Broadway and the south line of said West Half of Section 5; thence northwesterly along said southwest line of West Broadway, a distance of 668.05 feet to the west line of said West One Half of Section 5; thence northerly along said west line of the West One Half of Section 5, a distance of 106.08 feet to the northeast line of said West Broadway; thence southeasterly along said northeast line of West Broadway, a distance of 804.84 feet to said south line of the West One Half of Section 5; thence westerly, along said south line of the West One Half of Section 5, a distance of 85.11 feet to the point of beginning.

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

The Ordinance vacates the right-of-way of the old West Broadway alignment on the east property bounded by 36th Avenue N on the South, France Avenue on the west and County Road 81 on the easterly diagonal.

Section 3. Effective Date: This vacation shall be effective with the recordation of the final plat for the new development.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

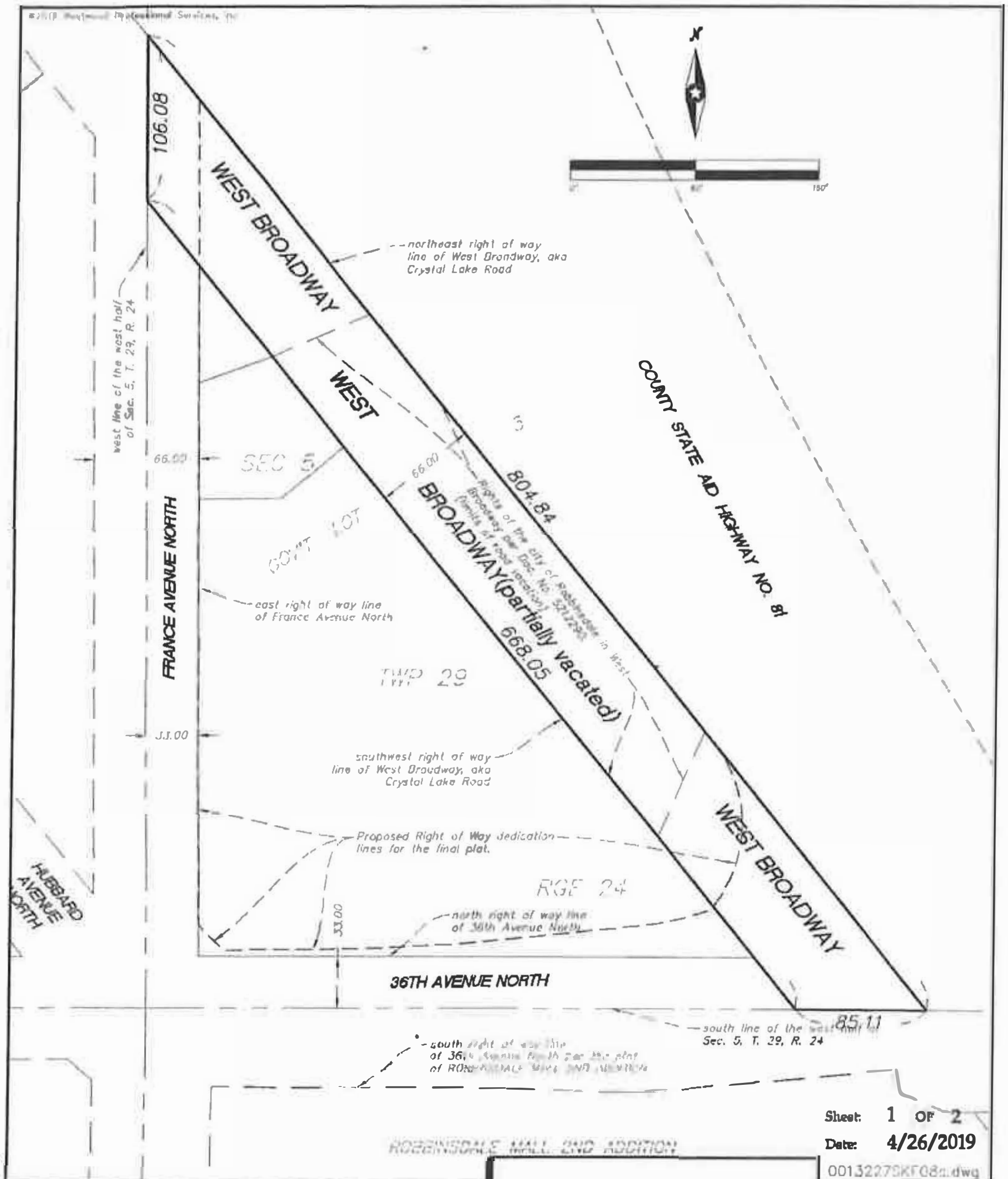
PASSED AND ADOPTED BY THE CITY COUNCIL THIS ______ DAY OF _____________, 2019

____
Regan L. Murphy, Mayor

ATTEST:

____
Kate Croteau, City Clerk
(SEAL)

Exhibit 1



Sheet: 1 OF 2
Date: 4/26/2019

Westwood	Crew: Checked: Drawn: CWM Record Drawing by/date:	Parker Station Flats Robbinsdale MN	West Broadway Simple Vacation

Attachment 5

Member __________ moved and Member ____________ seconded a motion that the following Ordinance, which was given its first reading on May 21, 2019, be given its second reading this _______ day of ________________, 2019, and that it be adopted.

ORDINANCE NO. 19-__
AN ORDINANCE AUTHORIZING SALE OF
PROPERTY TO PARKER STATION FLATS, LLC
(Northeast Corner of 36th Avenue North and France Avenue North)

WHEREAS, on February 5, 2019, Hennepin County quitclaimed to the City of Robbinsdale a large area in the Northeast Quadrant of France Avenue and 36th Avenue part of which it had obtained from the State of Minnesota along with the change of the adjacent roadway from State Highway to County Road 81; and

WHEREAS, the transfer to the City was related to the planned redevelopment of the area, including an area adjacent to County Road 81 which is to be used for storm water treatment under and agreement with the City of Robbinsdale to assure property maintenance (Outlot A in the new plat); and

WHEREAS, the City of Robbinsdale recently quieted title to certain portions of the platted West Broadway right-of-way through a quiet title action, and Excel II, the owner of adjacent lands, also quieted title to certain portions of land which had been used by the American Legion and subsequent owners; and

WHEREAS, land surveys have indicated that the portions of land actually conveyed by the County through the quit claim deed are comprised of three areas: a storm water basin area (0.16 acres), a north wooded area (0.191 acres), and a south green area (0.081 acres); and

WHEREAS, similar to the County land transfer, it is recommended that the City quitclaim the entire development parcel to avoid any future gaps; and

WHEREAS, the City Council has determined that this sale has no relationship to the comprehensive plan;

NOW, THEREFORE, THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1: That the following legally described real property owned by the City of Robbinsdale and located in the City of Robbinsdale is hereby authorized to be disposed of by conveyance to Parker Station Flats, LLC:

Legally Described in Exhibit 1:

Section 2: That the land is being conveyed to the Parker Station Flats, LLC. for a fair price;

Section 3: That the ordinance is adopted pursuant to section 12.05 of the Robbinsdale City Charter.

Section 4: That the deed will be executed and recorded concurrent with the recording of Parker Station Flats Plat.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

Passed by the City Council this _____ day of __________, 2019.

____
Regan L. Murphy, Mayor

ATTEST:

____
Kate Croteau, City Clerk

That part of Government Lot 3, Section 5, Township 29, Range 24, 4th Principal Meridian, described as follows:

> Beginning at the southwest corner of said Government Lot 3; thence North 00 degrees 29 minutes 46 seconds West, assumed bearing along the west line of said Government Lot 3, a distance of 624.16 feet to the northwesterly extension of the northeasterly right-of-way line of West Broadway, which right-of-way line is parallel with and distant 66.00 feet northeasterly of the northwesterly extension of the most southerly northeasterly line of Lot 1, Block 1, Robbinsdale Mall Second Addition, according to the recorded plat thereof, Hennepin County, Minnesota; thence South 38 degrees 58 minutes 10 seconds East along said northwesterly extension and said northeasterly right-of-way line of West Broadway, a distance of 316.02 feet; thence North 66 degrees 33 minutes 02 seconds East, a distance of 58.63 feet; thence South 24 degrees 55 minutes 19 seconds East, a distance of 124.23 feet; thence South 29 degrees 51 minutes 52 seconds East, a distance of 81.11 feet to Line A described below; thence North 89 degrees 48 minutes 57 seconds West along said Line A, and parallel to the south line of said Government Lot 3, a distance of 17.41 feet to said northeasterly right-of-way line of West Broadway; thence South 38 degrees 58 minutes 10 seconds East along said northeasterly right-of-way line a distance of 62.14 feet; thence Southerly, along a tangential curve, concave to the West, having a central angle of 78 degrees 39 minutes 08 seconds and a radius of 85.00 feet for an arc distance of 116.68 feet; thence Westerly, along a non-tangential curve, concave to the North, having a central angle of 14 degrees 28 minutes 20 seconds and a radius of 184.00 feet for an arc distance of 46.48 feet, the chord of said curve bears South 77 degrees 00 minutes 10 seconds West; thence South 00 degrees 11 minutes 03 seconds West, not tangent to said curve, a distance of 53.36 feet to the south line of said Government Lot 3; thence North 89 degrees 48 minutes 57 seconds West along said south line, a distance of 315.53 feet to the point of beginning.

Line A is described as:

> Commencing at the intersection of the south line of said Government Lot 3 with said northeasterly right-of-way line of West Broadway (fka Crystal Lake Road); thence northwesterly along said right-of-way line for 16.00 feet; thence east and parallel with the south line of said Government Lot 3 a distance of 134.92 feet; thence north and parallel with the east line of said Government Lot 3 a distance of 207.50 feet to the point of beginning of Line A; thence west and parallel with the south line of said Government Lot 3 a distance of 284.33 feet, more or less, to said northeasterly right-of-way line and said Line A there terminating.

Attachment 6

Member ________________ moved and Member _______________ seconded a motion that the following Ordinance which was given its first reading on May 21, 2019 be given its second reading on this ______ day of ___________, 2019 and that it be adopted.

ORDINANCE NO. 19- __

AN ORDINANCE VACATING VARIOUS HIGHWAY EASEMENTS QUITCLAIMED FROM HENNEPIN COUNTY TO CITY OF ROBBINSDALE LYING WITHIN THE PLAT OF PARKER STATION FLATS

WHEREAS, Hennepin County quitclaimed land located in the Northeast Corner of France Avenue North and 36th Avenue North; and

WHEREAS, included in this quitclaim were various easements for highway purposes and right-of-way of Trunk Highway 3 which public rights were conveyed by the County to the City of Robbinsdale as part of the quitclaim deed; and

WHEREAS, this public easement interest cannot be extinguished via a quitclaim deed to the developer and may only be extinguished via vacation of said easements and right-of-way;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1. That Trunk Highway right-of-way and highway easements listed in **Exhibit 1**, will be vacated, including utilities, coincident with the recording of the final plat, identified as Parker Station Flats Plat.

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

The Ordinance vacates the right-of-way and highway easements within the redevelopment area located in the northeast corner of 36th Avenue North and France Avenue North.

Section 3. Effective Date: This vacation shall be effective with the recordation of the final plat for the new development.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF ____________, 2019

____
Regan L. Murphy, Mayor

ATTEST:

____
Kate Croteau, City Clerk
(SEAL)

Exhibit 1

Identification of Interests to be Vacated through this action

a. Right of way of Trunk Highway No. 3 as evidenced in Document Nos. 91337, 1585592 (Abstract), 91338, 1585593 (Abstract), 6173918 (Abstract).

b. Easement for highway purposes contained in Document Nos. 100867, 1608005 (Abstract), 1608006 (Abstract), 570967, 6173918 (Abstract), and 2454931 (Torrens).

c. Easement for highway purposes contained in Document No. 1721423 (Abstract), 110241 (Torrens), 97009 (Torrens), 6173918 (Abstract), and 2454931 (Torrens).

d. Easement for highway purposes described as Parcel No. 58 in Document No. T4872608.

City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Public Hearing – Approving modified Tax Increment Financing Plan for Tax Increment Financing District No. 2000-9

Background:
The Robbinsdale Economic Development Authority established Redevelopment Project 2000 for scattered site single family home construction. Project 2000-9 was established in 2017 containing 2 home development sites. An updated district adds one additional development sites – 3359 Halifax Ave N.

Analysis/Conclusion:
REDA adopted a modified development plan for Project 2000-9 on May 21, 2019. The plan is attached as Attachment 1.

Establishment of the TIF Districts provides REDA the opportunity to recoup some of the cost of redevelopment of these lots.

Recommendation:
1. Hold the public hearing.
2. Waive the reading and order the adoption of the "RESOLUTION APPROVING A MODIFIED TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 2000-9." (Attachment 2)

Marcia Glick

Marcia Glick, City Manager

Attachment 1

MODIFIED TAX INCREMENT FINANCING PLAN

TAX INCREMENT FINANCING DISTRICT NO. 2000-9

ROBBINSDALE ECONOMIC DEVELOPMENT AUTHORITY

Original Plan – March 14, 2017
Modified Plan – May 14, 2019

THIS INSTRUMENT DRAFTED BY:

KENNEDY & GRAVEN, CHARTERED
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300

564667v1 RB115-54

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MODIFIED TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 2000-9

MODIFIED TAX INCREMENT FINANCING PLAN FOR TIF DISTRICT NO. 2000-9

A. Definitions

For the purposes of the modified Tax Increment Financing Plan for Tax Increment Financing District No. 2000-9, the following terms shall have the meanings specified below, unless the context otherwise requires:

"Administrative expenses" means all expenditures of REDA other than amounts paid for the purchase of land; amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of real property in the Project; relocation benefits paid to or services provided for persons residing or businesses located in the Project; amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to section 469.178 of the TIF Act; or amounts used to pay other financial obligations to the extent those obligations were used to finance costs associated with land acquisition or relocation benefits or services. Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants and planning or economic development consultants;

"City" means the city of Robbinsdale, a municipal corporation under the laws of Minnesota;

"City Council" or "Council" means the Robbinsdale city council;

"Comprehensive Plan" means the City's objectives, policies, standards and programs to guide public and private land use, development, redevelopment and preservation for all lands and water within the City;

"County" means Hennepin County, Minnesota;

"EDA Act" means Minnesota Statutes, sections 469.090 through 469.108, as amended;

"HRA Act" means Minnesota Statutes, sections 469.001 through 469.047, as amended;

"REDA" means the Robbinsdale Economic Development Authority, a public body corporate and politic under the laws of Minnesota;

"Redevelopment Project 2000" or "Project 2000" or "Project" means the redevelopment project established by REDA in 1995 pursuant to the HRA Act and EDA Act and in which TIF District Nos. 2000-1, 2000-2, 2000-3, 2000-4, 2000-5, 2000-6, 2000-7, 2000-8 and 2000-9 are located.

"Redevelopment Project Plan" or "Redevelopment Plan" means the Plan for Redevelopment Project 2000 which was adopted by REDA in 1995 pursuant to the HRA Act and has been modified from time to time thereafter, most recently in 2009.

"School District" means the Robbinsdale school district, Independent School District No. 281;

"State" means the State of Minnesota;

"Tax Increment Bonds" means any general obligation or revenue tax increment bonds issued by REDA or the City to finance the public costs associated with Redevelopment Project 2000 as stated in the Plans for TIF District Nos. 2000-1, 2000-2, 2000-3, 2000-4, 2000-5, 2000-6, 2000-7, 2000-8 or 2000-9 or any obligations issued to refund any Tax Increment Bonds;

"Tax Increment Financing Act" or "TIF Act" means Minn. Stat., sections 469.174 through 469.1799, as amended;

"Tax Increment Financing District" or "TIF District" means Tax Increment Financing District No. 2000-9, which was created and established in 2017 within Redevelopment Project No. 2000 and which is hereby being modified pursuant to the TIF Act; and

"Tax Increment Financing Plan" or "TIF Plan" means this Plan for TIF District No. 2000-9, which is being modified pursuant to the TIF Act and EDA Act.

B. Statutory Authority. The statutory authority for the undertaking of a redevelopment project in Project 2000 and the activities outlined in the Redevelopment Plan is conferred upon REDA pursuant to the EDA Act and the HRA Act. Specifically, section 469.027 of the HRA Act establishes the requirements for the Redevelopment Plan adopted by REDA in 1995 prior to undertaking property acquisition, relocation, redevelopment, rehabilitation, and related public improvements. REDA, which is an economic development authority established under the EDA Act, is utilizing its powers as a housing and redevelopment authority under the HRA Act with regard to Redevelopment Project 2000.

Pursuant to section 469.175, subd. 4 of the TIF Act, REDA is authorized to establish tax increment financing districts to facilitate and provide financing for the development objectives articulated in the Redevelopment Plan. REDA previously established and operated and is hereby modifying TIF District No. 2000-9 pursuant to the TIF Act, the HRA Act and the EDA Act. REDA also operates TIF District Nos. 2000-1, 2000-2, 2000-3, 2000-4, 2000-5, 2000-6, 2000-7 and 2000-8 within the Project.

C. Statement of Objectives. REDA seeks to achieve the following objectives through the establishment and modification of TIF District No. 2000-9:

1. remove structurally substandard buildings which tend to have a blighting effect on nearby properties;
2. encourage redevelopment of residential areas of the community which have not been utilized to their full potential;
3. expand housing options available to persons wishing to relocate within the City or wishing to move to the City;
4. improve the tax base of Robbinsdale and the general economy of the City and State;
5. provide employment opportunities within the community; and
6. implement relevant portions of the Comprehensive Plan.

REDA's specific purpose in establishing and modifying TIF District No. 2000-9 is to permit the demolition and removal of structurally substandard single family houses and their replacement with new single family dwellings. Scattered around the City are single family and other residential structures which are in very poor physical condition, are very small (including ones which were not intended as permanent dwellings) and ones which are functionally obsolete. These dwellings have relatively low market values due to their size or condition and because they do not provide the type of housing desirable today. They also have a blighting influence on surrounding properties. Especially when not properly maintained, these properties act as a disincentive for the owners of nearby properties to expand, improve or even maintain their own homes. REDA's experience over a long period of time with many such houses strongly suggests that these properties, if left alone, will tend to depress property values within a neighborhood and will encourage the spread of blight.

History indicates that the private sector is not well equipped to address this problem. Even though the value of such properties may be discounted due to their poor condition, the cost of land acquisition and demolition of existing structures almost always significantly exceeds the price of vacant land elsewhere. Without public intervention, such structures tend to remain in place and deteriorate.

By demolishing the structures on such properties, REDA intends not only to remove the blighting influences caused by such dwellings, but also provide expanded housing opportunities. As a fully developed community, Robbinsdale offers few opportunities for the construction of new housing. Many of the city's single family dwellings are of an age and size that lack features common in newer construction and which homeowners today have come to expect. The number of larger homes is also limited within Robbinsdale. As a result, there are few opportunities within the City for growing families or for people who want to purchase "move up" housing. Many such families find they have no choice but to leave Robbinsdale, severing ties with neighbors, schools and other community organizations. By clearing sites of structurally substandard housing, REDA will also be making sites available for the construction of newer and larger housing which will diversify the available stock within the community. REDA believes this is of vital importance in preserving the City's tax base, offering a wider range of housing options and arresting the spread of blight in the community.

REDA has long experience in redeveloping outdated single family and other residential structures and believes the results are strongly positive. REDA began its original scattered site housing project in 1968 and operated it with great success until the termination of the district on April 1, 2001. Since then nine similar but smaller districts have been established. The result of each of these efforts has been an increase in the quantity and quality of the available housing stock, both directly through the program and through the spin-off effect on surrounding neighborhoods.

The activities specified in the TIF Plan do not preclude REDA from engaging in other qualified redevelopment activities over the life of the TIF District. Additional activities and additional expenditures will be included in amendments to the TIF Plan if required by the TIF Act.

D. Statement of Public Purpose. In adopting the modified Plan for TIF District No. 2000-9, REDA will make the following findings:

1. Anticipated residential redevelopment would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and, therefore, the use of TIF is deemed necessary. REDA is convinced this to be the case through its long experience and inability to induce private developers to invest the time and capital necessary to provide single family houses on previously developed parcels without public assistance.

2. The TIF Plan will afford maximum opportunity, consistent with the sound needs of the community as a whole, for residential redevelopment within the Redevelopment Project by private enterprise. REDA has reason to be optimistic that the success of past efforts to encourage scattered site single family redevelopment will continue with TIF District No. 2000-9.

3. The TIF Plan conforms to general plans for development of Robbinsdale as a whole, because the Redevelopment Project and TIF District No. 2000-9 are fully consistent with the City's Comprehensive Plan, as determined by the Robbinsdale planning commission.

4. The areas included within TIF District No. 2000-9, including the property added in this modification, qualify as a redevelopment TIF district within the meaning of the TIF Act.

The conclusions to be reached by REDA regarding the above are based upon the reports prepared by staff following an interior inspection of each building, the recommendations of the REDA staff as well as the familiarity of members of REDA's board of commissioners with the properties involved and the likelihood that those properties will develop within the reasonably foreseeable future solely through private efforts.

Two properties qualified originally for inclusion in TIF District No. 2000-9 based upon an individual review of the internal conditions of the principal structures existing on the lots. A third property is being added through this modification. Staff viewed the houses on all parcels from the inside and outside and determined the principal buildings to be structurally substandard within the meaning of the TIF Act. Reports detailing those conditions have been produced in written form and will be retained by REDA for the duration of TIF District No. 2000-9.

The property being added to TIF District No. 2000-9 as a result of this modification is located at 3359 Halifax Avenue North. The single family house on the property was severely damaged by fire, rendering the building structurally substandard. REDA has previously adopted a resolution pursuant to section 469.174, subd. 10(d) of the TIF Act.

REDA has determined that the use of TIF is essential if property within the TIF District is to be redeveloped. Pursuant to section 469.175, subd. 3 of the TIF Act, REDA has determined that "but for" the use of tax increment no redevelopment would occur. This conclusion is based on the continuation of the historical reality that current market values would remain the same or decline without tax increment because there would be no development or redevelopment and the sites would continue to deteriorate. The market values likely to occur after redevelopment of the sites with new single family dwellings through the use of tax increment, even when discounted by the stream of increment used to assist the development of the sites, will be higher than the values likely to result if tax increment assistance is not offered.

E. Redevelopment Project Plan. REDA adopted a Redevelopment Plan for Redevelopment Project 2000 in 1995 at the time of adoption of the plan for TIF District No. 2000-1. In 1998, REDA approved tax increment plans for TIF District Nos. 2000-2 and 2000-3. REDA approved the tax increment plan for TIF District No. 2000-4 in 2001 and the plan for TIF District No. 2000-5 in 2004. The TIF Plan for TIF District No. 2000-6 was approved in 2007. The TIF Plan for TIF District No. 2000-7 was approved in 2009 and modified in 2010. The TIF Plan for TIF District No. 2000-8 was approved in 2014 and modified in 2015 and again in 2016. REDA approved the tax incremental plan for TIF District No. 2009 in 2017 and is hereby modifying the plan. REDA modified the Redevelopment Plan most recently in 2009 but only for the purpose of expanding the boundaries of the Project area. The plan for development of the community outlined in the Redevelopment Plan, as amended, continues to provide the basis of REDA's efforts to develop portions of the community which have not and remain unlikely to be redeveloped solely through private efforts. The modified Plan for TIF District No. 2000-9 remains fully consistent with the amended Redevelopment Plan for Redevelopment Project 2000.

F. Description of TIF District. A map showing the boundaries of the Redevelopment Project and the locations of the original two properties is attached as Exhibit A-1 and a map of the one property hereby added to TIF District No. 2000-9 is attached to the TIF Plan as Exhibit A-2. The street addresses and property identification numbers of the three parcels within modified TIF District No. 2000-9 are attached as Exhibit B.

G. Redevelopment Project Contracts. REDA has not yet entered into a redevelopment contract with regard to the property hereby added to the TIF District. Contracts regarding the properties within TIF District No. 2000-9 will be entered into in accordance with section 469.176, subd. 5 of the TIF Act. All contracts will be approved by REDA prior to becoming effective.

H. Classification of TIF District. TIF District No. 2000-9 qualifies as a redevelopment TIF district, pursuant to section 469.174, subd. 10 of the TIF Act. This classification is based on reports prepared by REDA staff regarding the physical condition of the principal structures on the parcels within the TIF District. All of the parcels contained a principal building which was structurally substandard and were considered to be improved within the meaning of the TIF Act. Written reports containing these facts and analyses are in the possession of REDA and will be retained for the life of the TIF District.

Due to the poor physical condition of the structures on the two parcels originally included within TIF District No. 2000-9, REDA adopted a resolution pursuant to Minnesota Statutes, section 469.174, subd. 10(d) prior to demolition. The buildings were subsequently demolished and the properties were included in a tax increment district within three years. The property being added in this modification was the subject of a similar resolution due to the dangerous condition of the house located thereon and may or may not be demolished prior to certification of the modified TIF Plan.

None of the parcels, in whole or in part, qualified under Minn. Stat., Sections 273.111 or 237.112 or Chapter 473H for taxes payable in any of the five calendar years before filing for certification.

I. Modification of TIF Plan. The Plan for TIF District No. 2000-9 is hereby being modified and may be modified again in the future by REDA, provided that any enlargement of the geographic area of the TIF District, increase in amount of bonded indebtedness to be incurred, including a determination to capitalize interest on the debt if that determination was not a part of the original Plan, or to increase or decrease the amount of interest on the debt to be capitalized, increase in the portion of the captured tax capacity to be retained by REDA, increase in total estimated tax increment expenditures or designation of additional property to be acquired by REDA shall be approved upon the notice and after such discussion, public hearing and findings as required for approval of the original Plan.

As noted in the original Plan, REDA envisions the possibility of periodic expansions or additions to TIF District No. 2000-9 as additional properties in need of public assistance become available. These may be added to TIF District No. 2000-9 or new tax increment districts may be established within the Redevelopment Project as deemed appropriate by REDA.

J. Use of Tax Increment. Pursuant to section 469.176, subd. 4 of the TIF Act, all revenues derived from TIF District No. 2000-9 will be used in accordance with the TIF Plan. The revenues will be used to finance or otherwise pay the capital and administrative costs of development activities within the District as identified in the Redevelopment Plan and TIF

Plan. In general, tax increment will be used to acquire the identified properties, demolish structurally substandard buildings and construct minor infrastructure improvements incidental to redevelopment of the sites.

K. Excess Tax Increment. Pursuant to section 469.176, subd. 2 of the TIF Act, in any year in which increment exceeds the amount necessary to pay the costs authorized by the modified TIF Plan, REDA shall use the excess amount to do any of the following, in the order determined by REDA:

1. prepay the outstanding bonds or other obligations;

2. discharge the pledge of tax increment therefor;

3. pay into an escrow account dedicated to the payment of bonds or other obligations; or

4. return the excess amount to the County auditor who shall distribute the excess amount to the City, the County and the School District in direct proportion to their respective tax capacity rates.

REDA may also choose to modify the TIF Plan in order to provide for other public expenditures within the Project or District, in accordance with the TIF Act.

L. Limitation on Increment.

If, after four years from the date of certification of the original tax capacity of TIF District No. 2000-9, no demolition, rehabilitation, or renovation of property or other site preparation, including qualified improvement of a street or right-of-way adjacent to a parcel but not installation of underground utility service, including sewer or water systems, has been commenced on a parcel located within TIF District No. 2000-9 by REDA, or by the owner of the parcel in accordance with the TIF Plan, no additional increment may be taken from that parcel, and the original tax capacity of that parcel shall be excluded from the original tax capacity of the TIF District. If one of these activities subsequently commences, REDA shall so certify to the county auditor, and the tax capacity of the property as most recently certified by the commissioner of revenue may be added to the TIF District.

At least 75 percent of all revenue received from increment must be expended on activities within TIF District No. 2000-9 or to pay bonds to the extent that the proceeds of the bonds are used to finance activities within the District or to pay or secure payment of debt service on credit enhanced bonds. No more than 25 percent of increment may be spent outside of the TIF District. For this purpose, all administrative expenditures will be considered to have been spent outside of the TIF District. The requirements of section 469.1763, subd. 3 of the TIF Act must be satisfied in order for increment to be considered expended within the TIF District.

No tax increment shall in any event be paid to REDA from TIF District No. 2000-9 after 25 years after the date of receipt by REDA of the first increment.

With respect to the fiscal disparities election required under section 469.177, subd. 3 of the TIF Act, REDA chooses option (b).

M. Limitation on Administrative Expenses. Pursuant to section 469.176, subd. 3 of the TIF Act, administrative expenses are limited to 10 percent of the total estimated tax increment distributions authorized by the TIF Plan or the total tax increments as defined in section 469.174, subd. 25, clause (1) of the TIF Act, whichever is less.

N. Limitation on Boundary Changes. The geographic area of TIF District No. 2000-9 may be reduced, but cannot be enlarged after five years following the date of certification of the original tax capacity by the County auditor. The expansion occurring with this modification is within five years of certification of the original TIF Plan.

O. Relocation; Business Subsidy. Although no relocation is anticipated, REDA accepts as binding its obligations under state law regarding relocation benefits and services and, if necessary, it will administer relocation benefits and services for families and individuals displaced by public action.

Because it involves housing, the financial assistance which has been offered or will be offered by REDA in TIF District No. 2000-9 is exempt and is not considered a business subsidy under Minn. Stat., Section 116J.993, subd. 3 (7).

P. Parcels to Be Acquired Within the TIF District. All of the properties within TIF District No. 2000-9 have been acquired by REDA. REDA has demolished the structures, cleared the sites and sold the two lots included in the original TIF Plan to developers for redevelopment and intends to do the same with regard to the property being added through this modification.

Q. TIF Account. The tax increment received with respect to TIF District No. 2000-9 will be segregated by REDA in a special account on its official books and records and used for the purposes enumerated in the TIF Plan. Although REDA will not expend more in total tax increment than authorized by the TIF Plan, as it may be amended from time to time, the individual line items in the budget are estimates and may be exceeded.

R. Sources of Revenue; Estimate of Bonded Indebtedness. REDA does not currently intend to sell bonds to third parties to pay for the items budgeted in this TIF Plan. REDA intends to finance up-front costs through an interfund loan from its development account. On January 9, 2018, REDA adopted a resolution authorizing an interfund loan in an amount not to exceed $1,000,000. Expenses associated with TIF District No. 2000-9 have been paid from this loan. An amended interfund loan in an amount not to exceed $330,000 will be adopted at the time of adoption of this modified TIF Plan. Funds advanced by REDA through these interfund loans for the purchase of land and demolition of structurally substandard buildings will be reimbursed to REDA as increment is received from the new construction.

Costs of TIF District No. 2000-9 will be financed primarily through the collection of tax increment, land sales and interfund loans. REDA reserves the right to use other sources of revenue if available and appropriate. Although it is not currently REDA's intent to sell its general obligation or revenue bonds to pay for costs, REDA reserves the right to do so.

The estimated sources of funds for TIF District No. 2000-9 are shown below:

Sources of Funds	Original	Modified
Tax Increment - Land Sales	$ 49,000	$134,700
Tax Increment Distribution	$175,726	$356,668
Total Project Revenues	$224.726	$491,368

S. Use of Funds. The following costs are authorized for expenditure within modified TIF District No. 2000-9:

Use of Funds	Original	Modified
Land and Building Acquisition	$ 191,344	$ 234,559
Site Improvements and Preparation	$ 28,350	$ 60,526
Administrative Expenses	$ 22,473	$ 35,667
Interfund Loan Interest	$ 287,988	$ 160,615
(Less Adjust Expense to Maximum Increment Revenue)	$(305,429)	
TOTAL COSTS	$ 224,726	$ 491,368

Tax increment, land sales and interfund loan transfers are expected to be used for project costs and is a not-to-exceed budget rather than an expected budget of costs.

Estimated costs of TIF District No. 2000-9 are subject to change among categories without a modification of the TIF Plan.

The above expenditure and revenue estimates are based on the best information available at the time of adoption of the modified TIF Plan.

T. Original Net Tax Capacity and Tax Increment of Modified TIF District. Pursuant to section 469.177, subd. 1 of the TIF Act, the original net tax capacity of TIF District No. 2000-9 as modified herein is $2,025 based on pay 2018 taxes. Each year the County auditor will measure the increase or decrease in the total net tax capacity of property in the TIF district. Any year in which the net tax capacity of TIF District No. 2000-9 exceeds $2,025, increment will be payable to REDA. Any year in which the net tax capacity is below $2,025, no value will be captured and no increment will be payable to REDA.

Each year after the certification of the original net tax capacity, the County auditor will increase or decrease the original net tax capacity of property within TIF District No. 2000-9 as a result of:

1. change in the tax exempt status of the property;

2. reduction or enlargement of the geographic boundaries of the TIF District; or

3. reduction of valuation by means of a court-ordered abatement, stipulation agreement, voluntary abatement made by the assessor or auditor or by order of the Minnesota commissioner of revenue.

U. Duration of the TIF District. In accordance with section 469.176, subd. 1b of the TIF Act, REDA wishes to retain its right to receive TIF payments for the full statutory duration of the district, which means that no increment will be paid to REDA after 25 years after the date of the receipt of the first increment. The first increment is estimated to be received by REDA in 2019 which would mean that no increment would be paid after 2044. If the first increment is received earlier or later, the termination date of the TIF District will be adjusted accordingly.

V. Estimate of Captured Tax Capacity. Pursuant to sections 469.175, subd. 1 and 469.177, subd. 2 of the TIF Act, the estimated net captured tax capacity of modified TIF District No. 2000-9 will be $6,565 after January 2, 2020 for taxes payable beginning in 2021. The captured net tax capacity was estimated in the following manner:

	Original (2019)	Modified (2020)
Tax Capacity on January 2, 2019/2020	$ 5,000	$ 8,590
Original Tax Capacity	$ 1,225	$ 2,025
Captured Net Tax Capacity	$ 3,775	$6.565

Pursuant to section 469.177, subd. 2 of the TIF Act, it is found and declared that all of the captured net tax capacity generated by TIF District No. 2000-9 is necessary to finance or otherwise make permissible expenditures authorized by section 469.176, subd. 4 of the TIF Act.

REDA has reviewed the property being added to the TIF District in this modification and has determined that no building permits were issued by the City during the 18 month-period immediately preceding approval of the modified TIF Plan.

W. Estimated Impact on Other Taxing Jurisdiction. In is anticipated that $8,803 in increment will be captured annually within TIF District No. 2000-9. This increment amount is based on the value of the development on January 2, 2020 for taxes payable beginning in 2021. The composite tax capacity rate for the affected properties is currently 1.25 percent. Applying the percentage of the total tax capacity rate attributable to each taxing jurisdiction to the annual increment of $8,803 reveals the annual "loss" of tax dollars by each jurisdiction if the projects would have occurred without TIF. Although REDA believes the actual impact on other taxing jurisdictions is zero because development would not occur within the reasonably foreseeable future without public intervention, the assumed amount of tax dollars foregone by each jurisdiction is listed below:

"Lost" Tax Increment Attributable
to Various Taxing Jurisdictions After Modification

Taxing Jurisdiction	Tax Capacity Rate	% of Total Tax Capacity	Est. Tax Loss ($)
City of Robbinsdale	50.346	37.53%	3,303
Hennepin County	42.808	31.91%	2,809
Independent School District No. 281	31.957	23.82%	2,097
Others	9.052	6.75%	594
Total	134.163	100%	8,803

The cumulative tax increment to be collected within TIF District No. 2000-9 over the maximum life of the district is estimated to be $356,668. The present value of that stream of tax increment is $266,768. Additional details are provided on Exhibit C attached hereto.

X. Estimated Impact of District on City Services and County Roads. REDA has reviewed the probable impact of the development anticipated to occur in TIF District No. 2000-9 on City police services, fire services, storm sewer, sanitary sewer and water services and other municipal services and infrastructure. It is expected to be minimal due to the nature and scale of the development and because the new structures will replace previously existing ones.

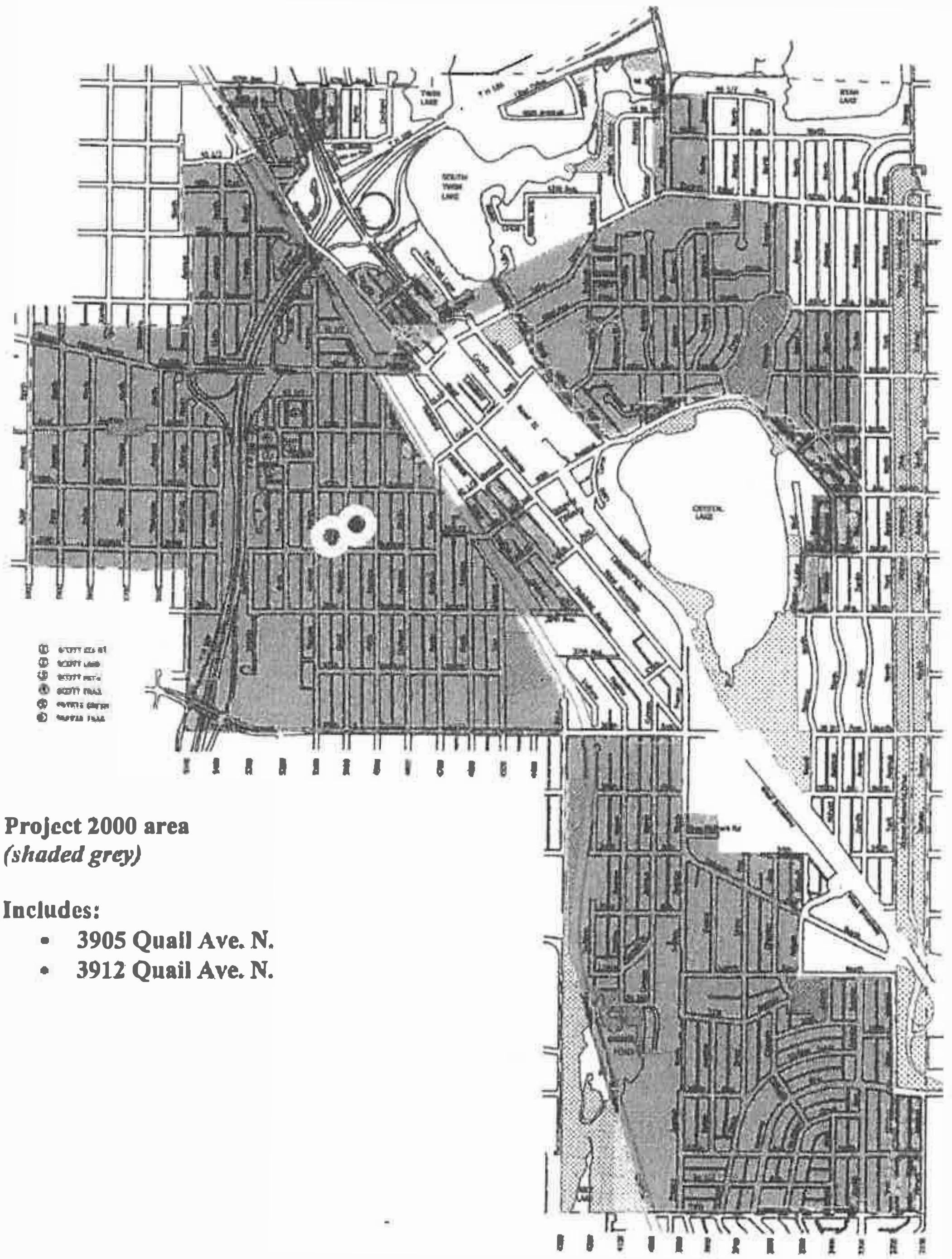
Because the development in TIF District No. 2000-9 is not expected to have any impact on County roads, the TIF Plan was not sent to the County 45 days prior to the public hearing.

Y. Annual Disclosure. Pursuant to section 469.175, subds. 5, 6 and 66 of the TIF Act, REDA must file an annual financial report regarding all of its TIF Districts, including TIF District No. 2000-9. The report must be filed by August 1 of each year with the School District, the County and the State auditor. The TIF Act also requires that an annual statement be published in a newspaper of general circulation in Robbinsdale on or before August 15.

EXHIBIT A-1

City of Robbinsdale

Redevelopment Project 2000 and Tax Increment Financing District 2000-9



Project 2000 area
(shaded grey)

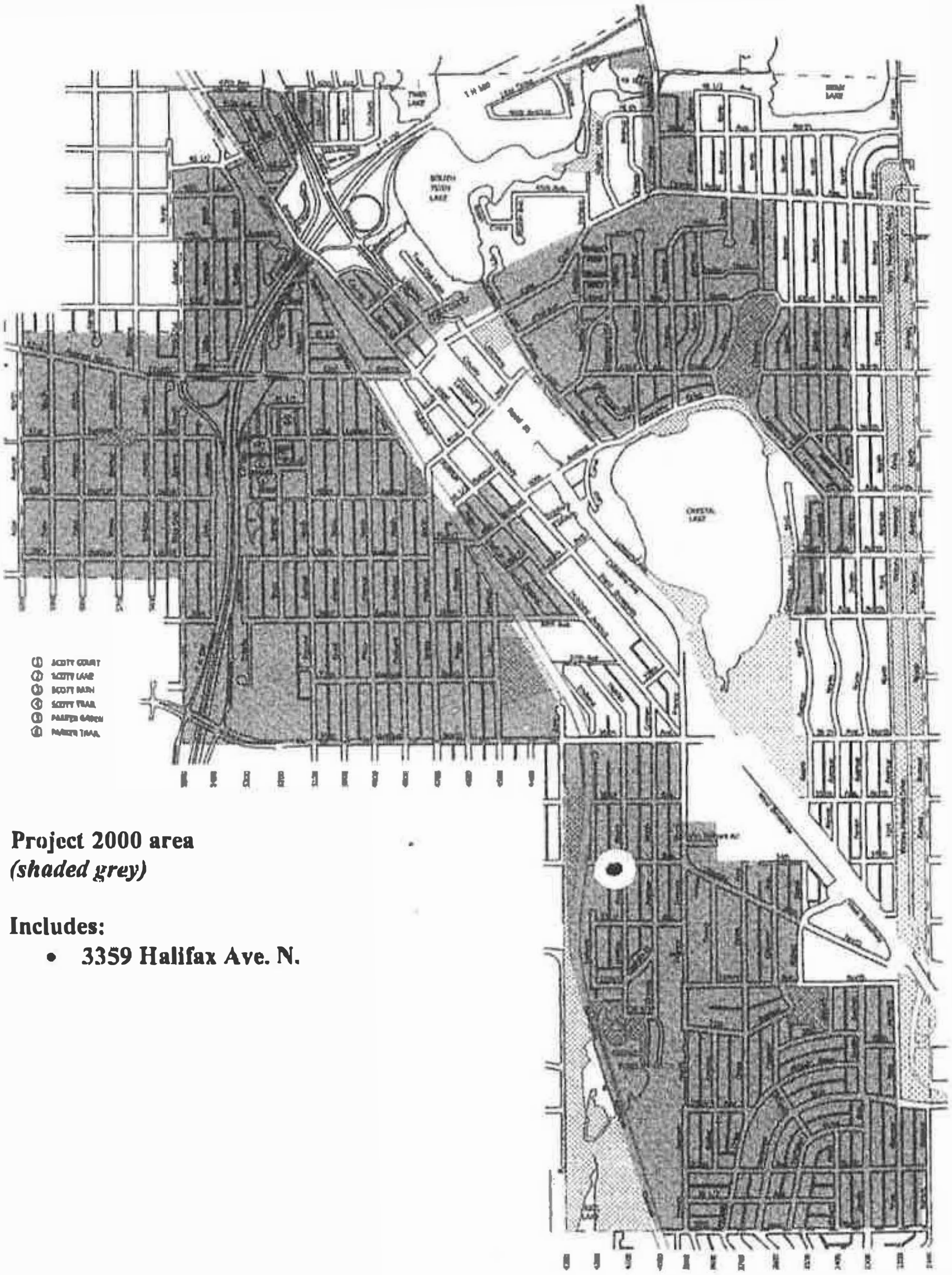
Includes:

- **3905 Quail Ave. N.**
- **3912 Quail Ave. N.**

EXHIBIT A-2

City of Robbinsdale

Redevelopment Project 2000 and Tax Increment Financing District 2000-9



Project 2000 area
(shaded grey)

Includes:
- **3359 Halifax Ave. N.**

EXHIBIT B

The following two properties were included in the original TIF District No. 2000-9:

Address	PIN
3905 Quail Avenue North	06-029-24-31-0095
3912 Quail Avenue North	06-029-24-31-0072

The following property was added to TIF District No. 2000-9 through this modification:

3359 Halifax Avenue North	07-029-24-14-0021

EXHIBIT C

REDA
TIF 2000-9 Information
Modification April 2019

		Pay 2018 TMV	Pay 2018 Tax Capacity	
Original Properties				District to be established March 2017, use 1/2/17 Valuation estimates
3905 Quail 06-029-24-31-0095		52,000	650	TC @ 1.25% non homestead
3912 Quail 06-029-24-31-0072		52,000	650	TC @ 1.25% non homestead
		104,000	1,300	
Properties added In 2019				
3359 Halifax 07-029-24-14-0021	NEW	58,000	725	
		162,000	2,025	

Budget		Original	Modified	Change	
Revenues:					
Tax Increment - Land Sales		49,000	130,500		80500+50000
Developer payment			4,200		(3040*135.668) lost incremen
Tax Increment Distribution		175,726	356,668		
Additional tax increment for inflation	EST				
Interest		-			
Total Tax Increment Revenues		$224,726	$491,368		$491,368
Expenditures					
Land and Building Acquisition		191,344	234,559		
Site Improvement & Prep Costs		28,350	60,526		
Rehabilitation of structures		-			
Administrative Expenses - 10% of TIF Tax distribution	10%	22,473	35,667		
Interfund loan interest	Est	287,988	160,615	Balance of revenue available	
Less adjust expense to maximum increment revenue		(305,429)			
Total Expenditures		$224,726	491,368		$330,753 $160,615
Likely Tax Increment Generated over Life of District:					
PV of Tax increments 2015 to End of District		$237,780	266,768	See TIF Proj	
Add:					
Total Tax Increment Projected		$237,780	$266,768		

Tax Capacity Rates:			Annual Tax Loss
City of Robbinsdale	50.346%	37.53%	$3,303
Hennepin County	42.808%	31.91%	$2,809
ISD No. 281	31.957%	23.82%	$2,097
Other	9.052%	6.75%	$594
Total	134.163%	100.000%	$8,803

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REDA
TIF Analysis
Project 2000-9 Modification April 2019

8%

Projected Tax Increment Revenues over life of District generated from taxes.

Tax Year	MKV	Tax Cap	Frozen Values MKV	Frozen Values Tax Cap	Available Tax Cap	Tax Increment	TIF PV	PV 2%	Year
2018	104,000	1,300	104,000	1,300	0	0	0	1.00000	1
2019	186,000	2,325	162,000	2,025	300	402	395	0.98039	2
2020	440,000	5,500	162,000	2,025	3,475	4,662	4,481	0.96117	3
2021	859,000	8,590	162,000	2,025	6,565	8,808	8,300	0.94232	4
2022	901,950	9,020	162,000	2,025	6,995	9,384	8,669	0.92385	5
2023	947,048	9,470	162,000	2,025	7,445	9,989	9,047	0.90573	6
2024	994,400	9,944	162,000	2,025	7,919	10,624	9,434	0.88797	7
2025	1,044,120	10,441	162,000	2,025	8,416	11,291	9,830	0.87056	8
2026	1,096,326	10,963	162,000	2,025	8,938	11,992	10,235	0.85349	9
2027	1,151,142	11,511	162,000	2,025	9,486	12,727	10,650	0.83676	10
2028	1,208,699	12,087	162,000	2,025	10,062	13,499	11,074	0.82035	11
2029	1,269,134	12,691	162,000	2,025	10,666	14,310	11,509	0.80426	12
2030	1,332,591	13,326	162,000	2,025	11,301	15,162	11,955	0.78849	13
2031	1,399,220	13,992	162,000	2,025	11,967	16,056	12,411	0.77303	14
2032	1,441,197	14,412	162,000	2,025	12,387	16,619	12,595	0.75788	15
2033	1,484,433	14,844	162,000	2,025	12,819	17,199	12,779	0.74301	16
2034	1,528,966	15,290	162,000	2,025	13,265	17,796	12,964	0.72845	17
2035	1,574,835	15,748	162,000	2,025	13,723	18,412	13,149	0.71416	18
2036	1,622,080	16,221	162,000	2,025	14,196	19,046	13,335	0.70016	19
2037	1,670,742	16,707	162,000	2,025	14,682	19,698	13,522	0.68643	20
2038	1,720,865	17,209	162,000	2,025	15,184	20,371	13,709	0.67297	21
2039	1,772,491	17,725	162,000	2,025	15,700	21,063	13,897	0.65978	22
2040	1,825,665	18,257	162,000	2,025	16,232	21,777	14,086	0.64684	23
2041	1,880,435	18,804	162,000	2,025	16,779	22,512	14,276	0.63416	24
2042	1,936,848	19,368	162,000	2,025	17,343	23,269	14,467	0.62172	25
Totals						356,668	266,768		

Assumptions:
Frozen tax capacity is not all at 1%, some properties are non-homestead at 1.25%
MKV Growth assumed to be 5% per year through 2031, then 3% per year
Tax Rate = 1.34163 (Pay 2018 Rate)

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Member ________________ moved and Member ________________ seconded a motion that the following resolution be read and adopted this 21st day of May, 2019.

RESOLUTION NO. _____

RESOLUTION APPROVING A MODIFIED TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 2000-9

BE IT RESOLVED By the City Council of the City of Robbinsdale, Minnesota (the "City") as follows:

1.01. The Robbinsdale Economic Development Authority ("REDA") has found there to exist scattered throughout various residential areas of the community buildings which have a blighting influence on surrounding properties and are structurally substandard due to their poor physical condition, small size or functional obsolescence and which, because of those conditions, threaten the health, safety and welfare of the community.

1.02. REDA has found that there is a general lack of new and larger single family dwellings within the community. Such structures offer features commonly found in new construction in the outer suburbs but which are lacking among the older housing stock generally available within Robbinsdale. These deficiencies make it difficult for many persons in need of larger housing due to an expanding family or who desire to live in larger or more comfortable housing to locate such accommodations within Robbinsdale.

1.03. REDA has determined that it is in the public interest, helpful for the tax base and beneficial for the health, safety and welfare of the community as a whole to remove old, structurally substandard buildings and to replace them on an in-fill basis with newer and larger single family housing.

1.04. REDA has further determined that, due to market conditions which exist today and are likely to persist for the foreseeable future, the private sector alone is not able to accomplish redevelopment of the type needed within Robbinsdale and, therefore, such will not occur without public intervention.

1.05. In order to foster the redevelopment described above, REDA and the City in 1995 established Redevelopment Project 2000 (the "Project") over a portion of the community in which the described conditions existed and adopted a redevelopment project plan (the "Redevelopment Plan"), pursuant to Minnesota Statutes, sections 469.001 through 469.047 (the "HRA Act") and Minnesota Statutes, sections 469.090 through 469.108 (the "EDA Act") to implement the goals and objectives summarized above. In 2009, the Redevelopment Plan was modified to expand the boundaries of the Project.

1.06. REDA and the City also determined that, among others, tax increment financing would be a source of funds to finance redevelopment activities within the Project and have previously established TIF District Nos. 2000-1, 2000-2, 2000-3, 2000-4, 2000-5, 2000-6, 2000-7, 2000-8 and 2000-9 within the Project, pursuant to Minnesota Statutes, sections 469.174

through 469.179 (the "TIF Act").

1.07. REDA has now determined that it is necessary and beneficial to the accomplishment of the stated goals of the Project that one more property be added to TIF District No. 2000-9 ("TIF District No. 2000-9"), which was created in 2017.

1.08. REDA authorized preparation of a modified tax increment financing plan (the "TIF Plan") for TIF District No. 2000-9 in accordance with the requirements of the TIF Act. It is contained in a document entitled "Modified Tax Increment Financing Plan, Tax Increment Financing District No. 2000-9, Robbinsdale Economic Development Authority" dated May 21, 2019, and is on file at city hall.

1.09. All actions required by law to be performed prior to the approval by the City of the modified TIF Plan have been performed, including notification of Hennepin County and Independent School District No. 281 of the public hearing on the modified TIF Plan before the city council and adoption of the modified TIF Plan by REDA on May 14, 2019.

1.10. Various reports (the "Reports") relating to the modified TIF Plan and the activities contemplated therein have been prepared by staff and made part of REDA's files and proceedings on the modified TIF Plan. The Reports have been reviewed by the City and are confirmed, ratified and adopted and are incorporated as if set forth fully herein.

1.11. The City has fully reviewed the contents of the modified TIF Plan and has on this day conducted a public hearing thereon at which the views of all interested persons were heard.

Section 2. Findings Relating to the Modification of Tax Increment Financing District No. 2000-9.

2.01. It has previously been found and determined that it is necessary and desirable for the sound and orderly development of the Project and the community as a whole, and for the protection and preservation of the public health, safety, and general welfare, that the authority of the HRA Act, EDA Act and TIF Act be exercised by REDA and the City to establish TIF District No. 2000-9. The City finds that it is also necessary and desirable for the same reasons to expand TIF District No. 2000-9 by adding one more property.

2.02. It is further found and determined, and it is the reasoned opinion of the City, that the redevelopment proposed in the modified TIF Plan could not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market values of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market values estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of TIF District No. 2000-9 and therefore the use of tax increment financing is necessary to assist the project. REDA's determination in this matter is based on its long experience and inability to induce redevelopers to invest the time and capital necessary to provide the needed single family housing without public assistance. There remains a gap between the cost of land acquisition and demolition and the resale price of the cleared lot or redeveloped site which is a disincentive for purely private action.

2.03. The expenditures proposed to be financed through tax increment financing are necessary to permit the City to realize the full potential of the Project.

2.04. The modified TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for development of the Project by private enterprise. REDA and the City have reason to be optimistic that their success in past efforts to encourage scattered site redevelopment through the use of tax increment financing will continue with the addition of the property to TIF District No. 2000-9.

2.05. The City has relied upon the opinions and recommendations of its staff, REDA and the personal knowledge of the members of the city council regarding the prospects of redevelopment financed solely by the private sector in reaching its conclusions regarding the TIF Plan and the modification of TIF District No. 2000-9. Additional reasons and supporting facts are included on Exhibit A attached to this resolution.

2.06. TIF District No. 2000-9 qualified initially and remains qualified as a redevelopment tax increment financing district within the meaning of section 469.174, subd. 10 of the TIF Act. This conclusion is based on an exterior and interior inspection of the structure located on the additional property included within the TIF District. The results of this inspection, in addition to the inspections of the initial two properties, are contained in written reports which are on file at city hall and will be retained for the life of the TIF District.

2.07. Prior to modifying TIF District No. 2000-9, REDA identified the need to demolish the structure on the property located at 3359 Halifax Avenue North because of the threat it posed to public health and safety. Accordingly, REDA has previously adopted a resolution pursuant to section 469.174, subd. 10(d) of the TIF Act which authorized early demolition if necessary and indicated REDA's intent to add this property to TIF District No. 2000-9 within three years.

Section 3. Approval of Modified Tax Increment Financing Plan.

3.01. The modified TIF Plan for TIF District No. 2000-9 is hereby approved as adopted by REDA on May 14, 2019. The new property added to TIF District No. 2000-9 is identified in the modified TIF Plan.

3.02. The Executive Director of REDA is authorized and directed to transmit a certified copy of this resolution together with a certified copy of the modified TIF Plan to Hennepin County with a request that the original tax capacity of the newly added property within TIF District No. 2000-9 be certified to REDA pursuant to section 469.177, subd. 1 of the TIF Act and added to the original tax capacity of TIF District No. 2000-9.

3.03. The City Manager is authorized and directed to file a copy of the modified TIF Plan with the Minnesota Commissioner of Revenue and the Office of the State Auditor pursuant to section 469.175, subd. 4a of the TIF Act.

3.04. The City Manager is authorized and directed to transmit a copy of this resolution to REDA.

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 21ST DAY OF MAY, 2019.

Regan Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk

(SEAL)

EXHIBIT A
TO
RESOLUTION NO. __________

The additional reasons and facts supporting the findings for the adoption of the modified Plan for Tax Increment Financing District No. 2000-9 as required pursuant to Minnesota Statutes, section 469.175, subd. 3 are as follows:

1. Finding that TIF District No. 2000-9 is a redevelopment district as defined in Minnesota Statutes, Section 469.174, subd. 10.

   Tax Increment Financing District No. 2000-9 originally qualified as a redevelopment tax increment financing district within the meaning of Section 469.174, subd. 10 of the TIF Act. TIF District No. 2000-9 initially consisted of two non-contiguous parcels of land. Each property was occupied by a structurally substandard building and qualified independently as a redevelopment district based on an exterior and interior inspection of each building. A report on each structure was prepared by the inspector and placed on file for the life of the TIF District.

   The property being added to TIF District No. 2000-9 contains a structurally substandard building. An exterior and interior inspection and report on the building was prepared and has been placed on file and will be retained for the life of the TIF District. The property at 3359 Halifax Avenue North contained a structure which was considered to be a safety threat due to its poor condition following a fire and REDA has previously adopted a resolution regarding it pursuant to section 469.174, subd. 10(d) of the TIF Act.

2. Finding that the proposed redevelopment, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of District No. 2000-9 permitted by the Plan.

   The proposed redevelopment, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The additional site is occupied by a structurally substandard single family dwelling which requires demolition. The site must also be cleared and prepared for redevelopment. New single family housing must be constructed on site.

   The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the Plan. The duration of TIF District No. 2000-9 will not be extended as a result of this modification. The cost of building construction, site work, and other improvements exceed the funds which are financially feasible for the private market to commit to such projects. The City reasonably determined that redevelopment on this site is not likely without assistance being provided. Accordingly, the increased market value anticipated without tax increment assistance is $0.

A comparative analysis of estimated market value of the property hereby added to Tax Increment Financing District No. 2000-9 and the use of tax increments has been performed as described above. The current assessor's market value of the new property is $58,000. If the redevelopment on the new lot which is proposed to be assisted with tax increment were to occur in District No. 2000-9, market value of the new site would be $250,000 for an increase in market value of $192,000. This is in addition to the estimated increase in market value of $467,000 for the two parcels included in the original TIF Plan for TIF District No. 2000-9 when it was adopted in 2017 for a total estimated increase in market value of the district of $659,000. The present value of the estimated tax increments from Tax Increment Financing District No. 2000-9 for all three parcels is $266,768 over the maximum statutory year life of the District. The increase in market value for all three properties within TIF District No. 2000-9, less the present value of the projected tax increments for the maximum duration of the TIF District is $392,232, which is greater than $0. This finding is consistent with past experience with the high cost of redevelopment in the general area of District No. 2000-9.

3. Finding that the Tax Increment Financing Plan for District No. 2000-9 conforms to the general plan for the development of the municipality as a whole.

The Redevelopment Plan for the Project was reviewed and approved by the planning commission and city council in 1995. The Redevelopment Plan was modified in 2009 to expand the area within the Project. The modified Plan for TIF District No. 2000-9 is consistent with the modified Redevelopment Plan.

4. Finding that the modified Tax Increment Financing Plan for District No. 2000-9 will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Redevelopment Project 2000 by private enterprise.

The development project to be assisted by the expanded TIF District No. 2000-9 will result in increased employment in the City and in Minnesota, increased tax base of the state, and add to the stock of single family housing available in the City. There remains a gap between the cost of acquiring properties with structurally substandard buildings, demolishing the structures and otherwise making the sites ready for redevelopment and the price attainable in the market for those sites. Although the replacement housing will be larger and more valuable than the buildings which have been removed, the differential is not sufficient to justify the high expenses involved from the perspective of the private market. Without public intervention, no redevelopment would be likely to occur and Robbinsdale would be deprived of the advantages of housing which is newer, larger and structurally sound.

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

SUBJECT: Award Bid for Reconstruction of the Alley between Beard Avenue and Shoreline Drive from 40th Avenue to 41st Avenue – City Project 43618 and Amendment to the Special Assessment Policy

Background:

Following extended consultation with residents who have frontage to this alley, and after the holding of a public hearing to discuss the proposed improvements in this alley, bids were sought for the reconstruction.

On May 2, 2019, bids were received and publicly opened for this project (City Project 43618). A total of 3 bids were received with total costs ranging from $ 141,898.25 to $ 196,462.50. The Engineer's estimate for this project is $ 120,000.00. The abstract of bids has been included as *Attachment 1* for Council Members' information.

The overall low bidder is Blackstone Contractors LLC, of Loretto, MN.

The proposed contractor performed paving work for the City in South Halifax Park numerous years ago. More recent projects are being verified and any adverse feedback will be reported to City Council as part of the presentation of this report.

Included in the proposed work is the installation of permeable pavers along the central portion of the lower section of the alley in order to infiltrate more runoff.

The funding for this project will be sought from numerous sources. The cost of the paver portion of the project is approximately $ 30,000 and will be sourced from the City's Stormwater Utility Funds. The remainder of the cost will be a combination of assessments to the adjoining properties and City's PIR Funds at a proportion to be determined following any changes to the Special Assessment Policy (discussion follows). Actual costs and assessments for each property will be finalized at the completion of the project.

Although the received bids are approximately $ 20,000.00 above the Engineer's Estimate, it is recommended that the low bid be accepted as it is considered that rebidding the work would not result in substantially lower prices, based on most recent price trends in the construction industry.

Staff will be working with the contractor to review detailed scheduling of work. The anticipated time for performing the work as outlined in the contract is 22 working days sometime between June 3rd and August 30th . Once a more detailed start and schedule is known, staff will be sending letters to residents advising that the commencement of work is imminent.

Special Assessment Policy Revision:

Following discussion at recent City Council and Work Session meetings, Council Members asked for a review of the Special Assessment Policy as it relates to Alley reconstructions.

The current policy requires that 100% of the reconstruction cost of alleys is assessed back to adjacent properties.

The City Council has requested a couple of options be presented where the City contributes a proportion of the cost and these are presented in the following paragraphs.

Option 1

The City would contribute 20% of the construction cost with the remainder being equally proportioned amongst adjacent properties.

In addition, corner properties would be reviewed for "meaningful access" as determined by the City Engineer and may have assessments altered based on that review. If there is meaningful access, the corner property is assessed its equal share. If there is no meaningful access, the corner property is assessed 2/3 of the equal share with the remaining 1/3 being contributed by the City.

Option 2

The City would contribute 25% of the construction cost with the remainder being equally proportioned amongst adjacent properties.

All properties are assessed equally regardless of meaningful access or not.

Indicative cost implications of these options compared to the existing policy have been included in *Attachment 2.*

City Council is reminded that these options incur additional expense to the City that will have to be accounted for as part of each year's budget process.

The opportunity has also been taken to review and update the Policy in its entirety to reflect various changes including bidding thresholds and the desire to initiate alley projects by City staff (rather than only resident petition). In addition, it is recommended that the maximum amount assessable in street reconstruction projects be increased from 6% to 8% of the property valuation.

The Special Assessment Policy showing the proposed amendments is included as *Attachment 3.*

Summary:

Staff is seeking the following actions –

Award the bid for the alley reconstruction. Shown as *Attachment 4* is a resolution awarding a contract for the reconstruction of the Alley between Beard Avenue and Shoreline Drive from 40th Avenue to 41st Avenue – City Project 43618, to Blackstone Construction LLC of Loretto, MN.

Consider the options provided for modifying the method by which Special Assessments for Alley reconstruction projects are calculated.

A resolution to amend the Special Assessment Policy is included as *Attachment 5*.

Recommendation:

1. Waive the reading and order the adoption of the attached resolution awarding a contract for the reconstruction of the Alley between Beard Avenue and Shoreline Drive from 40th Avenue to 41st Avenue – City Project 43618, to Blackstone Construction LLC of Loretto, MN.

2. Waive the reading and adopt a resolution to amend the Special Assessment Policy to reflect the chosen Option selected for Alley Assessments and general updates with a clean copy of the policy (after amendments) being attached to the Resolution.

Marcia Glick

Marcia Glick, City Manager

CONCURRENCE:

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

Attachment 1 – Abstract of Bids

5/2/2019

City of Robbinsdale
Project Bid Abstract

Project Name: 2019 Alley Project **Contract No.:**
Client: City of Robbinsdale **Project No.:** 43618
Bid Opening: 05/02/2019 1:00 PM **Owner:** City of Robbinsdale Public Works

Project: 43618 - 2019 Alley Project					Engineers Estimate		Blackstone Contractors, LLC		Ron Kassa Construction, Inc		Meyer Contracting Inc	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	1003.1	Inlet Protection	Lump Sum	1	$200.00	$200.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,451.00	$1,451.00
2	2001.1	Clear & Grub	Lump Sum	1	$500.00	$500.00	$1,500.00	$1,500.00	$1,000.00	$1,000.00	$4,104.00	$4,104.00
3	2004	Remove Bituminous Driveway Pavement	Sq Yd	73	$9.00	$657.00	$20.00	$1,460.00	$20.00	$1,460.00	$6.30	$459.90
4	2005	Remove Concrete Driveway Pavement	Sq Yd	49	$12.50	$612.50	$20.00	$980.00	$30.00	$1,470.00	$12.25	$600.25
5	2005.3	Remove Concrete Alley Pavement	Sq Yd	881	$12.50	$11,012.50	$20.00	$17,620.00	$25.00	$22,025.00	$9.80	$8,633.80
6	2043	Sawing Concrete Pavement	Lin Ft	465	$4.00	$1,860.00	$3.00	$1,395.00	$7.50	$3,487.50	$0.01	$4.65
7	2044	Sawing Bituminous Pavement (Full Depth)	Lin Ft	660	$5.00	$3,300.00	$3.00	$1,980.00	$7.50	$4,950.00	$0.01	$6.60
8	5083.5	Construct Drainage Structure, ST-24 Slotted Barrel	Each	1	$4,000.00	$4,000.00	$8,000.00	$9,000.00	$10,000.00	$10,000.00	$11,263.00	$11,263.00
9	5065	Casting Assembly, Type R3067-C-L	Each	1	$800.00	$800.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00	$1,223.00	$1,223.00
10	5100	6" Perforated PVC Pipe Drain	Lin Ft	65	$13.00	$845.00	$50.00	$3,250.00	$135.00	$8,775.00	$41.00	$2,665.00
11	5101	6" PVC Pipe Drain Cleanout (includes Tee, Bend, Cap & Pipe)	Each	1	$500.00	$500.00	$500.00	$500.00	$2,200.00	$2,200.00	$984.00	$984.00
20	5102	Ford Meter Box Cover - A3	Each	1	$300.00	$300.00	$1,000.00	$1,000.00	$600.00	$600.00	$157.50	$157.50
12	5107	Permeable Pavers	Sq Ft	600	$30.00	$18,000.00	$25.00	$15,000.00	$17.00	$10,200.00	$32.00	$19,200.00
18	8000	Common Excavation	Cu Yd	111	$20.00	$2,220.00	$55.00	$6,105.00	$18.00	$1,998.00	$75.75	$8,408.25
19	8014	Aggregate Base Class V (4" Depth, compacted)	Sq Yd	947	$7.00	$6,629.00	$9.75	$9,233.25	$25.00	$23,675.00	$8.60	$8,144.20
13	8022.1	6" Concrete Pavement	Sq Yd	815	$50.00	$40,750.00	$75.00	$61,125.00	$65.00	$52,975.00	$142.89	$116,455.35
14	8022.2	6" Concrete Driveway Pavement	Sq Yd	49	$60.00	$2,940.00	$75.00	$3,675.00	$65.00	$3,185.00	$130.00	$6,370.00
15	8040	Type SP 9.5 Wearing Course Mixture 2 C 3" Thick Driveway	Sq Yd	73	$115.00	$8,395.00	$75.00	$5,475.00	$125.00	$9,125.00	$59.00	$4,307.00
16	9000.3	Loam Topsoil Borrow LV	Cu Yd	10	$50.00	$500.00	$50.00	$500.00	$20.00	$200.00	$93.50	$935.00
17	9001	Sodding, Type Lawn	Sq Yd	40	$10.00	$400.00	$15.00	$600.00	$20.00	$800.00	$27.25	$1,090.00
	Totals for Project 43618					$104,421.00		$141,898.25		$170,425.50		$196,462.50
	% of Estimate for Project 43618							35.89%		63.21%		88.14%

I hereby certify that this is an exact reproduction of bids received.

Certified By: ______________________ **License No.** ________
Date: __________

Attachment 2 – Alley Assessments – Options

Underlying Assumptions

Alley Length 600'
Alley Width 12'

Estimated Alley Construction Cost	$120,000.00

	Existing Policy		Option - 20% City Contribution		Option - 25% City Contribution	
City Share	$0.00		$24,000.00		$30,000.00	
Remaining (to be assessed)	$120,000.00		$96,000.00		$90,000.00	
Average Lot Width	40' Lots	50' Lots	40' Lots	50' Lots	40' Lots	50' Lots
Lots per Block (approx)	30	24	30	24	30	24
Assessment Share per Property	$4,000.00	$5,000.00	$3,200.00	$4,000.00	$3,000.00	$3,750.00
Corner Property Assessment (if no meaningful access)	$0.00	$0.00	$2,133.33	$2,666.67	$3,000.00	$3,750.00
Additional City Council contribution per corner property with no meaningful access	$0.00	$0.00	$1,066.67	$1,333.33	$0.00	$0.00
TOTAL City Max Contribution (including all 4 corners extra)	$0.00	$0.00	$28,266.67	$29,333.33	$30,000.00	$30,000.00

Attachment 3

City of Robbinsdale

Special Assessment Policy

~~Adopted by Resolution No. 6048, June 5, 2001~~

Adopted by ~~Latest amendment –~~ Resolution No. XXXX, May 21, 2019

Section I
General Policy Statement

The purpose of this Assessment Policy is to establish a fair and equitable manner of recovering and distributing the cost of public improvements. The procedures used by the City of Robbinsdale for levying special assessments are those specified by Minnesota Statutes Chapter 429, which provide that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. They are:

1. The land must have received special benefit from the improvement.

2. The amount of the assessment must not exceed the special benefit.

3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the determining factor in determining the amount to be assessed. However, in most cases the method for determining the value of the benefit received by the improvement, and therefore the amount to be assessed, shall be the cost of providing the improvement. This holds true as long as the cost does not exceed the increase in market value due to the project, for the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether or not the costs of the project may exceed the special benefits of the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The City must recover the expense of installing public improvements undertaken, while ensuring that each parcel pays its fair share of the project cost in accordance with this assessment policy. While there is no perfect assessment policy, it is important that assessments be implemented in a reasonable, consistent and fair manner. There may be exceptions to the policy or unique circumstances or situations, which may require special consideration and discretion by the City Council.

This assessment policy is intended to serve as a guide for the systematic assessment process in the City of Robbinsdale.

Section II
Improvements Eligible for Special Assessment

The following public improvements, as authorized by Minnesota Statute 429.021 are eligible for special assessments in the City of Robbinsdale:

1. Street, Alley and Curb & Gutter.

2. Sidewalks and trails.

3. Storm sewer systems.

4. Sanitary Sewer systems.

5. Watermain systems.

6. Street Lights.

7. Acquisition and construction of public parking lots.

8. Construction, reconstruction and maintenance of retaining walls.

The City of Robbinsdale also retains authority to recover, through special assessment, certain maintenance direct costs associated with ordinance violations. These include, but are not limited to, the following:

1. Snow and ice removal.

2. Abatement of nuisances including but not limited to removal of trash and rubbish, weed elimination, and correction of violations of the Housing maintenance code.

3. Tree trimming and removal of diseased or unsound trees.

4. Removal of obstructions from sight triangles at intersections.

5. Sump pump provision or rectification.

6. Delinquent utility billings.

Section III
Initiation of Public Improvements

Public improvements may be initiated in any of the ~~three~~ following ways:

1. Public improvements may be initiated by petition of at least 35% of the affected property owners. ~~Alley improvements require at least 50% of the affected property owners signing the petition.~~ Affected property owners are those who will be assessed for the improvement, not necessarily those adjacent to the improvement (as is the case with an area wide assessment). Petitions for improvements will be considered by the City Council, but simply petitioning for a project does not ensure it will proceed to construction. A simple majority of the City Council is required to order improvements that are petitioned for.

2. Public improvements may be initiated by the City Council. A resolution ordering the improvements requires a supermajority of the Council rather than a simple majority.

3. A developer, in conjunction with a development or redevelopment project may petition for improvements. No petition for improvements will be considered by the City Council without a waiver from the developers stating that they waive all right to appeal the assessments for improvements for which they have petitioned.

4. Improvement works may be initiated by the City Engineer ~~City Council~~ as part of an asset replacement strategy, to ensure that City infrastructure is maintained in a condition suitable to serve its purpose to the community.

Section IV
Public Improvement Procedures

The following is a general procedure that will be followed by the City Council for all public improvement projects from initiation to certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section follow those recommended in the Local Improvement Guide published by the League of Minnesota Cities

Preliminary Design:

~~1.~~ Submission of petition for improvements to the City Council, or initiation of a project by the City Council or City Engineer. Projects approved in the Capital Improvements Plan are considered to be City initiated unless accompanied by resident petition.

~~2.~~ City Council accepts or rejects petition. If accepted, council adopts a resolution Declaring Adequacy of Petition and Ordering Preparation of Report. For projects initiated by the City the City Council will adopt a Resolution Ordering Preparation of Report on Improvement. Improvements for which a petition is not accepted by the City Council will not be able to be petitioned again for a six month time period.

~~3.~~ City staff or designated Consultant prepares feasibility report for the improvements. The feasibility report must evaluate whether the improvement is necessary, feasible and cost effective. The feasibility report must also include a proposed assessment roll showing which parcels would be assessed for the project and the estimated assessment amount for each parcel.

~~4.~~ City Council reviews feasibility report and either accepts or rejects the report. If accepted, the City Council adopts a resolution Receiving the Report and scheduling the ~~Calling~~ Public Hearing.

~~5.~~ Staff publishes notice of the Public Hearing and mails notices to affected property owners. This notice must be published twice in the official City newspaper. The two publications must be a week apart and at least three days prior to the date of the public hearing. Notices must be mailed to the owner of record not less than 10 days prior to the date of the public hearing.

~~6.~~ City Council conducts Public Hearing and accepts public testimony. At the conclusion of the Public Hearing the Council may approve the project by adopting a Resolution ordering the improvement and the preparation of plans and specifications. At this point the estimated assessment amounts become pending assessments, and are reported to the Finance Department for tracking.

Final Design:

~~7.~~ Staff or the designated Consultant prepares plans and specifications for the improvement. Plans may be ~~are~~ presented to the City Council for approval. ~~If approved, the~~ The City Council may adopt~~s~~ a Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

~~8.~~ Staff solicits bids for the project. ~~Projects less than $50,000 do not require formal bids and may be done by quote. At least two and preferably three quotes from qualified contractors are required.~~ Bid solicitations for assessed projects ~~more than $50,000 but~~ less than $350,000 ~~100,000~~ must be published in the official newspaper and in a trade journal ~~Construction Bulletin~~ for at least two weeks. Assessed ~~P~~projects exceeding $350,000 ~~100,000~~ must be advertised for three weeks in the official paper and in a trade journal ~~Construction Bulletin~~. Bids will be opened, checked for mathematical accuracy and tabulated. Staff will consider the qualifications of the bidder to determine the lowest responsible bidder.

~~9.~~ From time to time, alternate methods of bidding projects (Best Value) will be allowed as State law permits.

~~10.~~ Bids are presented to the City Council for review and approval. City Council awards the contract ~~to the lowest responsible bidder~~ by adopting a Resolution Accepting Bid.

<u>Levying Assessments:</u>

~~11.~~ City staff calculates the total project costs, the City share of the costs and the proposed assessment amounts, and presents them to the City Council. The City Council sets a date for a public hearing on the assessments by adopting a Resolution Declaring Cost to be Assessed and Calling Hearing on Proposed Assessment.

~~12.~~ City staff publishes notice of the assessment hearing in the official newspaper. This notice must be published one or more times at least two weeks prior to the hearing date.

~~13.~~ City Council conducts the assessment hearing and accepts public testimony. At the conclusion of the hearing the City Council may adopt a Resolution Adopting Assessments. This resolution sets the assessment amount, the repayment term and interest rate to be applied to the assessment for each parcel to be assessed. At this point the pending assessments become levied assessments. The City may accept prepayment of levied assessments as specified in the Resolution Adopting Assessments.

~~14.~~ City staff certifies to the County Auditor those assessments not paid in full for inclusion with the property tax statement for each parcel being assessed.

~~15.~~ In situations where the final assessment amount to be levied is not dependent on the final project cost, the Assessment Hearing may be held at the same meeting as the Improvement Hearing subject to the notification requirements as outlined above.

Section V
Assessment Methods

Assessments are calculated using different methods of measurement; per lot, adjusted front foot and area. For any particular project one of these methods will more adequately reflect the true benefits received than the others. The City Engineer will recommend in the feasibility report, which assessment methods are to be used for a particular project. In general, the assessment methods specified below will be used unless extenuating circumstances or justification exist to warrant changing to another method.

For purposes of calculating assessments, the following methods may be used:

<u>Per Lot (or unit)</u>

A per lot assessment will apply equally to all parcels of land within the assessment area. This assessment is typically used in areas where the parcels are of a similar shape and size, or in cases where the benefit received by a parcel is the same for parcels of varying shapes and sizes.

Commercial, industrial or multifamily parcels may be converted into an equivalent number of residential parcels by dividing the area of the parcel by 6000 square feet (the average size of a single family lot 120'x50'). In this way land use types of differing intensity can be assessed on a standard basis using the same assessment rate as single family properties.

<u>Adjusted Front Footage</u>

The actual physical dimensions of a lot shall be carefully considered, especially the frontage length to streets. The number of frontages and the length of these frontages shall form the basis of calculating assessments. The following procedures will be used to calculate the adjusted front footage for a lot. Adjusted front footages will be calculated to the nearest foot. The assessment process needs to consider certain roads such as County Roads, which the City does not construct or maintain, but does have cost participation and therefore assesses at a lower rate. A flow chart of the process is attached in Appendix 1 of this document to clarify the steps involved.

1. Lots with one frontage
   Generally, for lots with one frontage, the adjusted front footage is the actual frontage of the lot.

2. Lots with more than one frontage
   For corner lots with two or more street frontages, the adjusted front footage is defined as 50% of each frontage being improved.

Area

When it has been determined to assess by the "area" method the actual area of a parcel, either in square feet or acres lying within the project area shall be used. The following features will be deducted from the area of a parcel for purposes of assessments: public right of ways, natural waterways and lakes and wetlands designated by the Department of Natural Resources.

Section VI
Assessment Computations

Street~~, Alley~~ and Curb and Gutter Improvements

New Construction:

All new streets will be assessed 100% to the abutting benefited properties. Street and curb and gutter assessments are typically calculated on an adjusted front foot basis, however a per lot basis may be used if all parcels are of a similar size.

Cost of construction of streets shall be based on the proposed width of the street to be constructed.

Reconstruction:

Street r~~R~~econstruction assessments will apply for those parcels with an existing constructed street ~~and/or alley~~ adjacent to the lot. This policy assumes that 100% of the original street construction cost was assessed to the adjacent benefiting properties. Street reconstruction shall include replacement of the roadway surface, existing curb and gutter, storm sewer and sidewalks as necessary. Addition of new curb and gutter and/or sidewalks in areas that did not previously have those improvements shall be assessed in addition to the reconstruction assessment.

Reconstruction assessments for single family parcels shall be made using one of the methods outlined in Section V of this document. The unit assessment rate per front foot is based on the proposed width of the street. Current rates are attached in Appendix 2. The rates shall be adjusted based on the most recent "Construction Cost Index" relative to the date of the assessment hearing. This Index is published in the American City and County magazine, with the 2001 base index being 162.7. Assessment rates used for a project shall be the rate in effect at the time of the public hearing to consider the improvements (Section IV step 6), regardless of the rate in effect at the time of assessment.

The proposed street widths shown in Appendix 2 are typical widths constructed within the City. Any proposed street widths that are not specifically noted in Appendix 2 shall have assessment rates calculated individually using the same approach as those listed. Street widths used to compute assessments shall be inclusive of any center medians.

In order to maintain relativity between assessment amount and property valuation, the maximum amount assessable shall be capped at 8 ~~6~~% of the property valuation.

Overlay and Sealcoating:

Overlays and sealcoating may ~~will~~ be assessed in accordance with rates attached in Appendix 2.

Alleys:

Upgrading existing gravel alleys and replacement of ~~will be assessed 100% to the adjacent properties on a per lot basis. Replacement of~~ existing ~~bituminous or concrete~~ alleys will be assessed ~~100% on a per lot basis~~ as follows –

The City will contribute X% (20 or 25) of the paving work of the alley along with any City utility work. The remaining portion of the project cost will be assessed to adjacent properties on a per lot basis.

All adjacent properties will be subject to an **equal** assessment amount **regardless** of **whether there is meaningful** access to the **property or not.**

All adjacent properties will be subject to an equal assessment amount unless a corner lot does not benefit from meaningful access as determined by the City Engineer. In no meaningful access is gained by the corner lot, the assessment will be reduced to 2/3 (two thirds) of the equal assessment amount with the City picking up the remaining 1/3.

To be classified as a corner lot for the purpose of alley assessment, the property must be the last on the street or alley block AND must have at least two street frontages OR one street and two alley frontages.

Curb and Gutter Only

New concrete curb and gutter in areas that did not previously have concrete curb and gutter will be assessed 100% on an adjusted front foot basis. Replacement of existing concrete curb and gutter only will not be assessed.

Sidewalks and Trails

New construction:

Construction of new sidewalks in areas that did not previously have sidewalk will be assessed 100% to the adjacent properties, on an adjusted front foot basis. Construction of new bituminous trails shall not be assessed.

Reconstruction/Replacement:

Replacement of existing concrete sidewalks shall be included in the street reconstruction assessment in those areas where street reconstruction is taking place. In other areas, sidewalk replacement costs will not be directly assessed, but will be covered by a future street reconstruction assessment.

Storm Sewer Improvements

Construction of new storm sewers and replacement of existing storm sewer facilities shall be funded from the Storm Sewer Utility fund and not assessed. This shall include, but are not limited to property acquisition, construction and maintenance of storm water ponding areas and stormwater conveyance systems.

Sanitary Sewer Improvements:

New Construction:

Construction of new sanitary sewer mains, lift stations and other facilities needed to serve properties not currently served by City sewer will be assessed to the benefiting properties 100% on an area basis. Assessable items shall include but are not limited to conveyance systems, manholes and lift stations. Assessments shall be based on a standard 8 inch sewer main, constructed at a depth of no more than 14 feet. Costs for oversizing or excessive depth will not be assessed, but rather funded by the Sanitary Sewer Utility fund.

Reconstruction:

Reconstruction of sanitary sewer facilities shall be funded from the Sanitary Sewer Utility fund, and not assessed.

Sanitary Sewer Services:

In the City of Robbinsdale sanitary sewer service lines are defined as being owned by the property owner from the main to the home, including the wye at the main. Repairs made to service lines will be assessed 100% to the benefiting property owner. Property owners may petition the City to assess the costs of sanitary sewer service repairs.

Water~~main~~ System Improvements

New Construction:

Construction of new watermains to serve properties not currently served by City water will be assessed to the benefiting properties 100% on an area basis. Assessments shall be based on the installation of an appropriately sized ductile iron watermain. Costs for oversizing will not be assessed but rather funded by the Water Utility Fund.

Reconstruction:

Reconstruction of watermains shall be funded from the Water Utility fund, and not assessed.

Water Services:

In the City of Robbinsdale water service lines are defined as being owned by the property owner from the main to the home, including the corporation stop and curb box shut off. Repairs made to service lines will be assessed 100% to the benefiting property owner. Property owners may petition the City to assess the costs of water service repairs.

Treatment Plants, Wells and Water Towers ~~Booster Stations~~:

Construction and reconstruction of treatment plants, wells~~,~~ and water towers ~~pumps and booster stations~~ will be funded from the Water Utility Fund, and not assessed.

Street Lights

Street lights may be petitioned for in accordance with the City of Robbinsdale Mid-Block Lighting Policy. The costs of installing these lights will be assessed to the block on a per lot basis. Monthly costs for operation of the additional lights will be charged to the property owners as specified in the Mid-Block Lighting Policy.

The City maintains the right to introduce a Street Light Utility Fund that would pay for the addition, replacement and operation of all streetlights in the public realm within the City.

Retaining Walls

The City may reconstruct retaining walls on private property if petitioned for by the property owner. The costs to replace private retaining walls will be assessed 100% to the property owner. Replacement of retaining walls on public property will not be assessed.

Other Assessable Items

The City of Robbinsdale incurs costs in the abatement of public nuisances such as weeds, trash pickup, snow/ice removal, removal of obstacles in sight triangles at intersections and removal of diseased trees. Works necessary to provide a new sump pump system, or to bring an existing system into Code compliance may be eligible for special assessment. Delinquent utility bills are also assessable under State Statute. Assessments for these items will include the actual cost of abatement, plus reasonable administrative costs.

Section VII
Policy on Reassessment

The City of Robbinsdale in constructing or reconstructing any public improvement shall design such improvements to last for a definite period. The life expectancy, or service life shall be as stated below. When such project needs renewing or replacement, the amount to be assessed shall be limited to the to an amount determined by dividing the actual life of the improvement by the service life of the original improvement, multiplied by the assessment amount as prescribed in Section V.

The following are hereby established as "life expectancies" or "service lives" of public improvements unless otherwise stated in the resolution ordering the improvement and preparation of plans and specifications, in which case the life set forth in resolution shall govern.

1. Sidewalks – 20 years
2. Streets (reconstruction ~~surfacing~~, curb & gutter) – 20 years
3. Streets (mill and overlay / reclaim) – 10 years
4. Alleys – 30 years
5. Watermains – 30 years
6. Sanitary sewers – 30 years
7. Storm sewers – 30 years

Section VIII
Policy Relating to State Aid Routes

The State of Minnesota provides funding for the construction, reconstruction and maintenance of streets established and designated as State Aid routes. Approximately 20% of the streets in Robbinsdale are State Aid routes. State Aid funds are available for most improvements, but not all costs associated with street construction qualify for funding.

Assessments for State Aid streets within the City of Robbinsdale will be the same as those for regular local streets. State Aid funding provided for reconstruction of a particular segment of street will be used by the City to fund non-assessed costs, and will not be used to reduce assessments to the properties adjacent to these facilities. In this way assessments for reconstruction are consistent throughout the City, and the taxpayers in general benefit from the State Aid funding because it helps to defray costs that would otherwise be City costs.

Section IX
Policy Relating to County Roads

Assessments for County Roads within the City of Robbinsdale will be at a rate slightly reduced from that for normal residential streets and State Aid Roads. The County has a cost participation policy that shares the overall cost of reconstruction. Because the cost to the City is reduced, the associated assessment rate to adjoining residents is reduced.

This approach provides a degree of equity because cost to residents to restore / replace utilities under County Roads is often higher than normal residential streets.

Frontage roads parallel to County Roads will be treated like normal residential streets for the purpose of this assessment policy.

Section X
Deferral of Assessments

The City of Robbinsdale has established a policy on deferring special assessments for senior citizens for whom it would be a hardship to make payments. Deferral of special assessments is available for project related assessments, but may not be applied to assessments for abatement of nuisances or for delinquent utility bills. Special assessments may be deferred, for those that qualify, until such time as:

1. The property or any part thereof is sold, transferred, or subdivided.
2. Death of the owner and the spouse not otherwise eligible for deferment.
3. The property loses its homestead status.
4. The owner is no longer determined to be in a hardship category.

Eligibility requirements are that the owner must be 65 years of age or older on January 1st of the payment year, that the property to be assessed is homesteaded and that the annual principle and interest on the assessment is in excess of 1½ percent of the owner's annual income. For example if the principle and interest is $100 annually, then an owner whose income is less than $6,667 would qualify to have the assessments deferred (i.e. $6,667 x 0.015 = $100). Interest would be added annually to the deferred amount based on the interest rate specified in the resolution approving the assessments.

Applicants who wish to apply for deferment of assessments for next year must submit the following information no later than October 15th to the City Clerks office, 4100 Lakeview Avenue North.

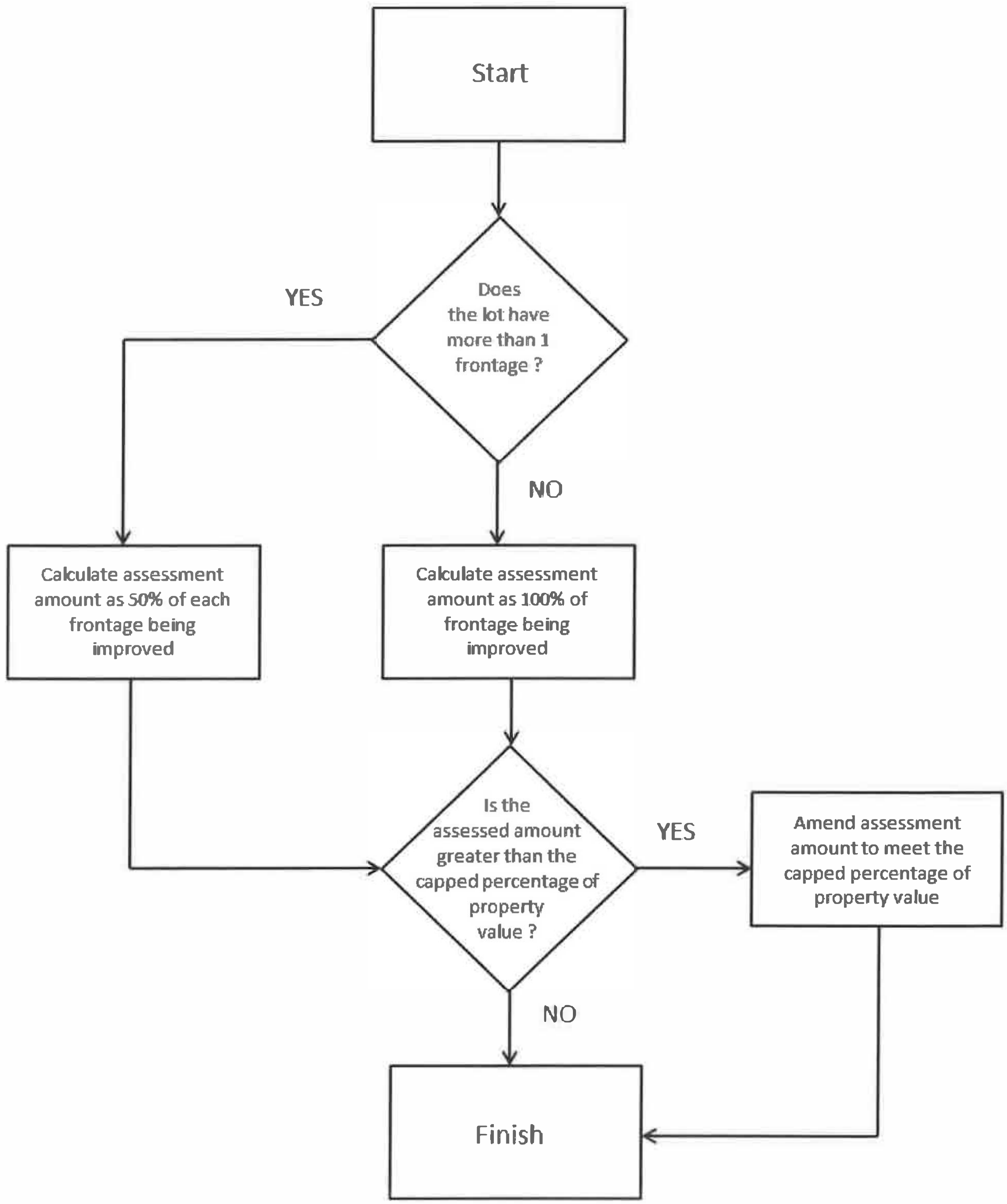
1. Financial disclosure Statement, including a copy of your proof of income.
2. A copy of your birth certificate.
3. Four notarized copies of form HC 227 – Application for deferral of Special Assessments.

After an application had been received and reviewed, the request will be forwarded to the City Council for approval. After council approval the City Clerk will authorize the deferral and forward the request to the Hennepin County Auditor and recorded in the Registrar of Deeds Office.

Appendicies

Appendix 1	Special Assessment Front Footage Flow Chart for Street Reconstruction Projects
Appendix 2	Reconstruction Rates Pavement Overlay and Resurfacing Rates
Appendix 3	Special Assessment Term and Rate Flowchart

Appendix 1 Special Assessment Front Footage Flow Chart for Street Reconstruction Projects



Appendix 2 - Reconstruction Assessment Rates as at October 2018

Construction Cost Index - 286.81

	Proposed Street Width (ft)	30		32		36		40		44		48
Local Roads and State Aid Streets	Construction Rate per lineal ft	$341.97		$345.69		$365.41		$379.45		$393.48		$407.51
	Adjusted rate allowing for unassessable portion	$528.66		$534.58		$565.38		$587.34		$609.26		$631.17
	Assessment Rate (per adjusted foot)	**$105.73**		**$106.92**		**$113.08**		**$117.47**		**$121.85**		**$126.23**

County Roads	Assessment Rate (per adjusted foot)	**$50.66** *

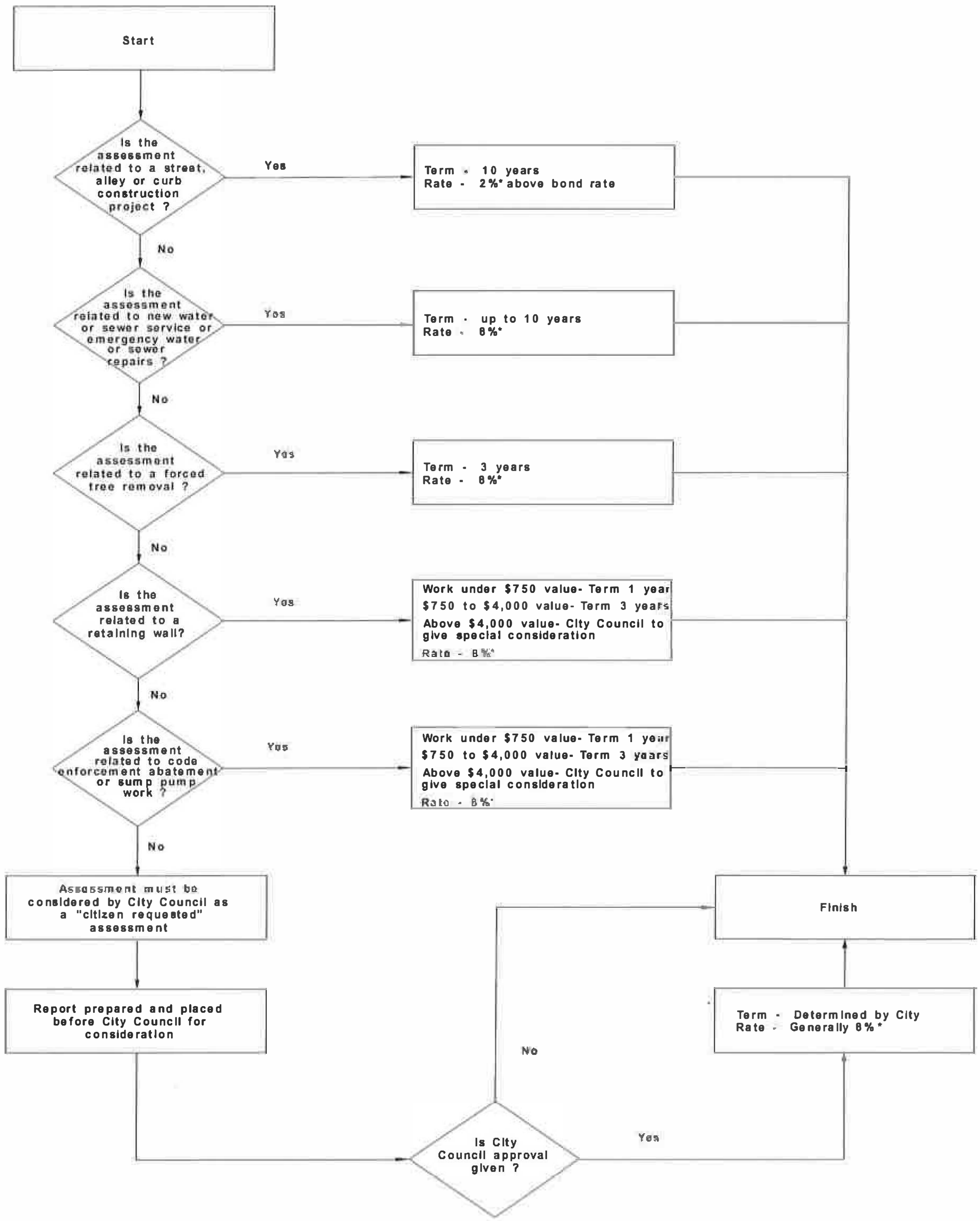
* This rate is independent of street width

Appendix 2 - Pavement Overlay and Resurfacing Rates as at October 2018

Construction Cost Index - 286.81

Street Width (ft)	30		32		36		40		44		48
Overlays											
Overlay Rate per lineal ft	$21.15		$22.56		$25.38		$28.21		$31.03		$33.85
Adjusted rate allowing for unassessable portion	$41.35		$44.20		$49.73		$55.31		$60.90		$66.48
Assessment Rate (per adjusted foot)	**$20.68**		**$22.10**		**$24.86**		**$27.66**		**$30.45**		**$33.24**
Resurfacing											
Resurfacing Rate per lineal ft	$55.53		$59.23		$66.63		$74.04		$81.44		$88.85
Adjusted rate allowing for unassessable portion	$108.55		$116.03		$130.54		$145.19		$159.85		$174.51
Assessment Rate (per adjusted foot)	**$54.28**		**$58.02**		**$65.27**		**$72.60**		**$79.93**		**$87.26**

Appendix 3 - Special Assessment Term and Rate Flow Chart



* Rate is reviewed annually

Member ________________ moved and Member ________________ seconded a motion that the following resolution be read and adopted this 21st day of May, 2019.

RESOLUTION NO.

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR RECONSTRUCTION OF THE ALLEY BETWEEN BEARD AVENUE AND SHORELINE DRIVE FROM 40th AVENUE TO 41st AVENUE – CITY PROJECT 43618

WHEREAS, pursuant to an advertisement for bids for the reconstruction of the Alley between Beard Avenue and Shoreline Drive from 40th Avenue to 41st Avenue – City Project 43618, bids were received, opened and tabulated according to State Law, and the following bids were received complying with the advertisement:

Contractor	**Total Bid**
Blackstone Contractors LLC.	$ 141,898.25
Ron Kassa Construction Inc.	$ 170,425.50
Meyer Contracting Inc.	$ 196,462.50
Engineer's Estimate	**$ 120,000.00**

WHEREAS, it appears that Blackstone Contractors LLC of Loretto, Minnesota, is the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA:

1. The Mayor and City Manager are hereby authorized and directed to enter into an agreement with Blackstone Contractors LLC in the name of the City of Robbinsdale for City Project 43618, according to plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.

2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21ST DAY OF MAY, 2019.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk

(SEAL)

Attachment 5

Member ________________ moved and Member ________________ seconded a motion that the following resolution be read and adopted this 21st day of May, 2019.

RESOLUTION NO. _____

RESOLUTION UPDATING THE SPECIAL ASSESSMENT POLICY
FOR THE CITY OF ROBBINSDALE

WHEREAS, in 2001 the City Council established a program for the reconstruction of city streets, including a special assessment policy adopted by Resolution 6048; and

WHEREAS, the City Council desires to update the policy for the special assessments including a new way to assess alley projects and update other portions of the plan;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA that the special assessment policy attached hereto is hereby approved and adopted.

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 21ST DAY OF MAY, 2019.

____
Regan Murphy, Mayor

ATTEST:

____
Kate Croteau, City Clerk

(SEAL)

City of Robbinsdale

TO: City Council

FROM: Marcia Glick, City Manager

DATE: May 21, 2019

RE: Voucher Requests Pending Approval for Disbursement

The check register dated May 21, 2019 reflects the voucher requests pending approval for disbursement.

The check register dated May 8, 2019 through May 21, 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 May 21, 2019.

Marcia E Glick
Marcia Glick, City Manager

CONCURRENCE:

Larry Jacobson
Larry Jacobson, Finance Director