



CITY COUNCIL MEETING
August 21, 2018
4100 Lakeview Avenue North
Robbinsdale, Minnesota
7:00 p.m.

A G E N D A

CITIZEN PARTICIPATION

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

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

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

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

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

- 1. CITY COUNCIL MEETING CALLED TO ORDER
- 2. ROLL CALL: Backen, Blonigan, Rogan, Selman, 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 AUGUST 21, 2018 MEETING AGENDA

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6. CONSENT AGENDA: Pursuant to Council rules, one motion, non-debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:
- A. Motion to approve and order placed on file minutes of the City Council meeting on 08/06/18, Waste Management work session on 08/06/18 at 6pm and minutes for regular work session 08/06/18. 1-8
 - B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards:
Planning Commission Minutes of July 19, 2018 9-13
 - C. Motion to approve issuance of licenses from list dated 08/21/18 15-17
 - D. Motion to approve the July 2018 payment for City credit card charges. 19-23
 - E. Motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of June 2018. 25-29
 - F. Motion to acknowledge the Deputy Registrar's financial reports for the month of June 2018. 31-32
 - G. Motion to acknowledge the financial reports for the quarter ended June 2018. 33-38
 - H. Motion to waive the reading and order the adoption of Resolution No. XXXX "DECLARING THE OFFICIAL INTENT OF THE CITY OF ROBBINSDALE TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BOND TO BE ISSUED BY THE CITY." 39-41
RES. 40
 - I. Motion to approve use of the City streets for the Sacred Heart Catholic School Marathon on October 6th. 43
 - J. Motion to: 45-46
 - 1) Find that the Fun Fest qualifies as a community event and eligible for extended outdoor music until 11 :00 p.m. per City Code (2005 .15, Subd.1).

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2) Approve the request for the Sacred Heart Church annual Fun Fest, Saturday and Sunday, September 8 and 9, 2018 with music ending at 11 :00 p.m. on Saturday.

3) Approve the Police Chiefs recommendation that Sacred Heart Church hire two sworn Robbinsdale Police Officers @ \$70/hour/officer to be present on Saturday, September 8, 2018 from 7:00 p.m. until 11 :30 p.m.

4) Approve the City to pay half the Police Officer costs for the Sacred Heart Church Fun Fest for the Saturday, September 8, 2018 evening outdoor event.

5) Approve the temporary liquor and food licenses.

6) Approve the request for the Sacred Heart Church annual Fun Fest road closure of 40½ Avenue North from West Broadway to Hubbard Avenue North, and Hubbard Avenue North between 40 ½ and 4151 Avenues, from 3:00 p.m. Saturday, September 8, 2018 to 3:00 p.m. on Sunday, September 9, 2018. Barricades are required at all street closures and must be in place during the operation of the festival; however, the barricades shall be removed to allow free traffic movement overnight. The closure at 40 ½ and Hubbard shall be on the near side (east side of Hubbard on 40 ½ and north side of 40 ½ at Hubbard), so that the intersection remains open in the directions of the non-closure.

7. PRESENTATION

A. Introduction of the 2018-2019 Whiz Bang Ambassadors 47

8. PUBLIC HEARING

A. On-Sale Intoxicating Liquor License for Hy-Vee Market Grille 49

1. Hold the Public Hearing.
2. Motion to approve the issuance of the on-sale intoxicating liquor license, including Sunday sales, to Hy-Vee, Inc., dba Hy-Vee Market Grille, 3505 Bottineau Blvd, Robbinsdale.

9. New BUSINESS

A. First Readings related to 3900 36th Ave N. 50-67

1. Ordinance 18-XX rezoning 3900 36th Ave. N. from R-B Residential business to B-1, Neighborhood commercial. ORD. 65
2. Ordinance 18-XX amending the B-1, Neighborhood ORD. 66

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commercial district allowing the sale of vinyl records and other vintage merchandise including furniture, décor, holiday decoration, costume jewelry and art.

10. OTHER BUSINESS

A. Voucher Request Pending Approval for Disbursement

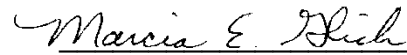
69

- Motion to approve disbursement requests for period ending 8/21/18.

11. ADMINISTRATIVE REPORTS

12. COUNCIL GENERAL COMMUNICATIONS

13. ADJOURNMENT



Marcia Glick, City Manager

ITEMS PENDING OR UNDER STUDY FOR COUNCIL CONSIDERATION

<u>ITEM</u>	<u>DEPARTMENT RESPONSIBILITY</u>	<u>ANTICIPATED AGENDA DATE</u>
Public hearing - Chickens Permit for 5023 42 ½ Ave N	Administration	9-04-18
Set Tax levies/HRA levy	Administration	9-18-18

City of Robbinsdale
CITY COUNCIL MINUTES
August 6, 2018
Meeting No. 16

CALL TO ORDER

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

ROLL CALL

2. Present: Selman, Backen, Blonigan, Rogan, Mayor Murphy
Staff: Marcia Glick, City Manager; Meagan Donahue, Assistant to the City Manager; Larry Jacobson, Finance Director; Richard McCoy, Public Works Director/City Engineer; Rick Pearson, Community Development Coordinator; Jeff Zuba, Accountant

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. Glick reported that there was an update to the recommendation for Consent G.
5. Member Selman **MOVED**, seconded by Member Backen to approve the agenda with the additions as noted above. **The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. Member Blonigan removed item F.
7. Member Selman **MOVED**, seconded by Member Backen to approve the Consent Agenda A-H with the exception of F. **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 on 07/10/18 and minutes for regular work session 07/10/18
- B. Motion to acknowledge the receipt and placing on file minutes of the following Commissions and Boards:
Planning Commission Minutes of June 21, 2018
- C. Motion to approve issuance of licenses from list dated 08/06/18
- D. Motion to waive the reading and concur with the Planning Commission by adopting Resolution No. 7662 "APPROVING A VARIANCE FOR 2740 FRANCE AVENUE N."

- E. Motion to appoint Malloy, Montague, Karnowski, Radosevich, & Co., P.A. (MMKR) to conduct the Audits for the City of Robbinsdale and Robbinsdale Economic Development Authority (REDA) for the years 2018-2022
 - ~~F. Motion to authorize the City Manager and Finance Director to issue a Purchase Order to the Ford of Hibbing for one Ford Police Interceptor Utility Vehicle w/ AWD (Removed)~~
 - G. Motion to authorize the Mayor and City Manager to execute the Development Agreement and Improvements Escrow Agreement for the Birdtown Flats development
 - H. Motion to authorize the Mayor and City Manager to execute the Storm Sewer Easement in favor of the City of HyVee property, subject to review and amendment of the easement document by the City Attorney
- 8. Member Blonigan removed item F to provide more detail on the Ford Police Interceptor Utility Vehicle, including that this vehicle will be 4-wheel drive and it will get approximately 18 mpg.
 - 9. Member Blonigan **Moved**, seconded by Member Rogan to authorize the City Manager and Finance Director to issue a Purchase Order to the Ford of Hibbing for one Ford Police Interceptor Utility Vehicle w/ AWD. **The vote was unanimous and the motion carried.**

OLD BUSINESS A: Charter Amendment No. 36

- 10. Glick reviewed the staff report, explained that the update will be in line with the language in State Law and that the 1st reading July 10th.
- 11. Member Selman **MOVED**, seconded by Backen to hold the 2nd reading of Ordinance 18-07, Charter Amendment No. 36 "AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ROBBINSDALE CITY CHARTER" **The vote was unanimous and the motion carried.**

OLD BUSINESS B: National Night Out Parties

- 12. Glick reported that 2700 Block of Meridian Dr. cancelled and 4600 Block of Orchard submitted an application. The highlighted blocks were parties that were previously approved.
- 13. Member Selman **MOVED**, seconded by Backen to approve the presented block parties for National Night Out. **The vote was unanimous and the motion carried.**

NEW BUSINESS Feasibility Report – Alley in the 4000 Block between Shoreline Drive and Beard Avenue.

14. Richard McCoy reviewed the information in the staff report and explained that alley projects are 100% assessed to the home owners whose properties reside on the alley. The alley was originally constructed in the 1950's and was reconstructed with an experimental overlay in 1992. Richard approximated that each homeowner would be assessed about \$3,600. He noted a prior discussion of whether the asphalt overlay was an option and concrete was determined to be the proper application. If specially assessed, financing is typically over 10 years.
15. Bill Thereau – 4034 Shoreline Drive – They have been living in the home for 44 years. Bill did some research and he is in favor of doing minimal reconstruction, such as adding a 1" thick layer of asphalt.
16. Karen Thereau – 4034 Shoreline Drive would like to see a petition to get the opinions of more neighbors, several of their neighbors have expressed to her that they are not in favor of this project.
17. Dennis Appleman – 4056 Shoreline Drive – He has noticed for years that the asphalt is breaking apart and he takes pride in where he lives and would like to see the alley replaced
18. Gail Grant – 4044 Shoreline Drive – No strong opinion one way or the other. She agrees she wants the neighborhood to look nice. She asked if corner properties that didn't have access would have the same assessment.
19. Brandon Vesel – 4070 Shoreline Drive – Home is located on a corner and doesn't have direct access to the alley. He is neutral in his opinion, but is curious if he would be assessed even if he does not have a driveway leading out to the alley.
20. David Cox – 4001 Zenith Ave N – His home is located on a corner lot and also doesn't have direct access to the alley. Stated that the alley is in rough shape. His garbage is picked up in the alley.
21. Gail Grant – 4044 Shoreline Drive – Inquired about financing and wanted to point out that over 10 years it would be a minimal amount each month. Many of the neighbors have sticker shock and would feel more at ease knowing an estimated monthly payment.
22. Brandon Vesel – 4070 Shoreline Drive – Expressed a comment that his father, who has been in the asphalt business "forever," made about the alley being fix. He said he would not want to take on that project because it would likely be a difficult and expensive.
23. There was discussion on whether there should be a policy update regarding corner lot assessments where there was no alley access and a consensus for gathering

information from the rest of the owners on the alley through a survey.

24. Murphy also pointed out that construction costs will continue to rise and to move forward sooner than later would be at the benefit of the homeowners.
25. Member Rogan **MOVED**, seconded by Selman to accept the City Engineer's feasibility report on improvements to the alley in the 4000 block between Shoreline Drive and Beard Avenue. **The vote was unanimous and the motion carried.**
26. Staff will collection additional information from other residents through a survey and the item will come back at a later meeting. It was noted that this project would not be undertaken until 2019 in any case.

OTHER BUSINESS A: Motion to approve disbursement requests for period ending 07/17/18.

27. Member Rogan **MOVED**, seconded by Member Selman to approve disbursement requests for period ending 08/06/18.

ADMINISTRATIVE REPORTS

28. Glick reminded everyone of the EDA meeting following the Council meeting, as well as the regular Council work session. EDA meeting will be held next Wednesday August 15, 2018

COUNCIL COMMUNICATIONS

29. Member Backen reminded everyone about National Night Out on August 7, 2018 and encouraged everyone to "Get out and meet your neighbors."
30. Member Selman had attended the Pet & Wheel Parade and thanked Parks & Rec, the City Band, as well as everyone else involved for putting on another fantastic parade.
31. Member Blonigan thanked everyone for participating in National Night Out and helping throw block parties for their neighbors.
32. Mayor Murphy reminded everyone about the Police & Fire Open House on Saturday August 11th from 11-3.

ADJOURNMENT

33. Member Rogan **MOVED**, seconded by Member Selman to adjourn the meeting at 8:04 p.m. **The vote was unanimous and the motion carried;**

Meagan Donahue, Recorder

Regan L. Murphy, Mayor

**ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
MONDAY, AUGUST 6, 2018
COMMUNITY MEETING ROOM
CITY HALL**

1. The work session was called to order by Mayor Pro Tem Rogan at 6:00 p.m.
2. Councilmembers present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff Present: Marcia Glick, City Manager; Larry Jacobson, Finance Director; Kate Croteau, Assistant to the City Manager

WASTE MANAGEMENT WORK SSESSION:

3. Two representatives from Waste Management presented options for a pilot organics collection program for specific sections of the community.
4. The organics pilot would examine if the program would be utilized by residents and would also determine if residents would like to place their organics in a bag that goes in their trash container, or if they would like to have a separate container.
5. Representatives from Waste Management explained that the cost of the additional cart would be \$3.25 per month. The cost for the bags would be either \$7.50 per month if Waste Management provides the bags and \$1.70 per month if the resident provides the bag. However, there would be a charge for the bags of approximately \$1.00 each.
6. Discussion took place as to which trash routes would be the best for the pilot study and which method (bags or cart) would be best for each route.
7. Waste Management mentioned that they would like to see ten (10) percent participation before they would authorize the pilot program. This would equate to approximately 110 customers per route.
8. It was decided that the Tuesday route will serve as the pilot area and receive the option of the carts or bags. Communication of the program was discussed including informing residents via utility bill mailing, social media and enews.
9. Other communities have adopted this program including St. Louis Park with positive results.
10. Staff will work through the details of how residents will be notified and sign up for the program.

ADJOURNMENT

11. Mayor Pro Tem Rogan adjourned the work session at 6:50 p.m.

Kate Croteau, Recorder

Dan Rogan, Mayor Pro Tem

ROBBINSDALE CITY COUNCIL
WORK SESSION MINUTES
MONDAY, AUGUST 6, 2018
COMMUNITY MEETING ROOM
CITY HALL

1. The work session was called to order by Mayor Pro Tem Rogan at 8:16 p.m.
2. Councilmembers Present: Blonigan, Rogan, Selman, Backen, Mayor Murphy
Staff Present: Marcia Glick, City Manager; Larry Jacobson, Finance Director Jacobson;
Richard McCoy, Public Works Director; Jeff Zuba, Accountant;
Rick Pearson, Community Development Coordinator

PREVIEW: 2019 Preliminary Budget

3. Finance Director Jacobson provided preliminary information for the budget. Looking at all of the initial department requests, there is a projected deficit of \$1,033,378 for 2019. The budget work session is scheduled for August 23 and the maximum levy would be set on September 18.

DISCUSS: Downtown Streetscape Area

4. Public Works Director McCoy presented options for West Broadway Street Scape improvements. The water main beneath the sidewalk on the east side of West Broadway is in need of replacement. The Councilmembers agreed that the water main should be replaced and wanted more details about the “Pave-Way” materials. It has been used in Duluth. McCoy will get further information.

INFORMATION: 36th & France Striping and Signal Updates

5. Public Works Director McCoy explained proposed intersection upgrades for France Ave. N. and 36th Ave. N. The history of traffic counts show that traffic levels were higher in the 1970s than today. As well, the new County Road 81 connection at 35th Ave. N. should accommodate much of the traffic generated by Hy-Vee. The concept is to have France Ave. be two lanes for through traffic and left turns. The signals would be sequenced so that the opposing lane would be stopped to enable left turns. A green arrow along with the green light would be the signal. 36th Ave. N. would have the 3-lane design extended to France and CR81. Left turn lanes would be provided.

INFORMATION: Flashing Left Turn Arrows

6. Public Works Director McCoy explained the flashing yellow left turn options available for most intersections on County Road 81. There would be a cost to the city. McCoy will examine several examples.

MONTHLY UPDATE: Problem Properties

7. Community Development Coordinator Pearson reviewed the list of problem properties. In addition to the list, the Town Center shopping center will be checked out for litter.

MONTHLY UPDATE: 2018 Goals

8. Glick noted the highlighted areas on the report which will be attached to the agenda packet.

OTHER BUSINESS

9. Selman asked staff to check on the pedestrian signal light on Oakdale; the green light is dim.
10. Selman asked staff to look at a ponding issue on the southwest corner of 39th & Yates.
11. Blonigan asked for an update on the dog park at Sochacki Park. Robbinsdale has agreed to handle the administrative details of the project as Three Rivers Park District indicated that they were understaffed this summer. McCoy explained that it had taken some time to get the quotes from the two companies suggested by Three Rivers Park District. We have just received the 2nd quote and expect that the project will be completed this summer as planned.
12. Mayor Murphy asked about work recently completed at Lee Park. McCoy indicated that there was work on trail connections and staff was following up on resident concerns relayed over the weekend.

ADJOURNMENT

13. Mayor pro-tem Rogan adjourned the work session at 10:36 pm.

Rick Pearson, Recorder

Dan Rogan, Mayor Pro Tem

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, JULY 19, 2018
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**
Meeting called to order by Chair Harper at 7:00 p.m.
2. **ROLL CALL:**
Commissioners Present: Greenberg, Ulbrich, Stack, Chair Harper
Commissioners Absent: Stoneberg
Staff Present: Rick Pearson, Community Development Coordinator
3. **CONSIDERATION OF MINUTES:**
A. **MOTION** by Commissioner Ulbrich, seconded by Commissioner Stack to approve Planning Commission Meeting Minutes of May 17, 2018.
The vote was 4-0 and the motion carried. (Stoneberg absent)
4. **#4A PUBLIC HEARING:**
Consideration of Conditional Use Permit C18-3 and Preliminary Plat for a Planned Unit Development Subd18-1 at 3600 France Ave N as requested by Inland Development Partners, LLC:
5. **MOTION** by Commissioner Greenberg, seconded by Commissioner Ulbrich to **OPEN** the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
6. Pearson presented the staff report for a 194-unit apartment building and plat for a planned unit development located on the northeast corner of 36th and France. Presented drawings of the lots involved in the project. Representatives from Inland Development, LLC are in the audience and they have requested a time extension to address plan refinement issues so the public hearing will be continued to August 16, 2018.
7. Pearson presented aerial perspective sketches showing the building from various viewpoints, height of building, entrances to building and parking garage, common space and indoor and outdoor amenities. Identified the number and various mix of units: Gas fireplace, seating around foot pool, aluminum trellis's for shade.
8. **Steve Schwanke, Inland Development Partners, LLC, 130 West Lake St, Wayzata:**
Emphasized that the property is 5 stories on east side and 4 stories on the west side. The Developer is continuing to revise the plans including the unit mix reflecting market research. He stated that the number of units not likely to change. A retail component will be attached to the property. We have asked to have this public hearing continued to August 16, 2018 to address some issues. Want to listen to questions and issues that the residents may have.

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9. Schwanke continued, showing an example of the brick and stone materials to be used on the building. He also addressed interior and exterior materials used in the project. No artificial materials will be used.
10. Commissioner Greenberg asked about entrances from France Ave. Pearson stated the developers will be working on pedestrian entrances to the building, and showed the locations of balconies above grade. The first level units do not have entrances to France Avenue.
11. Commissioner Stack asked to point out full area of project. Pearson explained the entire site including open spaces with potential for useable space and storm water drainage.
12. Chair Harper asked about storm water treatment. Pearson explained that water treatment will have to be worked out with City Engineer.
13. Commissioner Ulbrich asked about parking, how many spaces. Pearson explained the location of the spaces. One space for every bedroom.
14. Commissioner Ulbrich asked about adding roof top amenities.
15. Commissioner Stack asked applicant how many people can fit in amenity space (roof-top patio). **Bob Cunningham, Inland Development Partners** replied that it will compare with an average city lot at 6,000 square feet.
16. Chair Harper asked if other locations for the retail space were considered. **Mr. Schwanke** replied that there is a drive-thru requirement, visibility of retail space, and parking for customers. Including connections with pedestrian crossings.
17. Commissioner Greenberg asked to consider an environmentally friendly roof as opposed to black top taking advantage of the roof space.
18. Chair Harper asked about the "micro B" units and how they will be used. **Mr. Schwanke** replied interest by large, local companies in the area seeking this type of unit for short term employees.
19. Chair Harper opened the meeting to the public.
20. **Bob Papousek, 3904 Lakeland Ave N.**
Asked what are the rates for these units? Parking spaces for visitors don't seem like enough. **Mr. Schwanke** replied that there will be some underground parking and the units will be market rate at about \$1000 and up.
21. **Gary Stoneking, 3605 France Ave N.**
Lives across the street from project. Concerned about alternative entrance from 36th and France. Serious thought given to infrastructure at the intersection. Will be a lot more traffic and will only get worst. Suggested traffic circle but would have a calming effect on corner. This could be a problem in the future.

22. Pearson stated that any future plans would come through the City Engineer.
23. Commissioner Greenberg stated that traffic may be offset by bus transit, light rail, and asked about the Birdtown Flats that is split between West Broadway and Lakeland entries. Not all traffic coming from France and 36th.
24. Chair Harper asked if there was anyone else who wished to speak. Pearson stated that if anyone has comments regarding this project they may send them through emails and letters which will be forwarded to the city council.
25. Mr. Schwanke announced that easels and boards will be provided in the city hall lobby for display for the project including what the units will look like, interior and exterior views.
26. **Ryan Kushel, 2740 France.**
What benefits to neighbors in the surrounding area from this development? **Mr. Schwanke** replied that the project will bring economics, additional tax base spending downtown and the neighborhoods, new businesses. Increase in population, and enhancing the area with building, landscaping and reinvestment in the area.
27. Commissioner Stack stated she is looking forward to seeing the design of the greenspace and what develops on the county road space and outdoor courtyard.
28. Chair Harper announced that this public hearing will be continued to the August 16th, 2018 Planning Commission meeting.
29. **MOTION** by Chair Harper, seconded by Commissioner Stack to **CONTINUE** the public hearing until 7 pm, August 16, 2018. **The vote was 4-0 and the motion carried. (Stoneberg absent)**

#4B: PUBLIC HEARING:

Consideration of Variance Request V18-5 to increase the size of a new detached garage at 2740 France Ave N as requested by Jennifer Eliason:

30. **MOTION** by Commissioner Stack, seconded by Commissioner Greenberg to **OPEN** the public hearing. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
31. Pearson presented the staff report for this variance request to build a detached garage that is larger than the footprint of the house. House was built in 1925. The area of the Garage exceeds what the code allows because the house is small. Other garages in the area are just a tad bit smaller and because the houses were larger, they could build a similar garage and they would not need a variance. Staff also suggested that the owners consider reorienting the garage

because of the limited maneuvering room between the new garage and the northerly property line. Ultimately, staff is recommending approval of the variance with one additional condition that the no water and sewer is connected to the garage.

32. Commissioner Stack asked about the grading plan. Pearson explained that the city engineer will review the plan to see where the water will go.
33. **Ryan Kushel, 2740 France Ave N, Homeowner:**
Would not be adding too much concrete only where the shed is located.
Explained the flow of the existing water runoff.
34. **Jennifer Eliason, 2740 France Ave N, Homeowner:**
Explained they have replaced the foundation walls of their house, drain tile has been installed, black top soil placed around the house.
35. Commissioner Greenberg asked if they talked to the neighbor to the north. Mr. Kushel has not spoken to next door neighbor but all other neighbors have been spoken to and are supportive of their new garage.
36. Commissioner stack asked will the new garage be oriented the same way the current garage is and is the condition to not have sewer and water a concern? Mr. Kushel replied yes the garage would be and they don't have concerns about no water and sewer to garage.
37. **MOTION** by Commissioner Stack, seconded by Commissioner Ulbrich to **CLOSE** the public hearing. **The vote was 4-0 and the motion carried.**
(Stoneberg absent)
38. Commissioner Stack stated that additional size does not give pause. Footprint of the house is a hardship that is not typical for the average lot.
39. Commissioner Greenberg stated that the variance is in keeping this family in the neighborhood. There have been other variances that were more extreme than this.
40. **MOTION** Commissioner Ulbrich, seconded by Commissioner Stack to recommend that the City Council approve Variance Request V18-5 for 2740 France Ave. N. to allow the construction of a detached garage that exceeds the main floor area of the principal structure based upon the following findings of fact:
 - a. That the detached garage would provide storage space not provided by the house which is less than 700 sq. ft. in area;
 - b. That the detached garage is accessory to the residential land use consistent with the Comprehensive Plan;
 - c. That the 2.5 stall detached garage provides storage space not available in the house;
 - d. That the existing house was built in 1925, causing the plight of the current owner;

- e. That four of the five adjacent houses are large enough that a similar variance would not be required if the property owners made a similar request.

And with the following conditions:

That the grading plan is subject to approval by the City Engineer.

That no water and sewer connections be made to the garage.

- 41. **The vote was 4-0 and the motion carried. (Stoneberg absent)**
- 42. Pearson explained the role of the city council approval process regarding the consent agenda.

#5A: NEW BUSINESS:

- 43. Review the Modification to the Redevelopment Plan for Redevelopment Project No. 13 and Tax Increment Financing District No. 14 for the Robbinsdale Apartment project proposed for the corner of France and 36th Ave N.
- 44. Pearson explained the new development and TIF district allowed by the Comprehensive Plan.
- 45. **MOTION** by Commissioner Stack, seconded by Chair Harper finding that the Tax Increment Financing District No. 14 and Redevelopment Project No. 13 for the Robbinsdale Apartments are consistent with the Comprehensive Plan.
- 46. **The vote was 4-0 and the motion carried. (Stoneberg absent)**

#6A: OTHER BUSINESS:

- 47. **Information Only–Project Updates. No action required.**

#7: ADJOURNMENT:

- 48. **MOTION** by Chair Harper, seconded by Commissioner Greenberg to adjourn the meeting at 8:30 p.m. **The vote was 4-0 and the motion carried. (Stoneberg absent)**



Rick Pearson, AICP
Community Development Coordinator



MEMORANDUM

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: August 21, 2018

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 August 21, 2018.

Marcia E. Glick

Marcia Glick, City Manager

CONCURRENCE:

Kate Croteau

Kate Croteau, City Clerk

INDIVIDUAL LICENSES FOR COUNCIL APPROVAL

08/21/2018

Current Date: 8/16/2018

<u>Type</u>	<u>Applicant</u>	<u>License Fee</u>
Transient Merchants - Solicitations	Joshua Sells Kettle Corn, LLC	50.00

Number of Licenses Requesting Council Approval: 1

BUSINESS LICENSES FOR COUNCIL APPROVAL

08/21/2018

Current Date: 8/16/2018

<u>License Type</u>	<u>Applicant</u>	<u>License Fee</u>
Temporary Liquor	Hennepin Artists of Robbin Gallery	50.00

Number of Licenses Requesting Council Approval: 1

CONTRACTORS' LICENSES FOR COUNCIL APPROVAL 08/21/2018

<u>Applicant</u>	<u>Type</u>	<u>License Fee</u>
APOLLO HEATING & AIR (ME)	Mechanical Contractor	50.00
BRUCE NELSON PLUMBING & HEATING (PL)	Plumbing Contractor	50.00
CITIES 1 PLUMBING & HEATING INC (PL)	Plumbing Contractor	50.00
GARDNER BUILDERS, LLC	General Contractor	50.00
GROTH SEWER & WATER (PL)	Plumbing Contractor	50.00
GROTH WATER & SEWER (WS)	Sewer/Water Contractor	50.00
JAMES PAYNE JR.	General Contractor	50.00
LONESTAR PLUMBING INC (PL)	Plumbing Contractor	50.00
METRO GAS INSTALLERS	Mechanical Contractor	50.00
RACHEL CONTRACTING INC	Demolition Contractor	50.00

Number of Contractor Licenses Requesting Council Approval: 10



City of Robbinsdale

MEMORANDUM

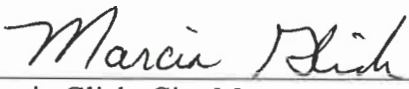
TO: City Council
FROM: Marcia Glick, City Manager
DATE: August 21, 2018
RE: Approval of Credit Card Charges and Payment

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 July 2018 representing charges for the period June 10, 2018 through July 10, 2018, for expenses for City operations.

Recommendation

By motion approve the July 2018 payment for City credit card charges.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director

Council Check Register by GL
Council Check Register and Summary

7/25/2018 -- 7/25/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018170	7/25/2018		100292 U. S. BANCORP							
		15.68	MOVIE DISCUSSION GROUP		133523		1335.6214		Operating Supplies	Senior Programs
			Supplier 114248 CUB FOODS							
		1,600.00	STAGE RENTAL 2018 PET & WHEEL		133524		1380.6710		Recreation Services	City Band
			Supplier 114820 APRES PARTY AND TENT RENTAL							
		23.15	COMMUNITY GYMS		133525		1305.6214		Operating Supplies	Community Center Operations
			Supplier 114310 TARGET							
		70.85	COMMUNITY GYMS		133526		1305.6214		Operating Supplies	Community Center Operations
			Supplier 114441 2XL CORP							
		2,289.68	STAGE RENTAL 2018 WHIZ BANG DA		133527		1015.6338		Rentals/Leases	Whiz Bang Celebration
			Supplier 114820 APRES PARTY AND TENT RENTAL							
		280.17	EMPLOYEE LUNCH & LEARN JUNE 20		133528		1010.6214		Operating Supplies	Public Relations
		19.00	OVERCHARGED SALES TAX		133529		1010.6214		Operating Supplies	Public Relations
		19.00	OVERCHARGED SALES TAX		133530		1000.2405		Due to State - Sales Tax	General Fund
			Supplier 114277 SUBWAY							
		110.65	FLARES		133531		1200.6214		Operating Supplies	Police Support Services
			Supplier 118715 CY PLASTICS WORKS							
		75.00	TRAINING BCA SEIBERT		133532		1205.6512		Conference & Schools	Patrol Services
			Supplier 117025 BCA TRAINING EDUCATION							
		135.12	DUMP FEES ELECTRONICS		133533		7005.6342		Dump Charges	CG Building Operations
			Supplier 114268 TECH DUMP							
		39.94	ALL PURPOSE REPAIR		133534		1605.6214		Operating Supplies	Streetscape
		37.63	ADAPTER/TAPE/PRIMER		133535		1610.6214		Operating Supplies	Street & Boulevard Maintenance
		23.70	CEMENT/SPRAYER/ADAPTER		133536		1370.6234		Equipment Parts & Supplies	Forestry
		79.88	MULTI PURPOSE REPAIR		133537		1605.6214		Operating Supplies	Streetscape
		48.53	ABRASIVE BLASTING CRYSTAL		133538		1620.6214		Operating Supplies	Painting Crosswalk & Striping
			Supplier 114258 MENARDS							
		5.38	STORE SUPPLIES		133539		6405.6214		Operating Supplies	Liquor Operations
			Supplier 114282 DOLLAR STORE							
		50.45	LEMONS & LIMES		133540		6405.6214		Operating Supplies	Liquor Operations
			Supplier 114248 CUB FOODS							
		21.81	SHARPS CONTAINER		133541		1205.6214		Operating Supplies	Patrol Services
			Supplier 114309 BOUNDTREE MEDICAL							
		103.45	EVIDENCE BAGS/SUPPLIES		133542		1205.6214		Operating Supplies	Patrol Services
			Supplier 114509 PEAVEY							
		16.12	MONTHLY		133543		1200.6214		Operating Supplies	Police Support Services
			Supplier 116379 ADOBE EXPORT							
		174.00	LABEL SUPPLIES		133544		1205.6214		Operating Supplies	Patrol Services
			Supplier 118716 IMAGE SUPPLY							
		325.86	SCALE		133545		1205.6214		Operating Supplies	Patrol Services

Council Check Register by GL
Council Check Register and Summary

7/25/2018 -- 7/25/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018170	7/25/2018		100292 / U. S. BANCORP						Continued...	
		310.92	SCALE		133546		1205.6214		Operating Supplies	Patrol Services
		321.75	Supplier 118717 HOGENTOGLER BATTERIES		133547		1205.6214		Operating Supplies	Patrol Services
		325.86	Supplier 118144 BATTERY JUNCTION CREDIT-SCALE		133548		1205.6214		Operating Supplies	Patrol Services
		40.92	Supplier 118717 HOGENTOGLER FIREARM PARTS		133549		1205.6235		Small Equip Exp <\$2,500	Patrol Services
		25.00	Supplier 114624 BROWNELLS, INC. MEETING-PARKING		133550		1200.6510		Meeting / Travel Expense	Police Support Services
		25.00	MEETING-PARKING		133551		1200.6510		Meeting / Travel Expense	Police Support Services
		113.62	Supplier 118718 GATEWAY GARAGE FIREARM PARTS		133552		1205.6235		Small Equip Exp <\$2,500	Patrol Services
		6.42	Supplier 114861 UPS WATER OFFICER WHIZ BANG		133553		1205.6214		Operating Supplies	Patrol Services
		25.49	Supplier 114248 CUB FOODS FIREARM PARTS		133554		1205.6235		Small Equip Exp <\$2,500	Patrol Services
		25.49	FIREARM PARTS		133555		1205.6235		Small Equip Exp <\$2,500	Patrol Services
		16.24	FIREARM PARTS		133556		1205.6235		Small Equip Exp <\$2,500	Patrol Services
		685.00	Supplier 114861 UPS 2018 ICMA ANNUAL CONF MEMBER R		133557		1030.6512		Conference & Schools	Administrative Services
		275.00	Supplier 114819 ICMA - INTL CITY/COUNTY MGMT ASSC AICPA MEMBERSHIP JACOBSON		133558		1050.6514		Dues & Memberships	Financial Services
		15.00	Supplier 114821 AICPA - AMERICAN INSTITUTE OF CPAS REC WEB CREDIT CARD		133559		1300.6720		Service Charges	Recreation Administration
		15.00	REC REG CREDIT CARD		133560		1300.6720		Service Charges	Recreation Administration
		34.26	Supplier 115203 PLUG N PLAY REFRESHMENTS SWEARING IN		133561		1205.6214		Operating Supplies	Patrol Services
		35.25	Supplier 114248 CUB FOODS DRY CLEANING		133562		1200.6216		Clothing & Personal Equipment	Police Support Services
		10.05	Supplier 117601 PILGRIM DRY CLEANERS OFFICE SUPPLIES		133563		1205.6214		Operating Supplies	Patrol Services
		34.75	OFFICE SUPPLIES		133564		1205.6214		Operating Supplies	Patrol Services
		3,000.91	Supplier 114488 OFFICE MAX ICE MACHINE FOR APPARATUS BAY		133565		1260.6235		Small Equip Exp <\$2,500	Fire Prevention / Suppression
		10.74	Supplier 118719 ICEMAKERDIRECT APPARATUS CLEANING SUPPLIES FO		133566		1260.6214		Operating Supplies	Fire Prevention / Suppression
		31.76	Supplier 114435 O'REILLY AUTO PARTS WATER		133567		1260.6214		Operating Supplies	Fire Prevention / Suppression
		190.06	GUTTER WAND/WASHERS/HERBICIDE		133568		1605.6214		Operating Supplies	Streetscape
			Supplier							

Council Check Register by GL
Council Check Register and Summary

7/25/2018 -- 7/25/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2018170	7/25/2018		100292 U. S. BANCORP						Continued...	
			114514 FLEET FARM							
		41.76	BULBS		133569		7005.6214		Operating Supplies	CG Building Operations
		19.96	MIRACLE GRO		133570		1605.6214		Operating Supplies	Streetscape
			Supplier 114262 THE HOME DEPOT							
		39.99	24" LED BAR		133571		7115.6214		Operating Supplies	CS Government Buildings
			Supplier 114258 MENARDS							
		15.96	BULBS COOL WHITE		133572		7115.6234		Equipment Parts & Supplies	CS Government Buildings
			Supplier 114262 THE HOME DEPOT							
		140.53	LED BAR/VELCRO/CLEANER		133573		7115.6214		Operating Supplies	CS Government Buildings
		63.92	GERANIUMS 9 PACK		133574		1565.6214		Operating Supplies	Parks Facility Maintenance
			Supplier 114258 MENARDS							
		36.49	OUTDOOR PHOTO CELL		133575		1605.6234		Equipment Parts & Supplies	Streetscape
		1,019.80	SECURITY LIGHTS		133576		1605.6234		Equipment Parts & Supplies	Streetscape
			Supplier 114295 AMAZON							
		97.58	NIPPLES/FLANGE		133577		7005.6214		Operating Supplies	CG Building Operations
			Supplier 114258 MENARDS							
		24.97	POWER DRUM		133578		7115.6214		Operating Supplies	CS Government Buildings
			Supplier 114262 THE HOME DEPOT							
		22.17	EYE BOLT/TURN BUCKLE		133579		7115.6214		Operating Supplies	CS Government Buildings
			Supplier 114258 MENARDS							
		541.38	GRIND WHEELS/BLADES		133580		1567.6234		Equipment Parts & Supplies	Parks Equipment Maintenance
			Supplier 118720 POWER EQUIPMENT							
		158.36	EVENT SIGN BOARDS		133581		1300.6214		Operating Supplies	Recreation Administration
			Supplier 118468 BUILDASIGN.COM							
		17.69	PLAYGROUND SUPPLIES		133582		1340.6214		Operating Supplies	Cooperative Programming
		40.99	PLAYGROUND SUPPLIES		133583		1340.6214		Operating Supplies	Cooperative Programming
		7.28	PLAYGROUND SUPPLIES		133584		1340.6214		Operating Supplies	Cooperative Programming
			Supplier 114248 CUB FOODS							
		99.00	ARC CLASS FOR RE-CERTIFICATION		133585		1300.6512		Conference & Schools	Recreation Administration
			Supplier 114312 AMERICAN RED CROSS SERVICES							
		400.00-	REVERSAL DUPL NPDES CONSTR PER		133586		5410.6718	00038917	Licenses Taxes & Fees	Traffic/Transport Improvements
			Supplier 117445 POLLUTION CONTROL AGENCY							
		79.99	LED FLOOD LIGHT		133587		6020.6340		Repair & Maintenance	Water Utility Well & Plant Mai
		79.99	LED FLOOD LIGHT		133588		1605.6340		Repair & Maintenance	Streetscape
			Supplier 114258 MENARDS							
		740.00	LABOR #863 FRAME		133589		7010.6340		Repair & Maintenance	CG Vehicle Maintenance
			Supplier 118721 RELIABLE AUTO COLLISION							
		100.63	MUFFLERS/GASKETS		133590		7010.6234		Equipment Parts & Supplies	CG Vehicle Maintenance
			Supplier 114302 NORTHERN TOOL							



City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Marcia Glick, City Manager
DATE: August 21, 2018
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of June 2018 prepared by the finance department. The report includes monthly and year to date amounts for 2018 with comparable amounts to 2017.

Year to date sales through June are \$2,035,912 which is up \$355,568 from the prior year. Gross profit on sales is at \$533,111 compared with \$442,156 in 2017. Gross profit is at 26% which is right on target. Net income for the year is \$131,839, compared to \$71,623 in 2017.

Personnel services costs are expected to fluctuate in 2018 versus 2017 as staffing changes occur at the store. We will continue to monitor and report monthly results.

There was a scheduled rent increase of 6% beginning in January 2018.

Recommendation

Approve a motion to acknowledge the Robbinsdale Wine & Spirits financial reports for the month of June 2018.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending June 30, 2018

	Jun-2018	Jun-2017	Year to Date		% Inc (Dec) from Previous Year
			2018	2017	
Sales	402,644	317,885	2,035,912	1,680,344	21.2%
Less Customer Discounts	4,585	3,988	25,166	21,723	15.8%
Net Sales	398,059	313,897	2,010,746	1,658,621	21.2%
Cost of Sales	293,816	230,731	1,477,635	1,216,465	21.5%
Gross Profit	104,243	83,166	533,111	442,156	20.6%
Percent to Net Sales	26%	26%	27%	27%	
Operating Expenses:					
Personal Services	37,211	32,058	218,875	185,532	18.0%
Supplies & Repairs	1,331	1,259	6,515	14,332	(54.5%)
Other Charges & Services	15,940	15,384	89,801	81,138	10.7%
Rent	9,266	15,125	54,921	58,427	(6.0%)
Depreciation	5,250	5,250	31,500	31,500	0.0%
Other (Income) Expense	(95)	(20)	(340)	(396)	(14.1%)
Total	68,903	69,056	401,272	370,533	8.3%
Operating Income / (Loss)	35,340	14,110	131,839	71,623	84.1%
Percent to Net Sales	9%	7%	7%	4%	

	Current Month Analysis				
	Liquor	Wine	Beer	Misc	Totals
Sales	139,369	64,038	176,763	17,889	398,059
Inventory of June 1	193,103	115,868	108,183	7,678	424,832
Purchases	131,769	49,442	132,534	18,269	332,014
Less Inventory of June 30	221,928	122,342	106,355	12,405	463,030
Cost of Sales	102,944	42,968	134,362	13,542	293,816
Gross Profit	36,425	21,070	42,401	4,347	104,243
Percent to Net Sales	26%	33%	24%	24%	26%

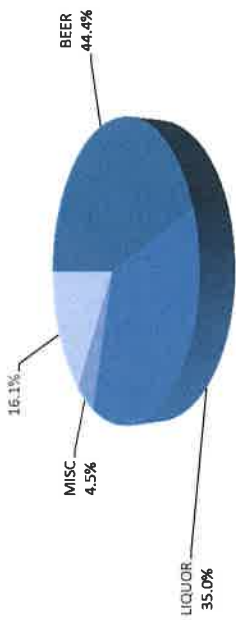
City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending June 30, 2018

Sales / Cost of Sales Analysis

			Year to Date		% Inc (Dec) from Previous Year
	Jun-2018	Jun-2017	2018	2017	
Liquor Sales	139,369	107,509	749,243	605,656	23.7%
Liquor Cost of Sales	102,944	79,187	548,798	444,923	23.3%
Gross Profit	36,425	28,322	200,445	160,733	24.7%
Percent to Net Sales	26%	26%	27%	27%	
Wine Sales	64,038	50,088	356,173	296,108	20.3%
Wine Cost of Sales	42,968	33,292	240,457	199,062	20.8%
Gross Profit	21,070	16,796	115,716	97,046	19.2%
Percent to Net Sales	33%	34%	32%	33%	
Beer Sales	176,763	140,159	808,428	677,659	19.3%
Beer Cost of Sales	134,362	106,506	614,173	512,970	19.7%
Gross Profit	42,401	33,653	194,255	164,689	18.0%
Percent to Net Sales	24%	24%	24%	24%	
Misc Sales	17,889	16,141	96,902	79,198	22.4%
Misc Cost of Sales	13,542	11,746	74,207	59,510	24.7%
Gross Profit	4,347	4,395	22,695	19,688	15.3%
Percent to Net Sales	24%	27%	23%	25%	
Total Sales	398,059	313,897	2,010,746	1,658,621	21.2%
Total Cost of Sales	293,816	230,731	1,477,635	1,216,465	21.5%
Gross Profit	104,243	83,166	533,111	442,156	20.6%
Percent to Net Sales	26%	26%	27%	27%	

June

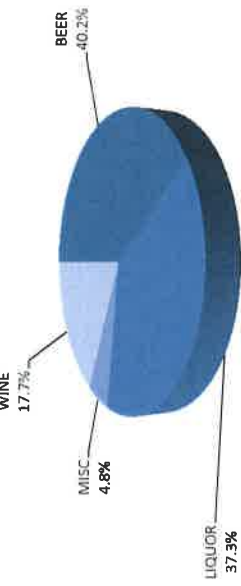
2018 Liquor Store - Net Sales



June 2018	Net Sales per Dept	% Net Sales of Total
BEER	176,763	44.4%
LIQUOR	139,369	35.0%
MISC	17,889	4.5%
WINE	64,038	16.1%
	398,059	

Yearly 2018

Liquor Store - Net Sales



Total 2018	Net Sales per Dept	% Net Sales of Total
BEER	808,428	40.2%
LIQUOR	749,243	37.3%
MISC	96,902	4.8%
WINE	356,173	17.7%
	2,010,746	

Liquor Store Sales - 2017 and 2018

	<u>Jan 17</u>	<u>Jan 18</u>	<u>Feb 17</u>	<u>Feb 18</u>	<u>Mar 17</u>	<u>Mar 18</u>
Liquor	91,141.00	102,663.00	88,931.00	118,264.00	105,414.00	135,320.00
Wine	46,241.00	48,132.00	45,744.00	55,692.00	51,113.00	67,278.00
Beer	90,030.00	100,255.00	95,241.00	110,472.00	107,884.00	131,435.00
Misc	11,038.00	12,464.00	11,062.00	14,526.00	12,529.00	16,240.00
	<u>238,450.00</u>	<u>263,514.00</u>	<u>240,978.00</u>	<u>298,954.00</u>	<u>276,940.00</u>	<u>350,273.00</u>
	<u>Apr 17</u>	<u>Apr 18</u>	<u>May 17</u>	<u>May 18</u>	<u>Jun 17</u>	<u>Jun 18</u>
Liquor	103,081.00	116,218.00	109,580.00	137,409.00	107,509.00	139,369.00
Wine	49,916.00	56,885.00	53,006.00	64,148.00	50,088.00	64,038.00
Beer	113,016.00	121,386.00	131,329.00	168,117.00	140,159.00	176,763.00
Misc	12,848.00	15,436.00	15,580.00	20,347.00	16,141.00	17,889.00
	<u>278,861.00</u>	<u>309,925.00</u>	<u>309,495.00</u>	<u>390,021.00</u>	<u>313,897.00</u>	<u>398,059.00</u>
	<u>Jul 17</u>	<u>Jul 18</u>	<u>Aug 17</u>	<u>Aug 18</u>	<u>Sept 17</u>	<u>Sept 18</u>
Liquor	113,499.00	-	107,390.00	-	106,278.00	-
Wine	50,438.00	-	53,480.00	-	52,951.00	-
Beer	146,690.00	-	132,939.00	-	134,915.00	-
Misc	18,016.00	-	16,637.00	-	16,688.00	-
	<u>328,643.00</u>	<u>-</u>	<u>310,446.00</u>	<u>-</u>	<u>310,832.00</u>	<u>-</u>
	<u>Oct 17</u>	<u>Oct 18</u>	<u>Nov 17</u>	<u>Nov 18</u>	<u>Dec 17</u>	<u>Dec 18</u>
Liquor	105,199.00	-	104,925.00	-	131,329.00	-
Wine	52,842.00	-	58,670.00	-	72,450.00	-
Beer	121,267.00	-	111,902.00	-	121,797.00	-
Misc	14,310.00	-	13,662.00	-	15,176.00	-
	<u>293,618.00</u>	<u>-</u>	<u>289,159.00</u>	<u>-</u>	<u>340,752.00</u>	<u>-</u>



City of Robbinsdale

Consent F

TO: City Council
FROM: Marcia Glick, City Manager
DATE: August 21, 2018
RE: Deputy Registrar's Monthly Financial Statements

Attached are the Deputy Registrar's financial reports for the month of June 2018 prepared by the finance department. The reports include monthly and year to date amounts for 2018 with comparable amounts to 2017.

Year to date revenues through June are \$269,325 which is \$13,530 less than the prior year. Expenditures were greater by \$6,998. There is a net income of \$68,014 year to date, which is \$20,528 less than last year.

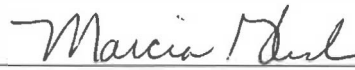
Passport revenue year to date decreased \$11,535, (-10%) and motor vehicle fees have increased \$5,381, (+3.5%).

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 June 2018.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director

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

	Jun-2018	Jun-2017	Year to Date		% Inc (Dec) from Previous Year
			2018	2017	
Notary Fees	-	20	35	60	(41.7%)
Motor Vehicle Fees	26,953	25,378	161,325	155,944	3.5%
Boat/Snow/ATV/ORV Fees	807	2,143	3,896	5,140	(24.2%)
Fast Track Fees	-	809	0	5,559	(100.0%)
Fish & Game Fees	14	35	98	119	(17.6%)
Passport Fees	16,536	13,133	103,511	115,046	(10.0%)
Cash Over & Short	154	82	154	82	87.8%
Other Revenue	26	52	306	905	(66.2%)
Revenues	44,490	41,652	269,325	282,855	(4.8%)
Operating Expenses:					
Personal Services	27,894	26,999	166,728	161,152	3.5%
Supplies & Repairs	64	601	2,998	2,179	37.6%
Internal Serv Charges	4,863	4,636	29,178	27,816	4.9%
Other Charges & Services	488	403	2,407	3,166	(24.0%)
Depreciation	-	-	-	-	0.0%
Other (Income) Expense	-	-	-	-	0.0%
Total	33,309	32,639	201,311	194,313	3.6%
Operating Income / (Loss)	11,181	9,013	68,014	88,542	
Percent to Revenues	25%	38%	25%	31%	



Consent G

City of Robbinsdale

TO: City Council
FROM: Marcia Glick, City Manager
DATE: August 21, 2018
RE: Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste

Attached is quarterly financial information for the General, Water, Sanitary Sewer, Storm Sewer and Solid Waste Funds for the quarter ending June 2018 prepared by the finance department. The report includes budget and quarterly amounts for 2018.

This is summarized information and reflects transactions that have occurred to date through the quarter. Many of the General Fund revenues are received in lump payments at various times during the years and many expenses are also seasonal.

Recommendation

Approve a motion to acknowledge the financial reports for the quarter ended June 2018.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director

City of Robbinsdale
General Fund
For Period Ending June 30, 2018

	2nd Quarter 2018	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
<u>Revenues/Other Cash Inflow</u>					
Taxes	2,400,000	2,400,000	\$ 5,549,735	\$ 3,149,735	43.2%
Business Licenses	\$ 4,769	\$ 76,669	73,500	(3,169)	104.3%
Non-Business Licenses & Permits	77,710	177,331	345,500	168,169	51.3%
Intergovernmental	4,246	12,651	2,121,629	2,108,978	0.6%
General Government Fees	71,605	202,650	406,380	203,730	49.9%
Public Safety Fees	41,736	43,087	97,000	53,913	44.4%
Recreation Fees	20,128	43,693	109,000	65,307	40.1%
Fines & Forfeitures	61,314	103,877	231,500	127,623	44.9%
Franchise Fees	103,270	103,270	276,872	173,602	37.3%
Interest and dividends			40,000	40,000	
Miscellaneous Revenue	1,779	5,266	7,500	2,234	70.2%
Contributions From Other Funds					#DIV/0!
Fund Balance Reserves					
Total Revenues/Other Cash Inflows	\$ 2,786,557	\$ 3,168,494	\$ 9,258,616	\$ 6,090,122	34.2%
<u>Expenses/Other Cash Outflow</u>					
City Council	\$ 42,820	\$ 63,978	\$ 120,998	\$ 57,020	52.9%
Legal Services	29,370	53,812	145,420	91,608	37.0%
Administrative Services	55,737	128,252	315,350	187,098	40.7%
Assessing	10,627	20,367	157,922	137,555	12.9%
Financial Services	67,023	129,111	338,510	209,399	38.1%
Community Development	119,257	222,637	439,164	216,527	50.7%
Police Services	979,595	1,969,144	4,298,835	2,329,691	45.8%
Fire Services	147,510	272,221	739,442	467,221	36.8%
Recreation & Parks	112,911	232,554	601,834	369,280	38.6%
Engineering Services	177,768	327,586	750,382	422,796	43.7%
Public Works	438,262	891,369	2,057,903	1,166,534	43.3%
Transfer to Other Funds					#DIV/0!
Total Expenses/Other Cash Outflow	\$ 2,180,880	\$ 4,311,031	\$ 9,965,760	\$ 5,654,729	43.3%

City of Robbinsdale
Water Utility Fund
For Period Ending June 30, 2018

	<u>2nd Quarter</u> <u>2018</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Under (Over)</u> <u>Budget</u>	<u>Percent</u> <u>Received /</u> <u>Expended</u>
Water Utility Operations					
<u>Revenues/Other Cash Inflow</u>					
Water Charges	\$ 584,007	\$ 894,667	\$ 1,919,433	\$ 1,024,766	46.6%
Interest Income	91	197	28,000	27,803	0.7%
Bond Proceeds			500,000	500,000	
Other Revenue	1,626	1,626		(1,626)	#DIV/0!
Total Revenues/Other Cash Inflows	\$ 585,724	\$ 896,490	\$ 2,447,433	\$ 1,550,943	36.6%
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$ 48,807	\$ 101,846	\$ 210,506	\$ 108,660	48.4%
Supplies	37,220	51,924	85,000	33,076	61.1%
Other Services & Charges	128,542	265,824	695,740	429,916	38.2%
Depreciation	51,250	102,500	205,000	102,500	50.0%
Capital Improvements	692	1,624	1,627,085	1,625,461	0.1%
Bond Principal		255,000	255,000		100.0%
Bond Interest		37,584	41,448	3,864	90.7%
Fiscal Agent Fees	50	50	800	750	6.3%
Operating Transfers Out			15,000	15,000	
Total Expenses/Other Cash Outflow	\$ 266,561	\$ 816,352	\$ 3,135,579	\$ 2,319,227	26.0%
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ 80,138</u>			

City of Robbinsdale
Sanitary Sewer Fund
For Period Ending June 30, 2018

	<u>2nd Quarter</u> <u>2018</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Under (Over)</u> <u>Budget</u>	<u>Percent</u> <u>Received /</u> <u>Expended</u>
Sanitary Sewer Operations					
<u>Revenues/Other Cash Inflow</u>					
Sanitary Sewer Charges	\$ 660,087	\$ 1,080,508	\$ 2,207,532	\$ 1,127,024	48.9%
Interest Income	107	231	22,738	22,507	1.0%
Bond Proceeds			776,800	776,800	
Total Revenues/Other Cash Inflows	<u>\$ 660,194</u>	<u>\$ 1,080,739</u>	<u>\$ 3,007,070</u>	<u>\$ 1,926,331</u>	<u>35.9%</u>
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$ 35,645	\$ 59,041	\$ 165,836	\$ 106,795	35.6%
Supplies	195	1,367	46,700	45,333	2.9%
Other Charges & Services	306,164	612,685	1,322,253	709,568	46.3%
Depreciation	56,250	112,500	225,000	112,500	50.0%
Capital Improvements	(658)	(658)	959,050	959,708	-0.1%
Bond Principal Pymts		355,000	355,000		100.0%
Bond Interest	258	49,617	77,223	27,606	64.3%
Fiscal Agent Fees			700	700	
Operating Transfers Out			16,000	16,000	
Total Expenses/Other Cash Outflow	<u>\$ 397,854</u>	<u>\$ 1,189,552</u>	<u>\$ 3,167,762</u>	<u>\$ 1,978,210</u>	<u>37.6%</u>
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ (108,813)</u>			

City of Robbinsdale
Storm Sewer Fund
For Period Ending June 30, 2018

	<u>2nd Quarter</u> <u>2018</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Under (Over)</u> <u>Budget</u>	<u>Percent</u> <u>Received /</u> <u>Expended</u>
Storm Sewer Operations					
<u>Revenues/Other Cash Inflow</u>					
Storm Sewer Charges	\$ 351,494	\$ 546,744	\$ 1,126,051	\$ 579,307	48.6%
Interest Income			4,300	4,300	
Bond Proceeds			475,000	475,000	
Total Revenues/Other Cash Inflows	<u>\$ 351,494</u>	<u>\$ 546,744</u>	<u>\$ 1,605,351</u>	<u>\$ 1,058,607</u>	<u>34.1%</u>
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$ 32,634	\$ 49,766	\$ 140,431	\$ 90,665	35.4%
Supplies	28,120	51,319	146,800	95,481	35.0%
Other Charges & Services	67,546	149,473	358,487	209,014	41.7%
Depreciation	101,250	202,500	405,000	202,500	50.0%
Capital Improvements	21,005	21,005	901,565	880,560	2.3%
Bond Principal Pymts		165,000	165,000		100.0%
Bond Interest	91	44,156	60,930	16,774	72.5%
Operating Transfers out			25,000	25,000	
Total Expenses/Other Cash Outflow	<u>\$ 250,646</u>	<u>\$ 683,219</u>	<u>\$ 2,203,213</u>	<u>\$ 1,519,994</u>	<u>31.0%</u>
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ (136,475)</u>			

City of Robbinsdale
Solid Waste Fund
For Period Ending June 30, 2018

	<u>2nd Quarter</u> <u>2018</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Under (Over)</u> <u>Budget</u>	<u>Percent</u> <u>Received /</u> <u>Expended</u>
Solid Waste Operations					
<u>Revenues/Other Cash Inflow</u>					
Solid Waste Charges	\$ 587,586	\$ 882,395	\$ 1,760,302	\$ 877,907	50.1%
County Grant Revenue			42,182	42,182	
Interest Income			12,940	12,940	
Other Revenue	300	540		(540)	
Total Revenues/Other Cash Inflows	\$ 587,886	\$ 882,935	\$ 1,815,424	\$ 932,489	48.6%
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$	\$	\$	\$	#DIV/0!
Supplies			50	50	
Other Charges & Services	316,777	631,804	1,283,748	651,944	49.2%
Transfer to Other Funds			180,000	180,000	
Total Expenses/Other Cash Outflow	\$ 316,777	\$ 631,804	\$ 1,463,798	\$ 831,994	43.2%
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ 251,131</u>			



City of Robbinsdale

Consent H

To: Mayor and Council Members
From: Marcia Glick, City Manager
Date: August 21, 2018
Re: Bond Reimbursement Resolution 2018 – Fire Truck

Background

The 2018 -2022 CIP Document and the 2018 Budget included various equipment purchases, construction and utility projects for 2018 and 2019 that are planned to be financed in part through the issuance of General Obligation Equipment Bonds, General Obligation Utility Revenue Bonds and General Obligation Street Improvement Bonds. In April 2018 the City Council approved a bond reimbursement resolution for certain equipment purchases, utility and street reconstruction projects. At the July 17, 2018 meeting the council approved the contract for the purchase of the new fire truck. The contract provided for a discount for pre-payment and a payment was made on August 6, 2018.

The CIP identified funding for the fire truck from a combination of equipment bonds and other City funds.

Analysis/Conclusion

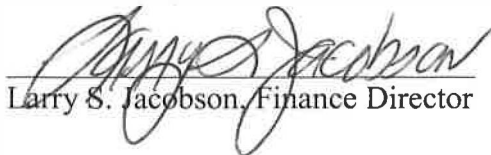
As part of the bond issuance process, the City is required to adopt the attached reimbursement resolution for the additional equipment purchase of the fire truck. The resolution sets forth the City's desire to reimburse itself for a portion of the fire truck costs incurred beginning 60 days prior to the resolution. This resolution in no way provides the authority for the issuance of bonds. The bonds planned to be issued will be brought before the City Council at a future meeting.

Recommendation

By motion, waive the reading and order the adoption of the resolution declaring the official intent of the City of Robbinsdale to reimburse certain expenditures from the proceeds of bonds to be issued by the City (shown as Exhibit 1).


Marcia Glick, City Manager

Concurrence:


Larry S. Jacobson, Finance Director

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of August, 2018.

RESOLUTION NO. _____

**DECLARING THE OFFICIAL INTENT OF THE
CITY OF ROBBINSDALE TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Robbinsdale, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake the acquisition of a fire truck (the “Project”).
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$500,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.
4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.
5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

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 AUGUST, 2018.

Regan Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk



City of Robbinsdale

TO: Mayor and City Council
 FROM: Marcia Glick, City Manager
 DATE: 8-21-2018
 RE: Sacred Heart Marathon

Background:

Karen Bursey, Principal at Sacred Heart Catholic School Robbinsdale, submitted an event application and request for park building use for the School's walk/bike event. For this event they are planning to be on the City's streets, reserve the Sanborn Park building and use the area adjacent to the building. The event is on Saturday October 6th from 8am – 11am. There will be approximately 200 youth, parents, and family members participating. The school has held this event for 15+ years without problems.

Analysis/Conclusion:

The park building will be used to check-in participants and as the starting point. Participants walk or bike east on 42nd Avenue crossing Chowen, Beard, Abbott, Zenith, and York Avenues to the Victory Memorial Drive walking/biking path, then go south to Lowry Avenue. Once at Lowry Avenue participants turn around and go back to Sanborn Park. The actual length of the route is about three miles.

They are not requesting for any of these streets to be closed and they will have crossing guards (parents and teachers) with flags at each of the intersections along Victory Memorial Dr. Each intersection will have a cell phone and first aid kit if a situation were to arise.

The City Engineer and the Police Chief approved the route with the condition that the event organizers install signage at the intersections of the route in advance.

There will be no food or beverages sold at the event. There is no admission fee. All donations will go to the school or educational activity of the donator's choice.

Recommendation:

Motion to approve Sacred Heart Catholic School Robbinsdale Marathon event on Saturday October 6th including use the area around the Sanborn Park building and the building itself from 8am to 11am as their start/finish and gathering area with the conditions that there will be 1) crossing guards at each of the intersections for the entirety of the event and 2) event/route signage in advance.


 Marcia Glick, City Manager

CONCURRENCE:


 Meagan Donahue,
 Assistant to the City Manager



City of Robbinsdale

Consent J

To: Mayor and City Council

From: Marcia Glick, City Manager

Date: August 21, 2018

Subject: Sacred Heart Church Fun Fest

Background

Sacred Heart Church submitted a block party application for their annual “Fun Fest” event. The event is scheduled for Saturday, September 8, 2018 from 3:00 p.m. to 11:00 p.m.; and Sunday, September 9, 2018 from 11:00 a.m. to 3:00 p.m. The church has requested that 40 ½ Ave N from West Broadway to Hubbard Ave N, and Hubbard Ave N from 40 ½ Ave N to 41st Ave N, be blocked during these times. The barricades will be moved out of the intersections over-night.

The Police Chief and Public Works Director/City Engineer approve with the recommendation to use barricades on 40 ½ between West Broadway and Hubbard Avenue, and Hubbard Avenue from 40 ½ to 41st, due to those being heavily used streets. The Fire Marshal approves with the following conditions: barricades must be easily moved in order to maintain emergency vehicle access, use fire rated tents if cooking under them and provide certificates of fire rating, and must have up-to-date fire extinguishers at cooking locations.

The Police Chief is requiring that the church hire two Robbinsdale Police Officers (\$70/hour/officer) on Saturday, September 8th from 7:00 p.m. to 11:30 p.m. In the past, only volunteer Reserve Officers have been present. To be consistent with what the city requires for other outdoor events that serve alcohol and have entertainment, sworn officers should be present for the safety and security of attendees. As approved previously by Council for other events, the city paid half the Police Officer costs for events hosted by Wicked Wort and Travail due to these being advertised to the community; and, it is recommended Council approve for this event as well due to the community being invited to attend.

There will be live music playing under a large tent in the parking lot off West Broadway. On Saturday, September 8th, the band will play from 7:00 p.m. to 11:00 p.m. There will also be live music by the “Rod Cerar Orchestra” on Sunday, September 9th from 11:00 a.m. to 3:00 p.m.

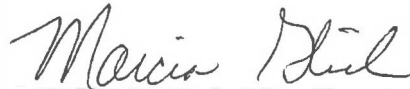
The live band is scheduled to perform until 11:00 p.m. on Saturday, September 9th. Per City Code (2005.15, Subd.1), *after 10:00 p.m. it is unlawful to participate in a party or gathering of people from which noise or music emanates in sufficient volume such as to unreasonably disturb the peace, quiet or repose of persons residing in a residential area. The city council may, in its discretion, approve a request for extended hours for an event(s).*

The church has applied for City temporary food, liquor and entertainment licenses. Staff will ensure that appropriate county and state licenses are obtained, as required.

Recommendation

By motion,

- 1) Find that the Fun Fest qualifies as a community event and eligible for extended outdoor music until 11:00 p.m. per City Code (2005.15, Subd.1).
- 2) Approve the request for the Sacred Heart Church annual Fun Fest, Saturday and Sunday, September 8 and 9, 2018 with music ending at 11:00 p.m. on Saturday.
- 3) Approve the Police Chief's recommendation that Sacred Heart Church hire two sworn Robbinsdale Police Officers @ \$70/hour/officer to be present on Saturday, September 8, 2018 from 7:00 p.m. until 11:30 p.m.
- 4) Approve the City to pay half the Police Officer costs for the Sacred Heart Church Fun Fest for the Saturday, September 8, 2018 evening outdoor event.
- 5) Approve the temporary liquor and food licenses.
- 6) Approve the request for the Sacred Heart Church annual Fun Fest road closure of 40½ Avenue North from West Broadway to Hubbard Avenue North, and Hubbard Avenue North between 40 ½ and 41st Avenues, from 3:00 p.m. Saturday, September 8, 2018 to 3:00 p.m. on Sunday, September 9, 2018. Barricades are required at all street closures and must be in place during the operation of the festival; however, the barricades shall be removed to allow free traffic movement overnight. The closure at 40 ½ and Hubbard shall be on the near side (east side of Hubbard on 40 ½ and north side of 40 ½ at Hubbard), so that the intersection remains open in the directions of the non-closure.



Marcia Glick, City Manager

CONCURRENCE:



Kate Croteau, City Clerk

2018-2019 Whiz Bang Ambassadors

Alia Rocha, Miss Robbinsdale

Briana Leonhardt, Princess

Jada Johnson, Ambassador

Anthony Kinler, Ambassador

Audhora Huq, Jr. Ambassador

Arabella Gregory, Jr. Ambassador



TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: August 21, 2018

RE: Public Hearing: On-Sale Intoxicating Liquor License for Hy-Vee Market Grille

BACKGROUND

An application was received for an on-sale intoxicating liquor license, including Sunday sales, from Hy-Vee, Inc., dba Hy-Vee Market Grille, 3505 Bottineau Blvd, Robbinsdale. A public hearing is required for new liquor licenses. The public hearing notice was published in the Sun Post on August 9, 2018.

ANALYSIS/CONCLUSION

The required background investigation has been completed and the Police Chief recommends approval. The Community Development Department has reviewed the application and recommends approval with the only condition being a reminder that all signs and banners require permits.

RECOMMENDATION

1. Hold the public hearing and consider testimony from the public.
2. By motion, approve the issuance of the on-sale intoxicating liquor license, including Sunday sales, to Hy-Vee, Inc., dba Hy-Vee Market Grille, 3505 Bottineau Blvd, Robbinsdale.



Marcia Glick, City Manager

CONCURRENCE:



Kate Croteau, City Clerk



MEMORANDUM

TO: Mayor and City Council
FROM: Marcia Glick, City Manager
DATE: August 21, 2018
RE: FIRST READINGS

- An Ordinance rezoning 3900 36th Ave. N. from R-B Residential business to B-1, Neighborhood commercial;
- An Ordinance amending the B-1, Neighborhood commercial district allowing the sale of vinyl records and other vintage merchandise including furniture, décor, holiday decorations, costume jewelry and art.

BACKGROUND:

Betsy & Dan Ruppert-Kan have purchased 3900 36th Ave. N. The structure and site has had a variety of uses, most recently a church conditional use which had its permit revoked. The intended use of the property includes:

- Vinyl record retail sales, online ordering and storage.
- Vintage merchandise including furniture, décor, holiday decorations, costume jewelry and art display

To accommodate the proposed use, the strategy is to rezone the property back to B-1, Neighborhood commercial and make an amendment the B-1 district standards to allow used items including the vintage vinyl records (which is the focus of the business) as a conditional use that was created for limited paperback book and antique sales.

On August 16, 2018, the Planning Commission conducted public hearings for the rezoning and text amendment. The meeting minutes are included as **Exhibit 1**.

ANALYSIS/CONCLUSION:

The report prepared for the Planning Commission is included as **Exhibit 2**. The report provided detail concerning the:

- Comprehensive plan, rezoning and relationship with the neighborhood;
- Specifics on a various uses intended for the site and square footage needs;
- Proposed language amending the B-1 district.

At the public hearing, there were no specific objections by residents in attendance. After some discussion, the Planning Commission unanimously adopted motions (of those present) recommending approval of the rezoning and text amendment.

RECOMMENDATION:

1. Hold the FIRST READING of the Ordinance shown in **Exhibit 3** rezoning the property at 3900 36th Ave. N. from R-B to B-1, Neighborhood commercial; and
2. Hold the FIRST READING of the Ordinance shown in **Exhibit 4** amending Section 520.01, Subd. 4(f) to include the retail sale of vinyl records, second hand, used or

RECOMMENDATION:

1. Hold the FIRST READING of the Ordinance shown in **Exhibit 3** rezoning the property at 3900 36th Ave. N. from R-B to B-1, Neighborhood commercial; and
2. Hold the FIRST READING of the Ordinance shown in **Exhibit 4** amending Section 520.01, Subd. 4(f) to include the retail sale of vinyl records, second hand, used or consignment wearing apparel, accessories, costume jewelry, shoes, boots and furniture in the B-1 district with standards and licensing requirements.



Marcia Glick, City Manager

CONCURRENCE:



Rick Pearson, Community Development Coordinator

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF AUGUST 16, 2018

#4B PUBLIC HEARING:

Consideration to Rezone 3900 36th Ave N from RB, Residential district to B1 Neighborhood commercial district; and
Zoning Text Amendment Z18-1 to add vintage records and merchandise sales in the B1 Neighborhood commercial district; and as requested by Dan & Betsy Ruppert-Kan:

MOTION by Commissioner Greenberg, seconded by Commissioner Ulbrich to **OPEN** the public hearing. **The vote was 3-0 and the motion carried.**
(Stoneberg and Stack absent)

Mr. Pearson presented the staff report for this rezoning request and zoning text amendment request for 3900 36th Ave N. The proposed use of the property will include retail sales of *new* vinyl records (which is the focus of the business), online ordering and storage; vintage merchandise including furniture, décor, holiday decorations costume jewelry and art display. The applicant had explained that the vinyl records would mostly be new, only some used which prompted staff to revise the memo and draft ordinance language.

Assuming the first reading with the Council goes well, staff anticipates the conditional use permit application on Sept. 20. It could be approved by Council after the second readings of the rezoning and text amendment on Oct. 2.

Chair Harper asked for questions of staff.

Commissioner Greenberg inquired about the improvements to the existing building? Mr. Pearson replied there will be screening fencing, landscaping requirements, new parking lot and pavement improvements including a retaining wall.

Dan and Betsy Ruppert-Kan, 4200 Chowen Ave N, Robbinsdale.

They wanted to add that they will have some new vinyl records. They will want to make the property look more commercial and improve the value of the neighborhood. They have spoken to neighbors and they are in support of their project. Commended and thanked Rick Pearson for his long hours and patience of working with them to pull this project together. All city staff has been great to work with.

Gary Stoneking, 3605 France Ave N. Lives across the street from project. He supports the project and excited about the improvements they are going to make.

MOTION by Chair Harper, seconded by Commissioner Ulbrich to **CLOSE** the public hearing. **The vote was 3-0 and the motion carried. (Stoneberg and Stack absent)**

Commissioner Ulbrich Very excited to have new store in town. Lots of friends with records excited too.

MOTION by Commissioner Ulbrich, seconded by Chair Harper to recommend that the City Council rezone the property located at 3900 36th Ave. N. to B-1, Neighborhood commercial; and

Recommend that the City Council amend Section 520.01, Subd. 4(f) to include the retail sale of vinyl records, second hand, used or consignment wearing apparel, accessories, costume jewelry, shoes, boots and furniture in the B-1 district with standards and licensing requirements.

The vote was 3-0 and the motion carried. (Stoneberg and Stack absent)

Chair Harper stated this item will be on the City Council agenda on Tuesday, August 21, 2018.

Agenda Item #4B
August 16, 2018

ADMINISTRATIVE STAFF REPORT

APPLICANT: Betsy & Dan Ruppert-Kan
CASE NO: Rezoning and Zoning Text Amendment Z18-1
ADDRESS: 3900 36th Ave. N.
PC DATE: August 16, 2018
APPLICATION DATE: July 24, 2018
PROCESSING DEADLINE: September 22, 2018

ACTION/REQUEST:

Betsy & Dan Ruppert-Kan have purchased 3900 36th Ave. N. The structure and site has had a variety of uses, most recently a church conditional use which had its permit revoked. The intended use of the property includes:

- Vinyl record retail sales, online ordering and storage.
- Vintage merchandise including furniture, décor, holiday decorations, costume jewelry and art display

To accommodate the proposed use, the strategy is to rezone the property back to B-1, Neighborhood business and make an amendment the B-1 district standards to allow vinyl records (which is the focus of the business) and used items in a conditional use permit category that was created for limited paperback book and antique sales. The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

A site plan is shown in **Attachment C** as well as a narrative from the applicant about their intended use of the property.

Comprehensive Plan

The property has been in the land use area guided for mixed use since 2010. Commercial, and/or residential uses would be appropriate. It is in a transition area between single family residential and commercial (and expected) high density residential to the east and south across France and 36th Avenues North.

Zoning

The property had been rezoned to RB, Residential business to accommodate the church CUP after it had been vacant for a number of years. Since the CUP was revoked, the applicant's concept appears to be the most viable use for the property. They are currently located in a small portion of "Finds On Broadway", 4180 West Broadway, but their inventory storage is scattered in a variety of remote locations.

The retail (and storage) of vinyl records could be characterized as a specialty retail use which fits nicely in the zoning classification of B-1, Neighborhood business. The impact on the neighborhood is expected to be minimal and the traffic generation much more appropriate given the limitations of the site.

Several years ago, the DD-1, Downtown district was amended to allow second hand goods and consignment sales at Finds On Broadway. Prior to that, those uses were limited to the B4p district which was created to regulate Pawn Shops, consignment sales and similar uses. Licensing and limitations on the size of the use were important considerations with the DD-1 amendment. The B-1 amendment would limit the size of the use to 1,500 sq. ft. The DD-1 district limits the use to 2,250 sq. ft. or 25% of the gross floor area whichever is less.

Neighborhood relationship

Orientation	Zoning	Use	Comments
North	R-1 Single family	Single family residential	Screening required
East (Across Hubbard and France Ave. N.)	B-3 Highway commercial	Commercial –Restaurant, Banquet Hall, Contractor	Probable redevelopment site, now has Legion, St. Petersburg.
South (Across 36 th Ave. N.)	R-B Residential business	High density residential	Clare Terrace
West	R-1, Single family	Single family residential	Screening required

Access to the site is via the Hubbard Ave. N. right-of-way which dead-ends at the driveway entrance.

The 2,700 sq. ft. (2 levels) building would ultimately be utilized as follows:

Main Floor 1,153 sq. ft.:

Retail space for vinyl records and vintage merchandise (furniture, décor, holiday decorations, costume jewelry) which can be purchased onsite, or ordered online. 957 sq. ft (35 % of space), Art alcove (open closet) for display of original art. 18 sq. ft. Professional office: 140 sq. ft. (5% of space).

Basement 607 sq. ft. (excluding break area, bathroom, supply room, mechanicals):

Storage of vinyl records and vintage merchandise (furniture, décor, holiday decorations, costume jewelry, inventory for retail and online sales: 607 sq. ft. (22.5% of space).

It should be noted that not all of the space intended for retail would be occupied because of the limitations of available parking.

Robbinsdale City Code (Zoning) Section 520.01, Subd. 4

Subd. 4. Conditional uses. The uses described in this subdivision require a conditional use permit based on procedures set forth in and regulated by subsection 535.01 of this code and are the following:

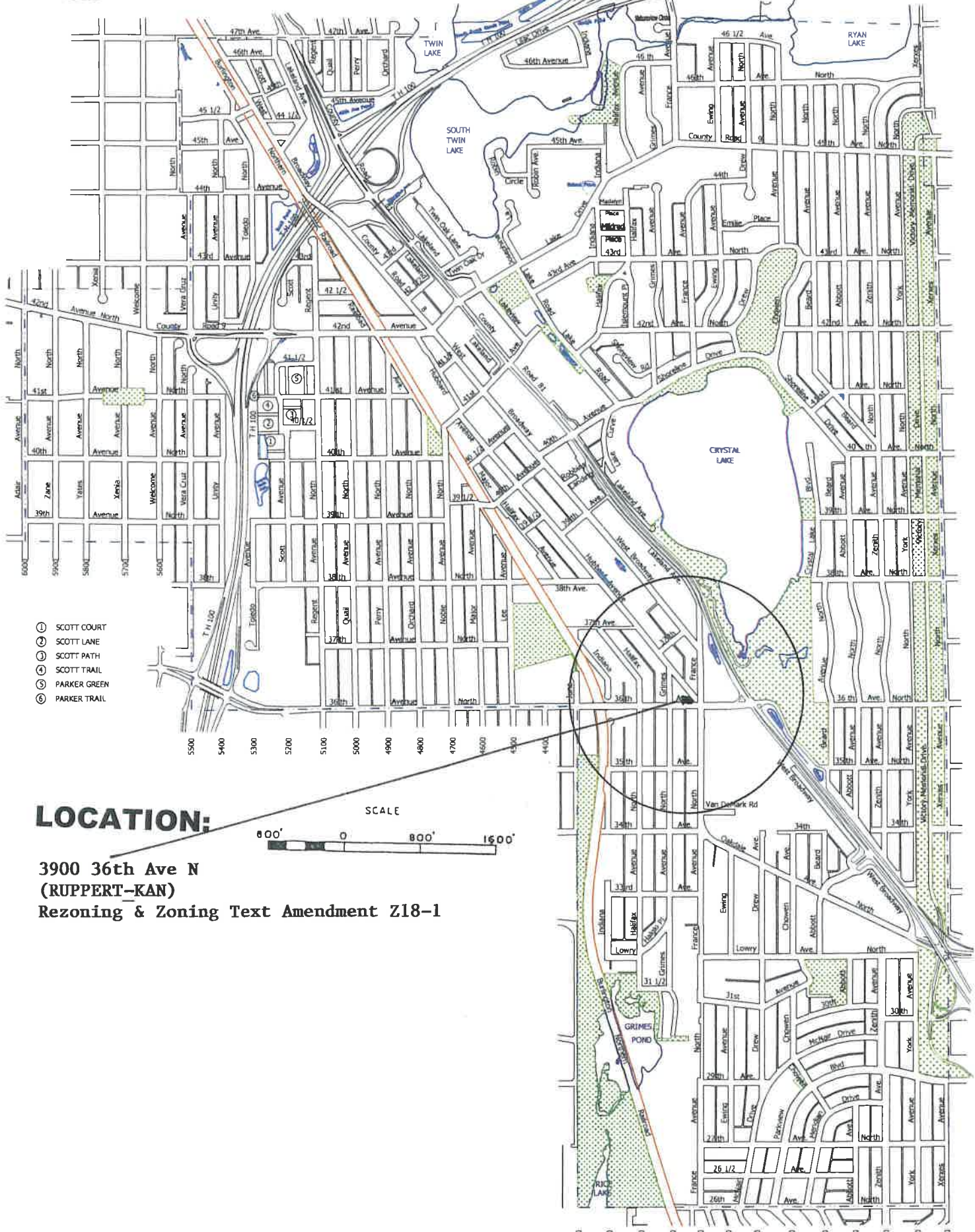
- (f) Retail sale of limited paperback books; vinyl records; second hand, used or consignment, wearing apparel, accessories, costume jewelry, shoes, boots, furniture and antique sales provided that:
- (1) the retail area be no larger than 1,500 gross square feet;
 - (2) there is no outside storage;
 - (3) adequate screening from neighboring uses and landscaping is provided in accordance with subsection 515.25, subdivision 2 of this code;
 - (4) all parking areas be hard surfaced and have six inch high poured concrete curb and gutter installed around the perimeter.
 - (5) there is conformance with licensing requirements under Section 1135.05

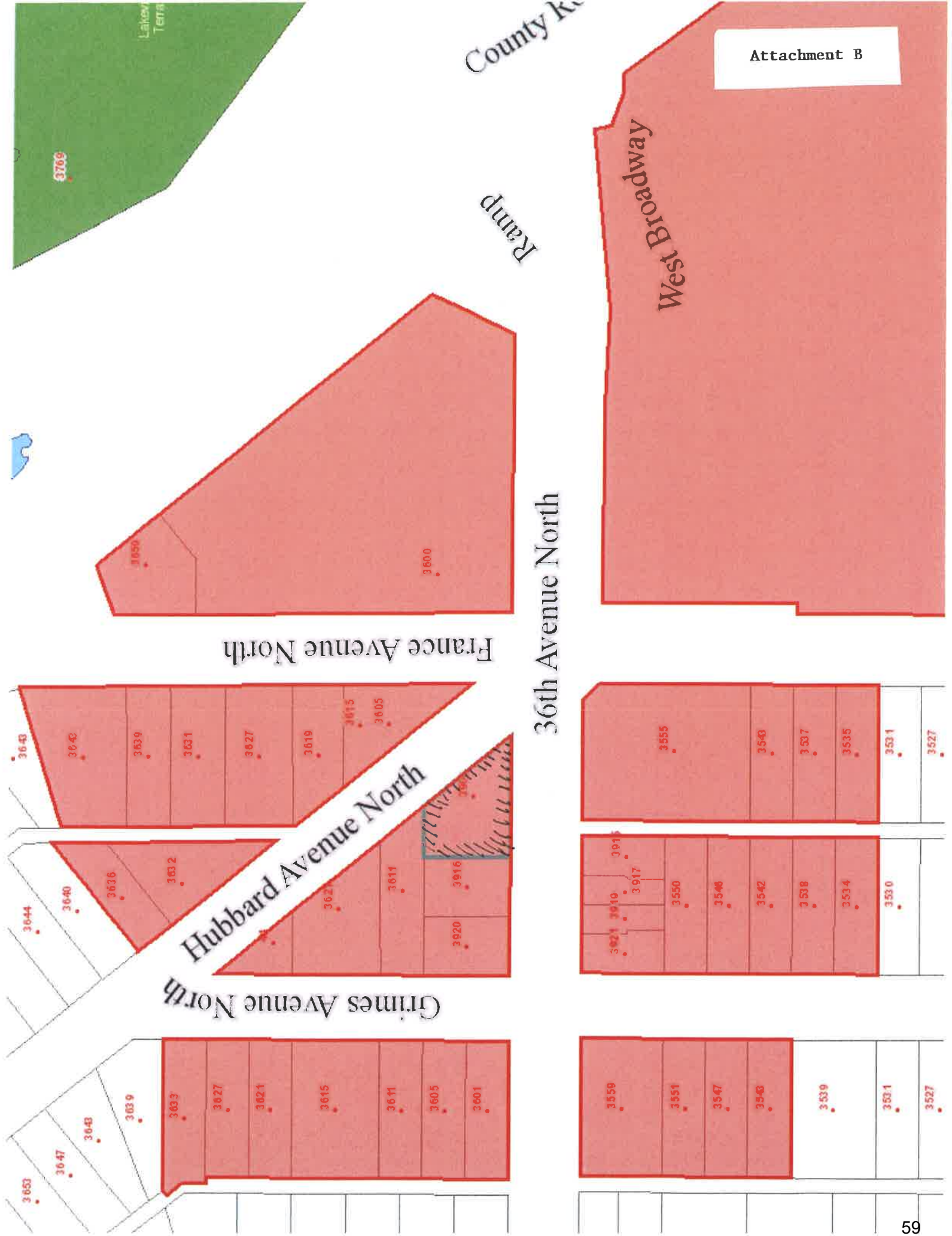
Assuming that the first readings of the rezoning and zoning text amendment ordinances are approved, then the Planning Commission would review a conditional use permit application showing the site improvements with a focus on the parking lot and screening. This review would be a public hearing which could occur as soon as Sept. 20.

RECOMMENDATION:

1. Hold the public hearing.
2. Recommend that the City Council rezone the property located at 3900 36th Ave. N. to B-1, Neighborhood commercial; and
3. Recommend that the City Council amend Section 520.01, Subd. 4(f) to include the retail sale of vinyl records; second hand, used or consignment wearing apparel, accessories, costume jewelry, shoes, boots and furniture in the B-1 district with standards and licensing requirements.

City of Robbinsdale





CERTIFICATE OF SURVEY

Call 48 Hours before digging
GOPHER STATE ONE CALL
 Twin Cities Area 651-454-0002
 MN. Toll Free 1-800-252-1166



LEGEND

- DENOTES FOUND PROPERTY IRON
- ▭ DENOTES CONCRETE SURFACE
- ▭ DENOTES BITUMINOUS SURFACE
- DENOTES EXISTING CONTOUR LINE
- DENOTES FINISH FLOOR ELEVATION
- ⊕ DENOTES ELECTRIC POWER POLE
- ⊕ DENOTES OVERHEAD ELECTRIC
- ⊕ DENOTES ELECTRIC MANHOLE
- ⊕ DENOTES WATER CURB STOP
- ⊕ DENOTES TELEPHONE PEDSTAL
- (M) DENOTES MEASURED DISTANCE
- (P) DENOTES PLATTED DISTANCE
- DENOTES BOUNDARY LINE
- DENOTES LOT LINE
- DENOTES SETBACK LINE
- DENOTES DRAINAGE FLOW
- DENOTES RETAINING WALL
- ☆ DENOTES LIGHT POLE
- ⊕ DENOTES ELECTRIC METER
- DENOTES GAS LINE
- DENOTES WOOD FENCE
- ⊕ DENOTES SIGN/POST
- ⊕ DENOTES GAS VALVE
- ⊕ DENOTES DECIDUOUS TREE
- ⊕ DENOTES SHRUB

LEGAL DESCRIPTION

That part of Lots 5 and 6, according to the recorded plat thereof, lying Easterly of the West 110.00 feet, Block 6, CRYSTAL LAKE HEIGHTS, Hennepin County, Minnesota.

BUILDING SETBACKS

ZONING: B1 = NEIGHBORHOOD COMMERCIAL
 BUILDING: FRONT = 10 FT WEST SIDE = 15 FT
 PARKING: REAR = 21 FT EAST SIDE = 15 FT
 PARKING: REAR/SIDE = 5 FT

HARDCOVER

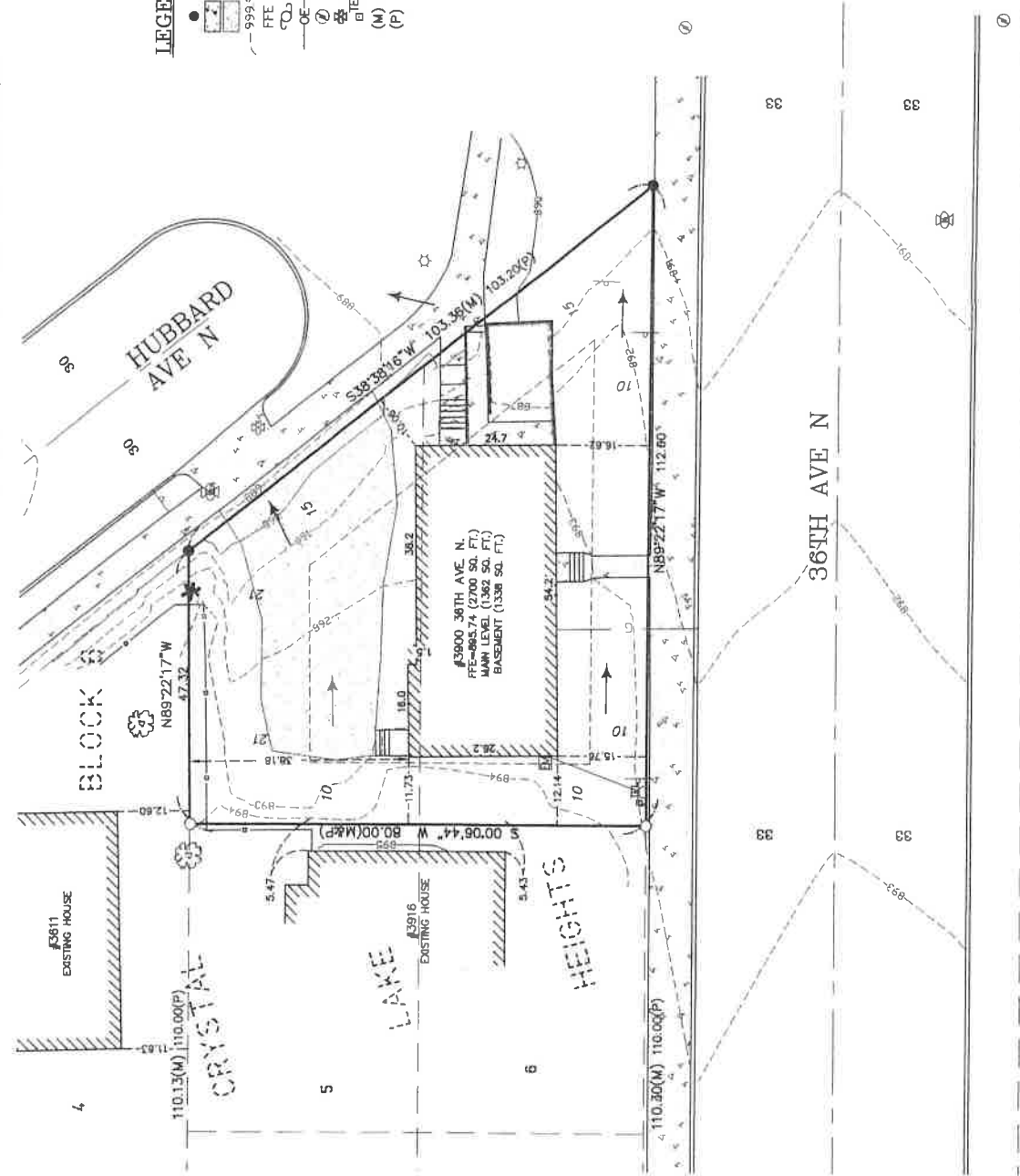
EXISTING IMPERVIOUS SURFACES 2,887 SQ. FT.
 TOTAL LOT AREA 6,348 SQ. FT.
 EXISTING HARDCOVER 45.5 %

REFERENCE BENCHMARK

ELEVATION = 913.27, CITY OF MINNEAPOLIS MONUMENT #605
 ● INTERSECTION OF 36th AVE N & XERXES AVE N.

NOTES

1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED.
3. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
4. EXISTING UTILITIES AND SERVICES SHOWN HEREON LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY PRESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT.
5. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.



ENGINEERING DESIGN & SURVEYING 6480 Woyzawa Blvd. Minneapolis, MN 55426 OFFICE: (763) 545-2800 FAX: (763) 545-2801 EMAIL: info@edms.com WEBSITE: http://edms.com		I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. <i>Mark Sutcliffe</i> MINNESOTA SURVEYOR L.S. NO. 25106 DATED 07/25/13		JOB NAME: V.S. LLC BUILDING LOCATION: 3600 36TH AVE. N. ROBINDALE, MN 55422		FIELD WORK DATE: 01/24/13 FIELD BOOK NO.: EDS-9		DRAWN BY: EP CHECKED BY: VS		PROJECT NO.: 13-003 SHEET NO. 1 OF 1	
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Proposed uses for 3900 36th Ave N in Robbinsdale, MN 55422

Total: 2,700 sq. ft.

1. Professional office (Dan Ruppert-Kan, Inc., freelance advertising copywriter, and Betsy Ruppert-Kan, freelance proofreader/copy editor and production artist combined for space for weighing and packaging items for shipment.
Proposed sq. footage: 140 sq. feet
top floor, southeast room, 12'2" x 11'6"
2. Storage of vinyl records and vintage merchandise (furniture, decor, holiday decorations, costume jewelry) inventory for retail and online sales.
Proposed sq. footage: 607 sq. ft.
basement, three rooms, 22' x 18'2", 10'11 x 11'5" and 10'8" x 7'8"
3. Retail space for vinyl records and vintage merchandise (furniture, decor, holiday decorations, costume jewelry) which can be purchased in-store or shipped (ordered via eBay, Facebook store page, Instagram, website, etc. TBD)
Proposed sq. footage: 957 sq. ft.
top floor, four rooms, south-central room-15' x 11'8", northwest room-15' x 12'8" and 14'9" x 10'11", northeast room-22'8" x 10'5", and sunroom-18'8" x 10'4"
4. Art alcove—three walls surrounding an alcove off the south-central room for display of original artworks, sculptures, etc. Donated space for area artists to display their work.
Proposed sq. footage: 18 sq. feet
5. We would like to have the right to have limited additional vintage dealers on a contracted basis (like Finds On Broadway)

Examples of items for sale:

Used, vintage, collectible or new vinyl records

Vintage collectible furniture (primarily mid-century modern in style)

Vintage collectible decor (vases, tiki decor, kitschy artwork, lamps, barware, kitchenware, figurines)

Vintage collectible clothing (rock t-shirts, aprons, housedresses, etc.)

Vintage collectible holiday decorations (blow molds, ornaments, etc.)

Vintage collectible costume jewelry

Items which will NOT be sold:

Electronics (aside from turntables/stereos for playing vinyl records and vintage collectible clocks or novelties)

Fine jewelry or watches (gold, diamond, or other high-value precious metals or stones)

Sporting goods

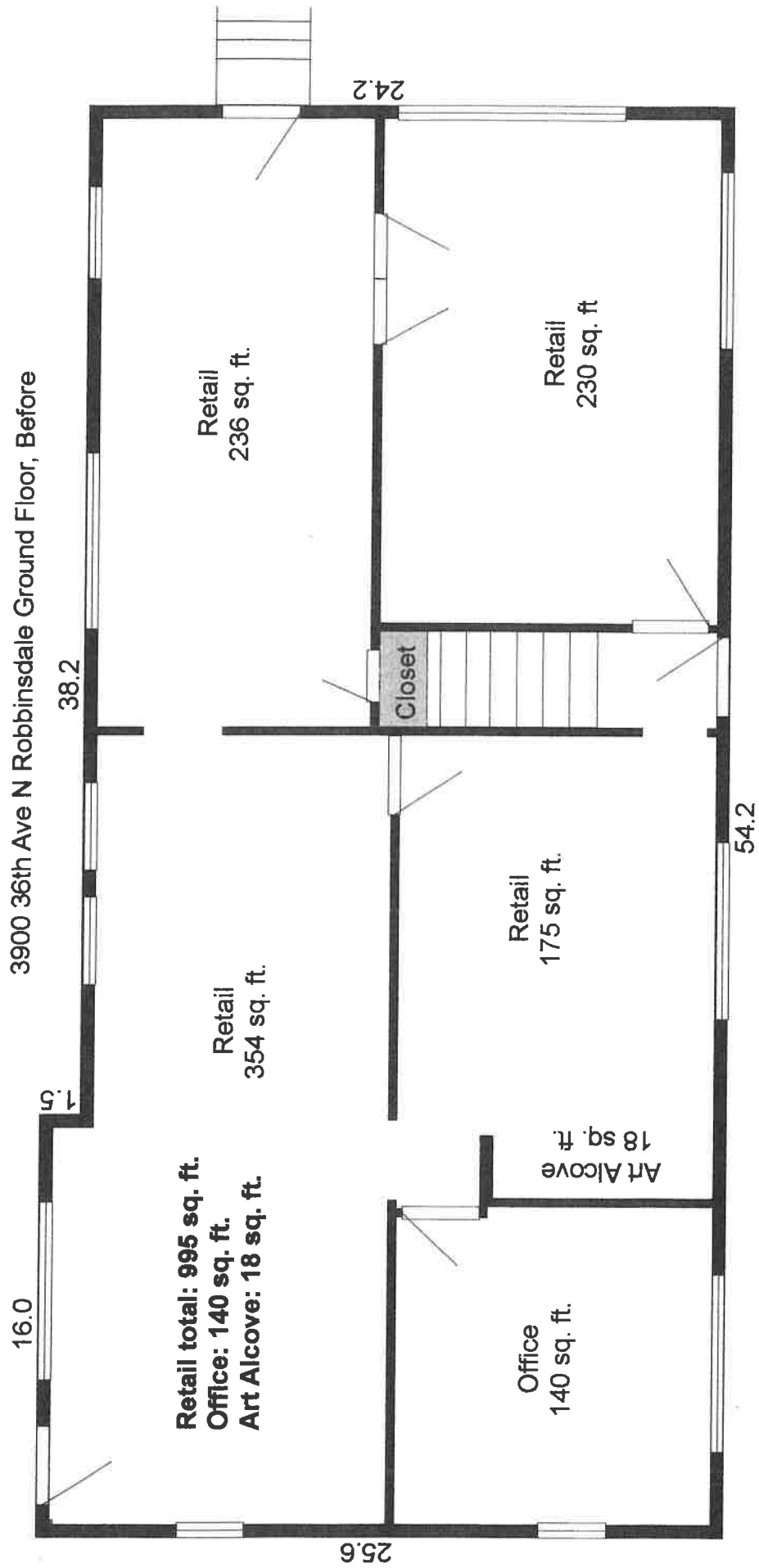
Power tools

New clothing

Movies (DVDs, Bluray, VHS)

Video consoles or games

Automotive parts or accessories



3900 36th Ave N Robbinsdale Basement (No Changes)

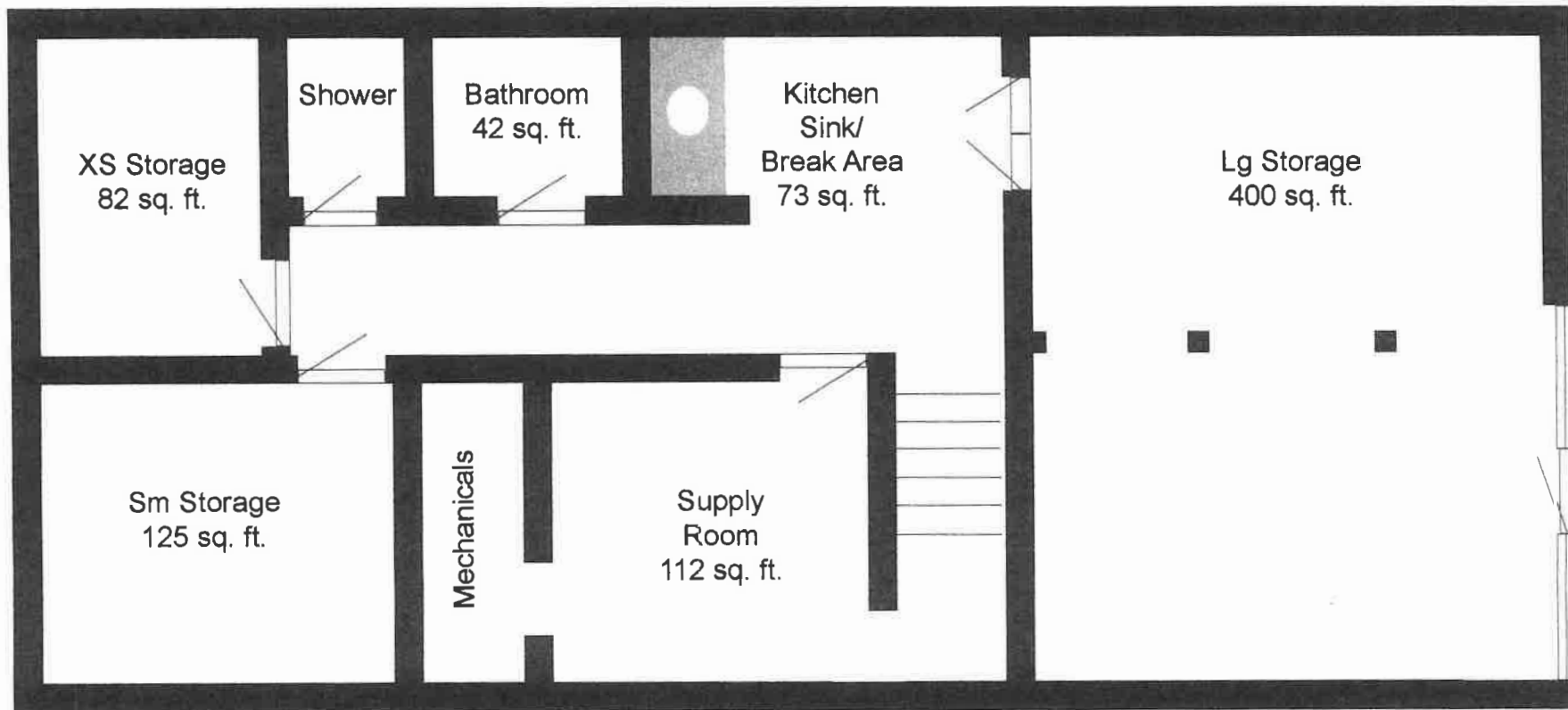


Exhibit 3

Member _____ moved and Member _____ seconded a motion that the following Ordinance which was given its first reading on August 21, 2018 be read and adopted this _____ day of _____ 2018.

ORDINANCE NO.

AN ORDINANCE REZONING 3900 36th AVENUE NORTH FROM R-B, RESIDENTIAL BUSINESS TO B-1, NEIGHBORHOOD COMMERCIAL

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1. That Section 550.07 "R-B" District Subdivision 1 of the Robbinsdale City Code shall be amended with language to be removed lined out and subsequent sections renumbered as follows:

(d) **Crystal Lake Heights:**

- (1) ~~That part of Lots 5 and 6 lying east of the west 110 feet thereof, Block 6, (3900 36th Ave. N.)~~

2. That Section 550.10 "B-1" District Subdivision 1 of the Robbinsdale City Code shall be amended with additional language shown in bold and underlined and subsequent sections renumbered as follows:

(b) **Crystal Lake Heights:**

- (3) That part of Lots 5 and 6 lying east of the west 110 feet thereof, Block 6, (3900 36th Ave. N.)**

3. **That the following summary clearly informs the public of the intent and effect of the Ordinance and is approved for publication:**

Rezone 3900 36th Ave. N. from R-B Residential business to B-1, Neighborhood commercial.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2018.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk
(Seal)

Member _____ moved and Member _____ seconded a motion that the following Ordinance which was given its first reading on August 21, 2018 be read and adopted this _____ day of _____ 2018.

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 520.01 SUBDIVISION 4 OF THE B-1 NEIGHBORHOOD COMMERCIAL DISTRICT TO INCLUDE THE SALE OF VINYL RECORDS, SECOND HAND, USED OR CONSIGNMENT WEARING APPAREL, ACCESSORIES, COSTUME JEWELRY, SHOES, BOOTS AND FURNITURE WITH STANDARDS AND LICENSING REQUIREMENTS

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE HEREBY ORDAINS:

1. **That Section 520.01, Subd. 4** of the Robbinsdale City Code shall be amended with additional language shown in bold and underlined and language to be removed shown by strikeout:
 - (f) **Retail sale of** ~~limited paperback book;~~ **vinyl records; second hand, used or consignment wearing apparel, accessories, costume jewelry, shoes, boots, furniture;** and antique sales provided that:
 - (1) the retail area be no larger than 1,500 gross square feet;
 - (2) there is no outside storage;
 - (3) adequate screening from neighboring uses and landscaping is provided in accordance with subsection 515.25, subdivision 2 of this code;
 - (4) all parking areas be hard surfaced and have six inch high poured concrete curb and gutter installed around the perimeter.
 - (5) **there is conformance with licensing requirements under Section 1135.05**
- 2 **That the following summary clearly informs the public of the intent and effect of the Ordinance and is approved for publication:**

The B-1 Neighborhood commercial district is amended to include the retail sale of vinyl records; second hand, used or consignment wearing apparel, accessories, costume jewelry, shoes, boots and furniture in the B-1 district with standards and licensing requirements.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____,
2018.**

ATTEST:

Regan L. Murphy, Mayor

Kate Croteau, City Clerk
(Seal)



City of Robbinsdale

TO: Mayor and City Council

FROM: Marcia Glick, City Manager

DATE: August 21, 2018

RE: First Reading Ordinance Setting Fees For Brew Pubs and Recognizing Brew Pub's Option for Temporary License Related to Social Event

Background:

Last summer the City Council passed an ordinance updating the Intoxicating Liquor regulations to add Brew Pubs and adding a special provision for on-sale wine in a brew pub. Earlier in the year, the City Council followed the City Attorney's advice to have fees set by Ordinance rather than by resolution as had been the traditional practice. In writing the ordinance, there was an oversight and the fees for the new brew pub on and off sale licenses were not added to the ordinance.

While preparing this memo, staff was also informed that Brew Pubs, in the same way as small breweries and microdistilleries, are able to get temporary licenses for social events sponsored by the brew pub. Staff was not able to find this confirmed in statute, but will include in a general fee schedule ordinance being prepared for the next meeting.

Analysis/Conclusion:

City Code references the brew pub license to apply to the beer portion of sales at the facility. The recommendation is for the brew pub on and off sale license fees to be the same as those for a brewery. Licenses issued mid-year are pro-rated per city code.

Recommendation:

1. Hold the first reading of the ordinance shown as Exhibit 1.
2. By motion, waive the reading and order the adoption of the resolution in Exhibit 2 establishing a license fee for brew pubs should an application need to be issued prior to adoption of the fee schedule ordinance update.



Marcia Glick, City Manager

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on August 21, 2018, be given its second reading this _____ day of _____, 2018, and that it be adopted.

ORDINANCE NO. 18-__

**AN ORDINANCE ADDING BREW PUB LICENSE FEES TO
THE CITY FEE SCHEDULE**

THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1. That Appendix B Robbinsdale Ordinance Code And General Fee Schedule be amended to add Brew Pub On-Sale and Brew Pub Off-Sale License Fees as shown in Attachment 1.

Section 2. That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication: "The purpose of this ordinance is to add license fees for brew pub beer sales."

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

Passed by the City Council this _____ day of _____, 2018.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk

(SEAL)

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 21st day of September, 2018.

RESOLUTION NO.

A RESOLUTION SETTING LICENSE FEES FOR BREW PUBS

WHEREAS, on June 19, 2018, Ordinance 18-04 was adopted which added licenses for Brew Pubs and said ordinance was effective on July 30, 2018; and

WHEREAS, previously the practice was to set the license fees by resolution after the ordinance creating the license was effective; and

WHEREAS, procedures were changed in 2018 whereby license fees are set by ordinance instead of by resolution; and

WHEREAS, an application has been received whereby Wicked Wort would be changing their operation to be characterized as a Brew Pub instead of a small brewery along with a kitchen expansion; and

WHEREAS, the first reading of an ordinance adopting fees for this license has been held but the ordinance amendment process will not be complete until late October;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA: that for 2018 the annual license fee for a brew pub off-sale shall be \$100 and \$550 for brew pub on-sale.

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 ____ DAY OF _____, 2018.

Regan L. Murphy, Mayor

ATTEST:

Kate Croteau, City Clerk

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
LIQUOR AND BEER – CHAPTER XII				
Intoxicating Liquor: Off-sale, Municipal Liquor Dispensary Only – 1205.01, Subd. 5				
Intoxicating Liquor: 1205.01, Subd. 5 & 6 Off-sale, Municipal Liquor Dispensary – Off-sale, Brewer or Brew Pub Off-Sale Malt Liquor Off-sale Microdistillery	License	Administration	12/31	\$100/brewer or brew pub off-sale \$300/microdistillery
Intoxicating Liquor – 1205.07 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$5,800/on-sale \$300/on-sale club/0-1,000 members \$500/on-sale club/1,001 + members \$2,000/on sale wine only \$550/brewer taproom or brew pub on-sale \$300/cocktail room \$200/Sunday on-sale (pro-rate qtly) \$50/temporary, non-profit only \$50/temporary, small brewer or microdistillery for social event
Intoxicating Liquor, Investigation – 1205.07	Fee	Police Department		\$500 to \$10,000 out-state (for all new intoxicating liquor license applications, including wine). \$250 renewal This fee does not apply to Special Sunday or Temporary
3.2% Malt liquor – 1215.03 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$100/off-sale \$550 on-sale only \$50/temporary, non-profit only
3.2% Malt Liquor, Investigation – 1215.05	Fee	Police Department	12/31	\$100/off sale only \$500/on-sale only \$250 on-sale renewal
Entertainment – 1200.25	License	Administration	12/31	\$150



MEMORANDUM

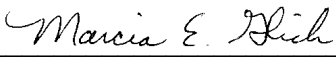
TO: City Council
FROM: Marcia Glick, City Manager
DATE: August 21, 2018
RE: Voucher Requests Pending Approval for Disbursement

The check register dated August 21, 2018 reflects the voucher requests pending approval for disbursement.

The check register dated August 7, 2018 through August 21, 2018 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 August 21, 2018.



Marcia Glick, City Manager

CONCURRENCE:



Larry Jacobson, Finance Director