



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

AGENDA

CITIZEN PARTICIPATION

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

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

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

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

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

- 1. CITY COUNCIL MEETING CALLED TO ORDER
- 2. ROLL CALL: 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 July 16th, 2019 MEETING AGENDA

CITY COUNCIL MEETING AGENDA

July 16th, 2019

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

- A. Motion to approve and order placed on file minutes of the City Council meeting: 1-5
 - Regular City Council Meeting on 07/02/19.
 - Regular City Council Work Session on 07/02/19.
 - B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards: 6-9
 - Robbinsdale Planning Commission Minutes on 05/16/19.
 - C. Motion to approve issuance of licenses dated July 16, 2019. 10-11
 - D. Motion to approve the June 2019 payment for City credit card charges. 12-14
 - E. Motion to approve the requested block parties for National Night Out. 15
 - F. Motion to authorize the City manager and Finance Director to issue a Purchase Order to R&H Painting, LLC for rehabilitation of sanitary sewer manhole covers for the amount of \$43,874. 15A
7. **Presentations**
- A. **Presentation A: Liquor Store Operations Update – Chris Huber** 16
 - B. **Presentation B: GreenStep Cities** 17-22
8. **NEW BUSINESS**
- A. **1st Reading: Ordinance identifying separate licenses for tobacco sales in businesses restricted to adults and limited to tobacco sales** 23-27
 - 1. Consider the 1st reading of Ordinance XXXX “AN ORDINANCE RELATED TO TOBACCO LICENSE REQUIREMENTS.”
9. **OTHER BUSINESS**
- A. **Voucher Request Pending Approval for Disbursement** 28
 - Motion to approve disbursement requests for period ending 07/16/19.
10. **ADMINISTRATIVE REPORTS**
11. **COUNCIL GENERAL COMMUNICATIONS**
12. **ADJOURNMENT**



Marcia Glick, City Manager

CITY COUNCIL MEETING AGENDA

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ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

ITEM	DEPARTMENT RESPONSIBILITY	ANTICIPATED AGENDA DATE
National Night Out Final List	Police/City Clerk	08/05/19
Sign Reflectivity Policy	Community Development	08/05/19
Public Hearing for Chickens – 3731 Perry	City Clerk	08/05/19

**City of Robbinsdale
CITY COUNCIL MINUTES
July 2, 2019
Meeting No. 13**

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 the City Manager;
Kate Croteau, City Clerk

OPPORTUNITY FOR THE PUBLIC

3. Mayor Murphy opened the floor to anyone wishing to speak on any items not on the agenda.
4. Sharon Franz – 3550 Hampshire Ave N, Crystal – Owns rental property 3659 Lee Ave N, where her son Mark Helps lives. Mark is concerned about the property across the street from his house being looked at for the water treatment plant.
5. Glick clarified that staff is exploring the entire Lee Park and REDA property at the north end with possible park expansion to the north and water treatment building in the southeast part and no decisions have been made.
6. Franz stated that parking is an issue. Council members confirmed this will be addressed.
7. Glick stated that the water treatment plant will be coming back to Council or REDA in August and provided her contact information.

APPROVAL OF AGENDA

8. Donahue informed the Council of additions to the Council packet: updated license list for Consent Item C, Consent Item L has been added to the agenda, an updated National Night Out Block Party list, updated resolution for Consent Item J, and added email correspondence from residents in support of New Business B.
9. Member Selman **MOVED**, seconded by Member Backen to approve the July 2nd meeting agenda with the additions. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

10. Member Rogan **MOVED**, seconded by Member Blonigan to approve the Consent Agenda. **The vote was unanimous and the motion carried.**

Items approved are as follows:

- A. Motion to approve and order placed on file minutes of the City Council meeting:
 - City Council Work Session Meeting at 6:30 on 06/18/19.
 - Regular City Council Meeting on 06/18/19.
 - Joint Work Session of the City Council and REDA on 06/18/19.
- B. Motion to approve issuance of licenses dated July 2, 2019.
- C. Motion to acknowledge the Robbinsdale Wine & Spirits financial

reports for the month of May 2019.

- D. Motion to acknowledge the Deputy Registrar's financial reports for the month of May 219.
- E. Motion to remove Shelonda Marie-Alves and Christina Giese from the Robbinsdale Human Rights Commission.
- F. Motion to acknowledge the correction to Resolution No. 7742 "A RESOLUTION ACCEPTING THE DEPUTY REGISTRAR REIMBURSEMENT GRANT DISBURSEMENT FROM THE STATE OF MINNESOTA" adjusting the amount to \$98,879.57.
- G. Motion to set a budget work session date for Thursday, August 22nd at 6:30 p.m.
- H. Motion to waive the reading and order the adoption of Resolution 7743 "A RESOLUTION ACCEPTING THE STATE OF MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC CONTAMINATION AND INVESTIGATION GRANT PROGRAM AWARD TO THE CITY."
- I. Motion to waive the reading and order the adoption of Resolution 7744 "A RESOLUTION ACCEPTING THE HENNEPIN COUNTY ENVIRONMENT AND ENERGY DEPARTMENT MEMORANDUM OF AGREEMENT GRANT PROGRAM AWARD TO THE CITY."
- J. Motion to waive the reading and concur with the Planning Commission by adopting Resolution 7745 "APPROVING VARIANCE REQUEST V19-3 FOR OVERSIZED BANNERS AT THE BIRDTOWN FLATS APARTMENTS AT 3730 WEST BROADWAY BASED UPON FINDINGS OF FACT."
- K. Motion to approve the requested block parties for National Night Out.
- L. Motion to extend variance approval V04-5 allowing a deck on the upper level of 3400 Indiana Ave N to July 31, 2020.

Old Business A – Water System Improvements

- 11. Glick gave the staff report, which included responses to questions raised by residents at the REDA public hearing.
- 12. Glick explained the process of selecting a contractor for the project and why the City staff recommended the second lowest bidder, AE2S.
- 13. Member Selman **MOVED**, seconded by Member Blonigan for the Council to receive and note the responses to questions raised during and following the June 11th REDA Meeting and affirm that the review of these issues does not require substantive alterations to the proposed actions to proceed with development of plans and specifications for a lime softened centralized water treatment plant.
- 14. Member Rogan stated he wants to make sure that the numbers proposed make sense and wants to receive firm numbers on costs before proceeding with plans.

15. Member Backen asked for confirmation on water softening and how that change would impact existing lead services.
16. Mayor Murphy would like to see a summary on how the money will be spent by the contractor.
17. Member Blonigan feels good that Bolton & Menk double checked their numbers. He stated that since Bolton & Menk were not selected for the project, the numbers will be triple checked by AE2S.
18. **The vote was unanimous and the motion carried.**
19. Member Selman **MOVED**, seconded by Member Backen to approve the Mayor and City Manager to enter into a Professional Services Contract with AE2S of Maple Grove, Minnesota, for the work associated with the elements included in the Water System Improvements Project at a cost not to exceed \$1,623,436.
20. Member Blonigan pointed out that a team of staff interview and unanimously selected AE2S, who was the second lowest bidder.
21. **The vote was unanimous and the motion carried.**

New Business A – American Legion Event on 7/20/19

22. Tom Jeurgens, American Legion Post Commander, and Luke Gustafson, Event Coordinator, addressed the Council to talk about their last event at the American Legion. They noted that there will not be free beer at the event.
23. Croteau presented the staff report to Council.
24. Member Selman and Member Blonigan stated that the American Legion has been serving the Robbinsdale community for 100 years and they have earned the right to have the fees for their event waived.
25. Member Selman **MOVED**, seconded by Member Backen to approve the American Legion Post 251 event on Saturday, July 20, 2019 on their parking lot and waive the fees for temporary liquor, temporary food and outdoor entertainment licenses and for the cost of 2 police officers, with the conditions listed. **The vote was unanimous and the motion carried.**
26. Member Selman **MOVED**, seconded by Member Backed to proclaim Saturday, July 20, 2019 to be Westphal American Legion Day. **The vote was unanimous and the motion carried.**
27. Member Backen thanked the Legion for everything they have done in Robbinsdale over the past 100 years.

NEW BUSINESS B – Resolution Requesting Report on Way to Limit City's Carbon Footprint and/ Save Money

28. Glick noted that Green Step Cities has offered to come and present at the Council's next meeting.
29. Member Blonigan explained why he is proposing this resolution and why people should care.
30. Member Blonigan **MOVED**, seconded by Member Rogan to waive the reading and order the adoption of Resolution 7746 "A RESOLUTION TO INVESTIGATE REDUCING ROBBINSDALE'S CARBON FOOTPRINT AND SAVING MONEY."
31. Council Members thanked Blonigan for bringing this resolution forward.
32. **The vote was unanimous and the motion carried.**

OTHER BUSINESS A – Voucher Request Pending Approval for Disbursement

33. Member Selman **MOVED**, seconded by Member Backen to approve disbursement requests for period ending 07/02/19. **The vote was unanimous and the motion carried.**

OTHER BUSINESS B – Wicked Wort Request for Music to End at 11:30 pm on July 13

34. Croteau presented the staff report.
35. Council noted concern regarding music past 11 pm and that they wanted to be consistent in approvals for future events.
36. Glick stated that organizations should apply for permits before booking the entertainment.
37. Member Rogan **MOVED**, seconded by Member Backen to approve request to allow the entertainment to be extended to 11:30 p.m. at Wicked Wort's parking lot party on July 13th of Whiz Bang Days and that any issues in regards to the extended time be reported to Council.
38. Member Blonigan agreed that the Council needs to stay consistent in approvals. This is an event for the City festival, so he believes it is fair to extend the hours during this time.
39. Staff were asked to report on noise complaints received related to later outdoor music.
40. **The vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

41. Glick stated that she went on a tour of the Bassett Creek Watershed last week.
42. Glick informed viewers that City Hall and the DMV will be closed on Thursday, July 4th and that due to the holiday, garbage will be delayed one day July 4th and 5th.
43. Glick informed viewers that a budget work session was set during the Consent Agenda for Thursday, August 22nd at 6:30 pm.
44. Glick also informed viewers that there is a Council Work session immediately following the Council meeting tonight and it is open to the public.

COUNCIL GENERAL COMMUNICATIONS

45. Member Blonigan commented about Waste Management and the increase it missed pick-ups lately. Thanked the Council for supporting the resolution on reducing the carbon footprint. He also reminded the citizens that Whiz Bang Days starts next Thursday.
46. Member Rogan mentioned that the City is still pumping from Crystal Lake. He would also like to see the City work with the Shingle Creek Watershed on how to manage this issue.
47. Member Selman reminded citizens to get registered for their National Night Out Block Parties. Also, Whiz Bang Days is coming up and he hopes to see you there!
48. Member Backen is looking forward to Whiz Bang Days.
49. Mayor Murphy wished everyone a happy and safe 4th of July weekend.

ADJOURNMENT

50. Member Backen **MOVED**, seconded by Member Selman to adjourn the meeting at 8:00 p.m. **The vote was unanimous and the motion carried.**

Meagan Donahue, Recorder

Regan L. Murphy, Mayor

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July 2, 2019 City Council Minutes
Approved July 16, 2019
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**ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES**

TUESDAY, July 2, 2019

**ROBBINSDALE CITY HALL – SIXTH CORNER MEETING ROOM
FOLLOWING THE COUNCIL MEETING**

1. The work session was called to order by Mayor Pro Tem Selman at 8:06 p.m.
2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff Present: Marcia Glick, City Manager; Donahue, Assistant to City Manager

DISCUSS: Website Front Page Design Update

3. Council reviewed the four designs again and agreed they would like to move forward with the same template as the Eden Prairie Design. Donahue will work with Granicus to start this process.

DISCUSS: AV/PA Update for the City Council Chambers funded by cable grants

4. Council discussed updates that they would like to see to the system. Glick has meetings set up over the next couple weeks to start discussing the updates.

DISCUSS: Charitable Gambling Regulations

5. Chops, pull tab provider, will be the pull tab distributor at Smokin' Flame Saloon when they open.
6. Discussion about updating the City Code about Charitable Gambling.

DISCUSS: Referendum Preparation – timeline/tasks

7. The community survey completed in 2017, citizens expressed interest in having some sort of a community center. Information needs to start coming together for a referendum on the 2020 ballot. First step is development of a building layout concept with budget estimates including larger dividable space with windows looking south and east including catering kitchen set up.

DISCUSS: MNLARS Grant Refund

8. Discussion on how to use the refund money including improvements at the license center.

MONTHLY UPDATE: Problem Properties

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

REVIEW: STRATEGIC GOALS

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

OTHER BUSINESS

11. None.

ADJOURNMENT

12. Mayor pro-tem Selman adjourned the work session at 9:25 p.m.

Meagan Donahue, Recorder

George Selman, Mayor Pro Tem

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, MAY 16, 2019
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order by Chair Ulbrich at 7:00 p.m.

ROLL CALL:

Commissioners Present: Stack, Greenberg, Markfort, Harper, Chair Ulbrich

Commissioners Absent: None

Staff Present: Rick Pearson, Community Development Coordinator

2. **CONSIDERATION OF MINUTES:**

A. MOTION by Commissioner **Harper**, seconded by Commissioner **Greenberg** to approve Planning Commission Meeting Minutes of February 21, 2019.
All were in favor and the motion carried.

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

Consideration of Zoning Text Amendment Z19-3 to amend the sign ordinance City Code Section 410.11, Subd. 13 Banners as requested by the City of Robbinsdale.

4. **MOTION** by Commissioner **Stack**, seconded by Commissioner **Greenberg** to OPEN the public hearing. **All were in favor and the motion carried.**

5. Pearson presented the staff report. This is a public hearing to consider an amendment to the sign ordinance for banners. Noted letters received from Steve Carlyle and Tina Suglia.

6. The City Council has observed a number of banners around town; banners left up for an extended period of time especially those that were high up on buildings. Banners continuously displayed, or rotated in the same place are creating the appearance and effect of billboards. The Council has directed staff to look at amendments to define the time limit for banners to be up. Currently, Council permission required to have banners up for a period of time exceeding 30 days. Council suggested a simple banner permit system to limit the time banners are up to 36 days annually. Cities cannot regulate what the banners say unless obscene or profane. The current ordinance says that banners should be attached to buildings.

7. Commission discussed the existing sign code ordinance; location of banner, number of banners permitted. Noted the districts that sign regulations apply. How banner usage is monitored. Time limit banners are displayed. Clarified 36-day timeframe – The Council was suggesting increments of display by weeks. For example, a banner advertising for an event for one week four times per year, or a banner advertising for an event for two weeks twice a year.
8. **Tina Suglia, Owner of Nonna Rosa's, 4168 West Broadway:**
Unveiled a 3' x 10' banner for "Mother's Day" as an example of banners used for her business. Banners are up two weeks prior to events. People are visual. "Special things draw". People like taking pictures and like to have something to stand in front of. They don't use sandwich signs. Would like to see a longer period of time allowed for banners to be up. Banners are complimentary from vendors at no charge. Two banners are needed for front and back frontages. She asked about the time frame.
9. Pearson explained the ordinance amendment process of the City Council. Amendment will require two readings 30 days apart. Residents will be able to speak. Changes could be made at that time. Could be more changes for the second reading also.
10. **Steve Carlyle, Owner of Wicked Wart, 4165 West Broadway**
This whole thing is a joke, waste of time. He pays taxes, liquor license fee. Will not pay for a banner and will keep putting up banners. City can add the fee on to the liquor license. He has been in business three years and now he receives a notice about his signage.
11. Commissioner Greenberg asked if he uses banners for all of his events. **Mr. Carlyle** stated that he only puts up banners for bigger events. Brings people to the community. This is a bar and different from other businesses in the area. He stated that bars and restaurants should be treated differently from other businesses.
12. Commissioner asked if the number of days for banners to be up are enough. **Mr. Carlyle** stated he puts more banners up for a shorter period of time. Sometimes he pays for the banners and sometime the vender provides the banners. Will support a yearly permit fee. Can add to sewer and water charges. Pays a lot of money in fees for outdoor events.
13. Pearson suggested ideas for outdoor signage, the differences between the downtown and other commercial areas that fill windows with advertising, different businesses have different needs. Maybe there could be allowances for patios and fences.

14. **MOTION** by Commissioner **Stack**, seconded by Commissioner **Markfort** to accept Mr. Steve Carlyle's letter into the official record. **All were in favor and the motion carried.**
15. **MOTION** by Commissioner **Stack**, seconded by Commissioner **Harper** to CLOSE the public hearing. **All were in favor and the motion carried.**
16. Commission discussed including the banner permit fee in the special event fee. Suggested total cap for banners at 60 days with no one banner for 2 weeks. Businesses with patios, construction firm banners, exemption for Whiz Bang events. Increased enforcement.
17. Key points: More than 36 days, exemption for Whiz Bang days, additional days for permanent events with no need for separate banner permit, category for special event banners. Some discussion occurred about entertainment businesses having different banner allowances than corporations (such as construction companies). One Commissioner indicated discomfort with the idea of treating some businesses differently. There was consensus that more than 36 days were needed, but how much more would be acceptable to the Council.
18. **MOTION** by **Chair Ulbrich**, seconded by Commissioner **Harper** recommend tabling action and continuing the public hearing until the June 20, 2019 Planning Commission meeting.
All were in favor and the motion carried.

#4A: DISCUSSION:

Information Update: Remodeling and reduction of drive-through facility at Citizens Independent Bank

19. Pearson presented the staff report. Reviewed the plans for the drive-through facility. There has been a drive-through at CIB since the 1970's. The drive-through is legal non-conforming, but the code allows for modifications that reduce the non-conformity. No variance is evident. Building permits are being processed. No action needed.

#4B: DISCUSSION:

Tobacco and related land use controls:

20. Pearson presented the staff report. There is support for minimum age of 21 to purchase tobacco. Moratorium is in place that expires September 2, 2019. The effect of restricting sales to adults only will limit the purchase of tobacco products to B-3 and B-4 districts. Pearson asked the Commissioners if distance criteria from schools, parks and churches should also be considered similar to the B4p district or liquor sales in restaurants. Reviewed zoning map indicating areas where tobacco can and cannot be sold. Should land use controls for tobacco sales be more restrictive? Times have changed since the ordinance was written.

21. Commissioner Greenberg stated that the way it is currently being regulated seems appropriate and not too much. Not an issue.
22. Commissioner Stack did not see a connection to churches. Not feeling this is a meaningful restriction but zoning restrictions makes sense.
23. Consensus of the commission was to limit purchase age to 21 in the B-3 and B-4 zoning districts seems the most effective. What is in place works well.

#5A: OLD BUSINESS:

24. **Fence Height Exception zoning text amendment**

Pearson reviewed the staff report. Presented the Planning Commission recommendations to the city council. The council discussed fences at work session and realized that the largest example of non-conforming fences were right-of-way encroachments on corner lots. The Council decided they would prefer to consider a variance request since it really affected one or two properties rather than to change the code.

The City Council thanked the Planning Commission for their time deliberating on the recommendation for the fence height exception amendment.

#7A: OTHER BUSINESS:

25. **INFORMATION ONLY – Project Updates**

Pearson provided an update to the Parker Station Flats development.

#8: ADJOURNMENT:

26. **MOTION** by **Commissioner Stack**, seconded by **Chair Ulbrich** to adjourn the meeting at 9:16 p.m.

The vote was unanimous and the motion carried.



Rick Pearson, AICP
Community Development Coordinator



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: July 16, 2019
RE: Approval of Licenses

Background:

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

Recommendation:

By motion approve issuance of licenses dated July 16, 2019.

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau, City Clerk

INDIVIDUAL LICENSES FOR COUNCIL APPROVAL

07/16/2019

Current Date: 7/11/2019

<u>Type</u>	<u>Applicant</u>	<u>License Fee</u>
Temporary Food - Individual	Robbinsdale Lions	50.00
Transient Merchants - Solicitations	Culligan Water	100.00

Number of Licenses Requesting Council Approval: 2

CONTRACTORS' LICENSES FOR COUNCIL APPROVAL

07/16/2019

<u>Applicant</u>	<u>Type</u>	<u>License Fee</u>
AIR QUALITY SERVICES INC	Mechanical Contractor	50.00
F. RICHIE PLUMBING INC (PL)	Plumbing Contractor	50.00
SHEPPARD PLUMBING INC	Plumbing Contractor	50.00
SIGNS NOW	Sign Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 4



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: July 16, 2019
RE: Approval of Credit Card Charges and Payment

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

The attached listings are the credit card payments made in the month of June 2019 representing charges for the period May 10, 2019 through June 10, 2019, for expenses for City operations.

Recommendation

By motion approve the June 2019 payment for City credit card charges.

Marcia Glick, City Manager

CONCURRENCE:

Jeff Zuba, Finance Director

Council Check Register by GL
Council Check Register and Summary

6/25/2019 -- 6/25/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2019153	6/25/2019		100292 U. S. BANCORP							
		132.90	COMMUNITY GYMS		143926		1305.6214		Operating Supplies	Community Center Operations
		10.48	Supplier 115429 WRISTBAND.COM		143927		1335.6214		Operating Supplies	Senior Programs
		16.84	Supplier 116577 HYVEE		143928		1335.6214		Operating Supplies	Senior Programs
		9.48	Supplier 114248 CUB FOODS		143929		1335.6214		Operating Supplies	Senior Programs
		22.27	FRIENDLY ROBINS		143930		1305.6214		Operating Supplies	Community Center Operations
		25.98	Supplier 114310 TARGET		143931		1205.6214		Operating Supplies	Patrol Services
		31.10	PHONE HOLDER FOR SQUAD CAR		143932		1260.6340		Repair & Maintenance	Fire Prevention / Suppression
		5.90	HYDRANT ADAPTER		143933		1260.6340		Repair & Maintenance	Fire Prevention / Suppression
		20.85	LED LIGHTS		143934		1565.6214		Operating Supplies	Parks Facility Maintenance
		20.85	Supplier 114295 AMAZON		143934		1565.6214		Operating Supplies	Parks Facility Maintenance
		20.85	CASING NAILS		143934		1565.6214		Operating Supplies	Parks Facility Maintenance
		13.97	Supplier 114258 MENARDS		143935		6405.6214		Operating Supplies	Liquor Operations
		229.40	STORE SUPPLIES		143935		6405.6214		Operating Supplies	Liquor Operations
		229.40	Supplier 116577 HYVEE		143936		6405.6214		Operating Supplies	Liquor Operations
		229.40	STORE SUPPLIES		143936		6405.6214		Operating Supplies	Liquor Operations
		180.00	Supplier 114295 AMAZON		143937		6405.6512		Operating Supplies	Liquor Operations
		180.00	TRAINING		143937		6405.6512		Conference & Schools	Liquor Operations
		10.15	Supplier 119527 MN LICENSED BEVERAGE ASSOCIATION		143937		6405.6512		Conference & Schools	Liquor Operations
		10.15	POSTAGE RETURN AIRGAS SAFETY		143938		6100.6378		Postage & Shipping	Sanitary Sewer Balance Sheet
		12.24	POSTAGE FLOURIDE NITRATE SAMPL		143939		6010.6378		Postage & Shipping	Water Utility Distribution Sys
		75.00	Supplier 114303 US POST OFFICE		143940		1205.6512		Conference & Schools	Patrol Services
		75.00	WEBER TRAINING		143940		1205.6512		Conference & Schools	Patrol Services
		75.15	Supplier 117025 BCA TRAINING EDUCATION		143941		1200.6214		Operating Supplies	Police Support Services
		75.15	BATTERIES		143941		1200.6214		Operating Supplies	Police Support Services
		5.25	Supplier 118144 BATTERY JUNCTION		143942		6405.6214		Operating Supplies	Liquor Operations
		5.25	PAPER PRODUCT STORE USE		143942		6405.6214		Operating Supplies	Liquor Operations
		256.20	Supplier 116577 HYVEE		143943		1205.6214		Operating Supplies	Patrol Services
		256.20	EVIDENCE SUPPLIES		143943		1205.6214		Operating Supplies	Patrol Services
		19.32	Supplier 114509 PEAVEY		143944		1205.6214		Operating Supplies	Patrol Services
		19.32	SEALS		143944		1205.6214		Operating Supplies	Patrol Services
		456.00	Supplier 114516 OFFICE DEPOT		143945		7010.6336		Other Contracts	CG Vehicle Maintenance
		456.00	CARWASHES - POLICE		143945		7010.6336		Other Contracts	CG Vehicle Maintenance
		20.00	CARWASHES - FIRE		143946		7010.6336		Other Contracts	CG Vehicle Maintenance
		82.34	Supplier 119032 CRYSTAL COLLISION		143947		1610.6214		Operating Supplies	Street & Boulevard Maintenance
		82.34	CONCRETE MIX/LUMBER		143947		1610.6214		Operating Supplies	Street & Boulevard Maintenance
		24.96	PAVER SAND		143948		1605.6340		Repair & Maintenance	Streetscape

Council Check Register by GL
Council Check Register and Summary

6/25/2019 -- 6/25/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2019153	6/25/2019		100292 U. S. BANCORP						Continued...	
		76.81-	CREDIT DUE TO ORDER CHANGE		143973		1370 6706		Landscaping	Forestry
		50.25-	CREDIT DUE TO ORDER CHANGE		143974		1370 6706		Landscaping	Forestry
		15.04	Supplier 115635 COLD STREAM FARM							
			SUPPLIES FOR PROGRAMS		143975		1335.6214		Operating Supplies	Senior Programs
		126.63	Supplier 116850 COSTCO							
			WATER TESTING EQUIPMENT		143976		6212.6234		Equipment Parts & Supplies	Storm Sewer Flocculation Plant
		829.00	Supplier 119528 HACH COMPANY							
			PWX REGISTRATION - RICHARD		143977		1400 6512		Conference & Schools	Engineering Services
		512.60	Supplier 114770 AMERICAN PUBLIC WORKS ASSOCIATION		143978		1400 6510		Meeting / Travel Expense	Engineering Services
			MSP-SEAAIRFARE - RICHARD							
			Supplier 114769 DELTA AIR LINES							
		100.00	WATER PERMIT-CRYSTL LK EMERG P		143979		6220.6718	00079719	Licenses Taxes & Fees	Storm Sewer Cap Improvements
		20.00	Supplier 115234 MN DEPT OF NATURAL RESOURCES (DNR)							
			BOILER LICENSE RENEWAL OPHEIM		143980		1600 6718		Licenses Taxes & Fees	Streets Administration
		126.89	Supplier 114305 DEPT LABOR & INDUSTRY		143981		1200 6214		Operating Supplies	Police Support Services
			TONER FOR INVESTIGATOR PC							
		59.90	Supplier 114280 NEWEGG		143982		7115.6214		Operating Supplies	CS Government Buildings
			ID CARDS							
		141.89	Supplier 114338 ID WHOLESALERS		143983		7110 6214		Operating Supplies	CS Information Technology
			RECEIPT PAPER FOR CITY HALL							
		79.18	Supplier 114278 GORILLA PAPER		143984		7110 6214		Operating Supplies	CS Information Technology
			FAX CARTRIDGE							
			Supplier 114280 NEWEGG							
		1,600.00	ESRI LICENSE RENEWAL 2019-2020		143985		7105 6332		Maintenance Contracts	CS General Office
			Supplier 114635 ESRI INC							
		175.78	PRINT CARTRIDGE FOR INTXILIZE		143986		1200 6214		Operating Supplies	Police Support Services
			Supplier 114280 NEWEGG							
		18.25	CASE FOR ENGINEERING		143987		1400 6214		Operating Supplies	Engineering Services
		28.28	SCREEN PROTECTORS		143988		7105 6234		Equipment Parts & Supplies	CS General Office
			Supplier 114295 AMAZON							
		695.08-	US BANCORP REBATE		143989		8900 4852		Interest Income	Investment Control
			Supplier 114443 US BANK							
		9,007.08								
		9,007.08	Grand Total						Payment Instrument Totals	
									Checks	
									EFT Payments	9,007.08
									Total Payments	9,007.08



City of Robbinsdale

MEMORANDUM

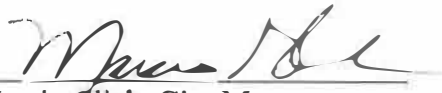
To: Mayor and City Council
From: Marcia Glick, City Manager
Date: July 16, 2019
Subject: Approval of Block Party Requests for National Night Out (8-6-19)

Background

National Night Out is Tuesday, August 6, 2019. There are applications still being reviewed by the Police Chief and Public Works Director/City Engineer. The most current list will be distributed at the meeting.

Recommendation

By motion approve the requested block parties for National Night Out.



Marcia Glick, City Manager

CONCURRENCE:



Kate Croteau, City Clerk

National Night Out Block Parties 8/6/19

- 1 4000 Block Hubbard Ave N
- 2 Indiana Ave - 43rd Ave to Mildred
- 3 4400 36th Ave
- 4 3300 Block Beard & Chowen
- 5 3500 Block Grimes Ave N
- 6 3600 Block Perry Ave N
- 7 3500 Block 31st Ave N
- 8 4200 Block Drew Ave N
- 9 3600 & 3700 Block Beard Ave N
- 10 4000 Block Perry Ave N
- 11 4200 Block Beard Ave N
- 12 5300 Block 45th Ave N
- 13 4000 Block Abbott / Beard
- 14 3300 Block Grimes Ave N
- 15 4300 Block France Ave N
- 16 4500 Block Robin Circle
- 17 4300 Block Twin Oak Lane
- 18 3900 Block York Ave N
- 19 4100 Block Abbott Ave N
- 20 4100 Block Xenia Ave N
- 21 4100 Block Zane Ave N
- 22 5000 Block 42 1/2 Ave
- 23 3400 Block 26th Ave

City Council meeting – 7/16/19

MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: July 16, 2019

SUBJECT: Accept Quote for Manhole Lining/Repair – City Project 60719

Background:

The 2019 Capital Improvement Plan includes funding towards the rehabilitation of sanitary sewer manholes.

Staff is now seeking approval for the purchase of the sanitary sewer manhole rehabilitation.

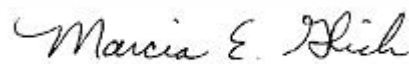
The cost details of the quotes submitted were – R&H Painting, LLC (\$43,874) and Diversified Infrastructure Services, Inc. (\$51,200). The submissions are available for review by Council Members.

The total price of the identified sanitary sewer manhole rehabilitation, including mobilization, all surface prep, grouting, and leak stopping prior to installation from R&H Painting, LLC for the amount of \$43,874.

Staff recommends that City Council approve the purchase of the sanitary sewer manhole rehabilitation, including mobilization, all surface prep, grouting, and leak stopping prior to installation from R&H Painting, LLC for the amount of \$43,874.

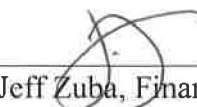
Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to R&H Painting, LLC for the rehabilitation of sanitary sewer manhole covers for the amount of \$43,874.



Marcia Glick, City Manager

CONCURRENCE:



Jeff Zuba, Finance Director

Liquor Store Presentation

Chris Huber - Liquor Store
Manager

GreenStep Cities Presentation



2018 Annual Report

Highlights & Accomplishments



**Hosted 27 events
with nearly 2,000
attendees**



**Had 278 outreach
opportunities with
nearly 4,000 people**



**Saved 49.6 billion
BTUs (same as
1.4M LED bulbs)**



**Awarded 39
Seed Grant
Projects**

204 Communities

39 Seed Grants

Lakeville, Welcome, Aurora, Cold Spring, Canton, Grand Rapids, Princeton, Lakeview, Fergus Falls, Credit River, Barnesville, Vesta, Richfield, Hoffman, Pine City, North Oaks, St. Louis Park, Nisswa, Fairmont, Onamia, Lake City, Crosslake, Moorhead, Kettle River, Wadena, Atkinson, Cottage Grove, Morris, Hendricks, Cass, Lake Park, Sherburne, Rockford, Hewitt, Edina, Inver Grove Heights, Lindstrom, Perham, Bemidji, Tracy, Kasson, Hastings, Virginia, Fridley, New Brighton, Winona, Maplewood, Medina, Woodbury, Stillwater, Hackensack, Eveleth, Albert Lea, Red Wing, Worthington, Roseville, Appleton, Minneapolis, Duluth, St. Paul, Marine on St. Croix, Plainview, Hallock, Ramsey, Canby, Brown, Pierz, Glencoe, Oakdale, Columbia Heights, Grand Marais, Mountain Iron, Falcon Heights, Detroit Lakes, Mille Lacs Band of Ojibwe, Little Falls, International Falls, Hutchinson, Lexington, Eau Claire, Wiscasset, La Crosse, Dubuque, Waterloo, Fort Dodge, Sioux City, Mason City, La Crosse, Dubuque, Waterloo, Fort Dodge, Sioux City, Mason City.

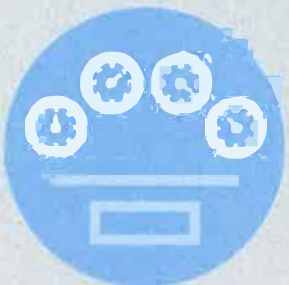


Audience Highlights



Governmental Units

- GreenStep Program: 122 cities & 3 tribal nations
- Cities Charging Ahead: 27 cities & 1 tribal nation
- Solar Possible: 11 participating jurisdictions



Utilities

- 8 Business Blitzes: 6 Otter Tail Power & 2 Xcel Energy
- Saving Watts and Drops: 1,915 water saving kits for MN Energy Resources & 240 aerators for Austin and Owatonna Utilities



Small Businesses

- Business Blitzes: 561 businesses visited in 8 cities: Faribault, Fertile, Hallock, Parkers Prairie, Pelican Rapids, Perham, Twin Valley, Winona
- PACE: 32 businesses completed projects & 5 counties joined



Agriculture

- Event: Hog the Energy Savings Swine Energy Management Seminar
- Technical Assistance: Engage ag producers on energy efficiency potential and evaluating renewable energy



Underserved Communities

- MN Energy Resources: Direct install program with 440 units in 8 cities, half low-income
- Melrose: 700 LEDs into two low-income senior apartments
- Silver Bay: 233 LEDs installed in senior, low-income homes

Major Events

The **POWER** of MINNESOTA



2018 Conference COMMUNITY DRIVEN CLEAN ENERGY

Key Tools





CERTs

CLEAN ENERGY RESOURCE TEAMS

We help Minnesotans build clean energy

WE PROVIDE



Hands-on assistance

For cities, counties, utilities, farmers, businesses, and other organizations looking to make a change



Practical steps to clean energy

Resources for getting started, moving forward, and completing projects



Learning opportunities

We host events, create resources, and highlight clean energy stories and jobs

Our Mission is to connect individuals and communities in Minnesota to the resources they need to identify and implement community-based clean energy projects.

**CERTs
Partners**

Regional Sustainable
Development Partnerships

UNIVERSITY OF MINNESOTA
EXTENSION



**GREAT PLAINS
INSTITUTE**



m1 COMMERCE
DEPARTMENT

HOW WE WORK



We meet people where they are

No matter who they are, where they're from, or where they are along their clean energy journey



We convert learning into doing

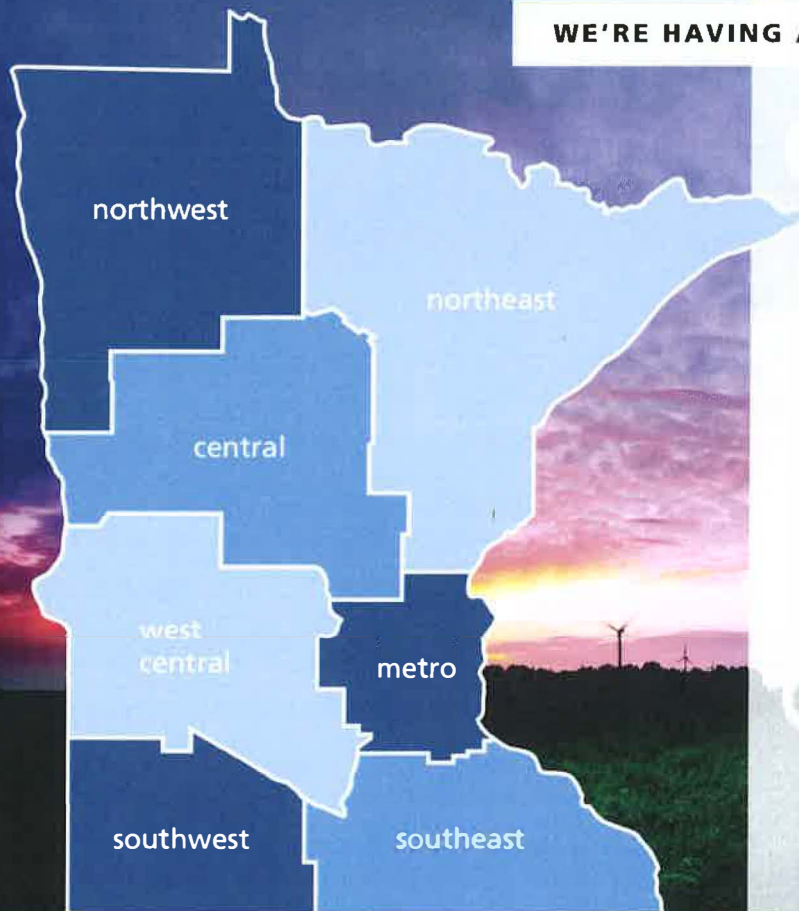
Our pragmatic, cooperative, and unbiased approach gets people up to speed, connected with others, and ready to act



We strive toward inclusive access

We work to create opportunities for meaningful engagement and participation in clean energy for everyone

WE'RE HAVING AN IMPACT ACROSS MINNESOTA



- 1 Staff and engage communities in seven regions, each of which is guided by a local steering committee
- 2 Awarded over \$1.2 million in Seed Grants to 355 energy projects since 2006
- 3 Impacted 293,000 people through grants, events, and programs since 2009
- 4 Helped Minnesotans save nearly 434 billion BTUs of energy and avoid \$5.3 million in energy costs since 2010

ONLINE AT

CleanEnergyResourceTeams.org





City of Robbinsdale

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: July 16, 2019
RE: 1st Reading: Ordinance identifying separate licenses for tobacco sales in businesses restricted to adults and limited tobacco sales.

Background:

On July 1, 2019 an updated tobacco code raised the legal age for tobacco sales to 21 and added electronic delivery devices, e-liquids, and the like to the existing restriction of flavored tobacco products to age restricted tobacco stores. A moratorium was put in place to determine if additional zoning and licensing requirements were needed to address the purpose of restricting youth access to tobacco.

The Planning Commission reviewed the issue at their May meeting, including whether there should be a distance restriction similar to alcohol sales. They determined that with a limit of purchases to age 21, restriction to B-3 and B-4 zoning districts seemed the most effective. They did not support additional zoning requirements. Pipes & tobacco sales are currently permitted in B2; a zoning text amendment will be considered in August to change this to B3.

Changes to the fee schedule are by ordinance and should be included in the first reading. The City's current tobacco license is \$250/year.

Analysis/Conclusion

Exhibit 1 includes information on which properties in Robbinsdale are zoned B3 and B4 as well as definitions Minneapolis and St Paul use to differentiate between types of tobacco product vendors, and fees. Robbinsdale has 13 tobacco licenses; 2 adult restricted.

Staff recommends Tobacco Products Shop and Over-the-Counter Tobacco Sales to be two types of licenses. Tobacco Products Shops to be restricted to B4 zoning district and no tobacco products shop to be located within one-half mile of another tobacco products shop measured from front entrance to front entrance along sidewalks. Over-the-counter sales restricted to B3 & B4 zoning districts with a limit of 11 licenses.

Recommendation:

Consider the 1st reading of the ordinance shown in Exhibit 2.

Marcia Glick, City Manager

Exhibit 1

Areas of Robbinsdale zoned B-4 and B-3:

B-4 zoning Community Business are the shopping centers (Robbin Center, Town Center, HyVee) plus Fairchilds gas station, McDonalds, and the businesses north of 42nd between the RR tracks and CR81.

B-3 zoning Highway Commercial includes the Legion, Pump N Munch, Mai Tai, ResCare, US Bank, Robbinsdale Market through 40 ½ on W Broadway, Walgreens and businesses on Lakeland going north from the Walgreens parking lot to Robbinsdale Marine, BP station on 42nd and other car sales west of the station, and the Mobile station plus 2 homes on Van Demark

13 Current License Holders

BP, Sipes, Mobil, Fairchilds, Pump N Munch, Robbinsdale Market, Walgreens, RWS, Dollar Store, Hy-vee (2), Tobacco Shop, Vapor Bunker.

Cities with Two-Tiered Tobacco Requirements

Minneapolis has separate licenses for:

Exclusive Tobacco Dealer: At least 90% of gross revenue must come from the sale of tobacco products, loose tobacco, plants or herbs, cigars, cigarettes and smoking accessories.—considering a 3000 foot separation requirement

Tobacco Dealer: A tobacco department/section of an individual business establishment. “over the counter cigarette license for cigarettes and little cigars”

St Paul regulates by zoning:

Tobacco Products Shop is defined as: A retail establishment with a principal entrance door opening directly to the outside that derives more than ninety (90) percent of its gross revenue from the sale of loose tobacco, plants, or herbs and cigars, cigarettes, pipes, and other smoking devices for burning tobacco and related smoking accessories and in which the sale of other products is merely incidental. Standards and conditions: (a) No tobacco products shop shall be located within one-half (½) mile (2,640 feet) of another tobacco products shop. (b) In the BC community business (converted) and T2 traditional neighborhood districts, a conditional use permit is required for tobacco products shops with a floor area greater than two thousand five hundred (2,500) square feet.

Zoning requirements do not apply to stores with a “tobacco sales department or section of any business which is licensed for liquor, food or restaurant.”

License fees:

Minneapolis \$320	St Paul \$478	Crystal \$325 +100 init. Invst.	New Hope \$250	Golden Valley \$275	Brooklyn Center \$150+150
Brooklyn Park \$200+200 init inv.		Plymouth \$300			Robbinsdale \$250

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

ORDINANCE NO. _____

AN ORDINANCE RELATED TO TOBACCO LICENSE REQUIREMENTS

THE CITY OF ROBBINSDALE DOES ORDAIN:
City Code Chapter 1132 is

New Definition: Tobacco products shop means a retail establishment that

- (1) Prohibits persons under 21 from entering at all times;
- (2) Derives at least 90 percent of its gross revenues from the sale of licensed products; and
- (3) Meets all of the following building or structural criteria:
 - (i) Shares no wall with, and has no part of its structure adjoined to any other business or retailer, unless the wall is permanent, completely opaque, and without doors, windows, or pass-throughs to the other business or retailer;
 - (ii) Shares no wall with and has no part of its structure directly adjoined to another licensed tobacco retailer; and
 - (iii) Is accessible by the public only by an exterior door.

New Definition: Tobacco dealer means a retail establishment that has a tobacco department or section of an individual business establishment where cigarettes and/or cigars are available for sale over the counter.

1132.03. License required/Limitation on Number of Licenses. No person shall directly, by coin machine, or otherwise, keep for retail sale, sell at retail, or otherwise furnishing, any licensed products at any place in the city unless they have obtained a license therefore as provided herein.

The total number of tobacco product shop licenses by the city shall be limited to two (2). The total number of tobacco dealer licenses shall be limited to eleven (11). Establishments or locations holding licenses on _____, 2019 shall not be affected by these limitations subject to conditions under which a license would be revoked.

1132.13. Location. A license will not be issued to a movable place of business. Only

fixed-location businesses are eligible to be licensed and separate licenses are required for each location. Standards and conditions: Tobacco products shops must be located in a B4 Community Business Zoning District and no tobacco product shop may be located within one-half mile of another tobacco products shop measured from front entrance to front entrance along sidewalks. Tobacco dealers must be located in B3 Highway Commercial or B4 Community Business Zoning Districts.

1132.15(c) Flavored products. No person shall sell or offer for sale any flavored products. This restriction does not apply to tobacco product shops. ~~retail establishments that:~~

- ~~(1) Prohibit persons under 21 from entering at all times;~~
- ~~(2) Derive at least 90 percent of their gross revenues from the sale of licensed products; and~~
- ~~(3) Meet all of the following building or structural criteria:~~
 - ~~(i) Shares no wall with, and has no part of their structure adjoined to any other business or retailer, unless the wall is permanent, completely opaque, and without doors, windows, or pass-throughs to the other business or retailer;~~
 - ~~(ii) Shares no wall with and has no part of their structure directly adjoined to another licensed tobacco retailer; and~~
 - ~~(iii) Is accessible by the public only by an exterior door.~~

Any retailer that sells flavored products must provide to the city, upon request, such financial records that document annual total sales and sales of licensed products.

- (d) Electronic Delivery Device Sales. No person shall sell or offer for sale any electronic delivery device or e-liquid to any person unless the sale is on the premises of tobacco product shops. ~~a retail establishment that:~~

- ~~(1) Prohibits persons under 21 from entering at all times;~~
- ~~(2) Derives at least 90 percent of their gross revenues from the sale of licensed products;~~
- ~~(3) Meets all of the following building or structural criteria:~~
 - ~~(i) Shares no wall with, and has no part of their structure adjoined to any other business or retailer, unless the wall is permanent, completely opaque, and without doors, windows, or pass-throughs to the other business or retailer;~~
 - ~~(ii) Shares no wall with and has no part of their structure directly adjoined to another licensed tobacco retailer; and~~
 - ~~(iii) Is accessible by the public only by an exterior door.~~

Any retailer that sells electronic delivery products must provide to the city, upon request, such financial records that document annual total sales and sales of licensed products.

Section 2. Fee Schedule Amendment

That the Fee Schedule for tobacco licenses effective 1/1/2020 shall be:

Cigarette Vending /Tobacco Sales- 1132.05	License	Administration	12/31	\$250
Tobacco Products Shop or Tobacco Dealer				\$325

Section 3. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: "The purpose of this ordinance is to establish separate licensing for over-the-counter Tobacco Sales comprising a portion of an individual business establishment and Exclusive Tobacco Products Shops."

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



City of Robbinsdale

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

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

The check register dated July 3, 2019 through July 16, 2019 is a list of vouchers requiring payment for City funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Recommendation

By motion approve disbursement requests for period ending July 16, 2019.



Marcia Glick, City Manager

CONCURRENCE:



Jeff Zuba, Finance Director