

AGENDA

CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

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

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

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

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Murphy, Parisian, Wagner, Mayor Blonigan
3. MICROPHONE CHECK: Murphy, Parisian, Wagner, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE FEBRUARY 6, 2024 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

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- A. Approve City Council Special Work Session minutes from January 16, 2024
 - B. Approve City Council meeting minutes from January 16, 2024
 - C. Parks Recreation and Forestry Commission Approval of Minutes
 - D. Approval of Credit Card Charges and Payment
 - E. Deputy Registrar's Monthly Financial Statements
 - F. Robbinsdale Wine & Spirits' Monthly Financial Statements
 - G. Bond Reimbursement Resolution
 - H. Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste
 - I. Investment Report
 - J. Replacement Water Truck - Project 8116
 - K. Appointment of Human Rights Commissioner
 - L. Accept Additional Water Efficiency Grant Funds from the Metropolitan Council
 - M. Human Services and Public Health Department Provider Agreement: Local Food Purchase Agreement (LFPA) Grant
 - N. Appointment of Senior Commissioner
 - O. Appointment of Election Judges for the 2024 Presidential Nomination Primary Election
 - P. Approval of Licenses
 - Q. Approval of Credit Card Charges and Payment – January 2024
7. PRESENTATIONS
- A. Black History Month Proclamation
 - B. Presentation - Eckberg Lammers, Prosecution Services for Robbinsdale
8. PUBLIC HEARINGS
- A. None
9. OLD BUSINESS
- A. None
10. NEW BUSINESS

A. **FIRST READING** of an Ordinance amending:

- Section 520.03 B-2, Limited Community business district.
- Section 520.05 B-3, Highway commercial district.
- Section 530.09 TOD overlay district.

B. Point-of-Sale Inspection Program

11. OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

MINUTES

CITY COUNCIL SPECIAL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Parisian, Mayor Blonigan, Mayor Pro Tem Wagner
Absent: Murphy
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

DISCUSSION

A. Point of Sale Inspection Program

Pearson introduced the item and stated the program has been active since around 2009. He noted stats about how many inspections that have been done and stated the Building Official does have to inspect the items that are required to be fixed. He further explained that this program was to catch problems that were being passed down from sellers to buyers and for foreclosed houses. Pearson stated he and the Building Official discussed this program and recommend removing the point of sale inspection program.

Mayor Blonigan asked if there are other ways the problems are caught, potentially through taking out a mortgage. He also asked if this program negatively effects certain groups of people. Pearson noted he didn't have statistics about mortgages requiring this and noted that past Councils were also concerned about potential negative outcomes for certain demographics based on the fees required.

Sandvik stated there are more resources available for homeowners these days and much of this is taken care of in the home buying process. He also discussed how this program has a higher impact on a lower valued home.

Parisian asked if the city will provide resources for people who may not know what they are looking for during a point-of-sale inspection. Pearson stated yes, and noted there are many resources available to potential home buyers.

Mayor Pro Tem Wagner asked if an inspection checklist could be included in the "Welcome to the City" packet. Pearson stated it could be offered, but most people would want to have an inspection checklist before the house is purchased, and the City Packet is usually provided once the new owner sets up services.

Mayor Blonigan asked how much it would cost to create the moratorium. Sandvik stated a few thousand dollars.

Sandvik provided an overview of the timeline and logistics moving forward.

Council was supportive of staff's recommendation.

STAFF UPDATES

A. None.

COUNCIL UPDATES

A. None.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 6:53 p.m.

Chase Peterson-Etem, City Clerk

Aaron Wagner, Mayor Pro Tem



City of Robbinsdale

City Council Meeting
Tuesday, January 16, 2024
Meeting No. 2

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Wagner, Parisian, Mayor Blonigan
Absent: Murphy
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

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

Patrick Bristol, 4512 Perry Ave. N., stated he wanted Robbinsdale to look into what the City of Crystal does with their utility bill services. He noted they have a system that allows residents to set daily usage limits that can automatically notify a resident if they are approaching their set limit. He also asked about potential options for paying his utility bill, as he has had some issues with checks arriving on time.

Sandvik noted our utility billing department could help with both of his questions and the city does have options.

APPROVAL OF THE JANUARY 16, 2024 MEETING AGENDA

Member Parisian MOVED, seconded by Wagner to approve the January 16, 2024, Council Agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Mayor Blonigan removed Consent Item E and G for further consideration.

Member Wagner MOVED, seconded by Parisian to approve the Consent Agenda. The vote was unanimous and the motion passed.

- A. Approve City Council Meeting minutes from January 2, 2024
- B. Approve City Council Work Session minutes from January 9, 2024
- C. Renewal of Workers' Compensation Insurance for 2024
- D. Accept Quote for Replacement of Snow Blower - City Project 8189
- E. Removed for further consideration.
- F. Appointment of Absentee Ballot Board

- G. Removed for further consideration.
- H. Resolution for Department of Natural Resources: Outdoor Recreation Grant Application
- I. Authorize agreement with Home Free Domestic Assault Intervention Project
- J. Approval of Licenses

CONSENT ITEM REMOVED

- E. Termination and Release of Easement

Mayor Blonigan noted he has some punctuation changes to this and stated he has already sent those to staff.

Mayor Blonigan MOVED, seconded by member Wagner to approve the Termination and Release of Easement. The vote was unanimous and the motion passed.

CONSENT ITEM REMOVED

- G. Accept Minnesota Hockey Skate Donation

Mayor Blonigan recognized and thanked Minnesota Hockey for their donation to the City.

Member Parisian MOVED, seconded by member Wagner to accept Minnesota Hockey skate donation. The vote was unanimous and the motion passed.

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. None

NEW BUSINESS

- A. Approval of Pay Equity Report Submission

Sandvik provided an overview and stated that every three years municipalities have to submit a pay equity report to the State of Minnesota, under the Pay Equity Act. He noted the intent of the report is to ensure that job classes dominated by a specific gender do not have an underpayment ratio or that one is not more favorable. He stated we are required to submit the report by the end of January, and it appears the City will be in compliance, although official results won't be provided for a few weeks.

Mayor Blonigan asked about overall state compliance with the pay equity report. Sandvik noted there are hundreds of entities that are required to submit reports and the number of organizations that aren't in compliance fluctuates year to year.

Member Wagner MOVED, seconded by Parisian to Approve the Pay Equity Report Submission. The vote was unanimous and the motion passed.

B. Council Review of Body Worn Camera System Audit

Sandvik presented the item and stated it is required that the Police Department undergo a bi-annual Body-Worn Camera Audit. He noted the process is similar to a financial audit in that we hire an independent group that is approved to do this type of work for the state. He explained the process of the audit and stated that 32 random cases were reviewed. He noted the City of Robbinsdale and the Police Department were in accordance with state statute.

Mayor Blonigan reiterated that we hired an outside agency to do the audit and appreciated that it was done outside our own Police Department. He also thanked the Police Department for upholding the standards that are required when using body-worn cameras.

Sandvik mentioned two instances where there were questions during the audit and noted those circumstances did not violate the policy or state statute. He also read the results of the audit which demonstrates compliance.

Member Parisian MOVED, seconded by Wagner to Approve Council Review of Body Worn Camera System Audit. The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Wagner MOVED, seconded by Parisian to approve the Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Peterson-Etem reminded folks of the upcoming Presidential Nomination Primary Election that is happening on March 5, 2024. He indicated dates and times when voting is available and also noted the city is looking for election judges to help voters on election day.

Sandvik stated the Human Rights Commission is undergoing their annual goal-setting session tomorrow night and that he will be attending. He also mentioned he would be attending the Parks, Recreation, and Forestry Commission meeting next week for a strategic planning discussion. Sandvik noted Robbinsdale is hiring several positions and directed people to the city website. Lastly, he reminded folks that the Council and city leadership will be attending a goal-setting session on February 12, 2024.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner noted he was invited to celebrate the UAW's contract victory for the local union and extended congratulations to them.

Member Parisian noted the importance of mental health and encouraged people to continue talking about it and checking in on folks. She also mentioned Cope Mobile Crisis Response, which is a resource that is available in Hennepin County for people needing help and support. She stated people can call "988" to reach the local county crisis team.

Mayor Blonigan stated he meant to withdraw consent item C, as he wanted to note our Workers' Compensation insurance for 2024 with the League of Minnesota Cities. He noted the premium are up compared to last year and wondered if that was contributed by police officers and their potential PTSD claims. He mentioned the Seven Dreams Foundation, which has their annual Gala on March 2, 2024. He also recognized City Manager Sandvik for recruiting and hiring quality people to work for the City.

ADJOURNMENT

Member Wagner MOVED, seconded by Parisian to adjourn the meeting at 7:43 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

Minutes

**Tuesday, November 28, 2023, 7:00 p.m.
Robbinsdale City Hall**

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

1) Commission Meeting Called to Order:

Present: Beck, Erdos-Thayer, Hickman, Vaith, Rochon-Washington, Markfort

Excused:

Others: Matt Bazyk

2) Approval of the minutes of the regular meeting of September 26, 2023.

Initial Call: Vaith

Second: Rochon-Washington

3) New Business

A) Meeting in December: Voted to not hold meeting in December.

4) Old Business

A) Park Project Updates

a) Sanborn Park: Matt's Thoughts – Discussion

(1) If removing ice rink walls, potentially look for another spot. –Rochon-Washington

(2) Living Roof on the building. -Vaith

(3) Is there a required numbers of spots based on park usage or size? – Markfort

(4) Art included in the park. Retaining wall. – Hickman

(5) Scalable interactive maps for community input on where things will be placed. - Erdos-Thayer

(6) Examples with explanation for Community meetings. – Rochon-Washington

(7) Lineup rededication of park (renaming) with park reopening. - Bell

(8) Dog licensing fees if having a second dog park in Robbinsdale. – Erdos-Thayer

b) Listening Sessions:

(1) Have meetings in Feb and March. (5:30-7:00)

c) National Fitness Campaign: Relayed that if dollars for the second deadline (\$110,000 by Jan 6) isn't reached then NFC will have to go back to board and resubmit the program with different deadline dates.

5) City Report & Updates

A) Parks: No Update

B) Forestry:

Bareroot tree planting – Have planted 135 trees this fall (prior to Thanksgiving), mostly boulevard/rights-of-way. Might resume later this week depending on weather and ground frost, but probably done for year

Daily public tree pruning in SE part of town, i.e. “Zone 5”. Will be pruning into mid-December to use up 2023 budget then resume early next year

Bratt Tree Care will be our pruning contractor into next year

Nick’s Tree Service also to remain tree removal contractor next year

Gave a presentation to the Digger’s Garden Club on 14 November to discuss tree & plant topics

Donated a bunch of posters to Lakeview Elementary School the DNR had sent out

Minnesota Native Landscapes is done for year maintaining the Co Rd 81 corridor median vegetation

We will prune the tree at LVT blocking the soccer field light this winter when the ground is firm.

Tree Trust tree sale went well - all 150 trees found homes. Planning to host a sale next year as well, likely in spring

Planning to establish a shortgrass prairie pollinator garden over the clear well at the water treatment facility

Had Sentence to Serve crews prune back vegetation along 36th Ave while it was closed

Will begin cutting new buckthorn sprouts in the LVT woodland and in other parks.

6) Adjournment: Motion to adjourn. – Bell, Second – Erdos-Thayer



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Approval of Credit Card Charges and Payment

Background:

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.

Analysis:

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

Recommendation:

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

Attachments:

1. Dec 2023 CC

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023							
116856	MN CHIEFS OF POLICE	12/01/2023	12/26/2023	477.00	0.00	Paid	Y
	2024 MEMBERSHIP DUES	Bjohnson18					12/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		477.00			
12012023							
116858	MENARDS	12/01/2023	12/26/2023	12.56	0.00	Paid	Y
	DRYWALL SPONGE	Bjohnson18					12/01/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		12.56			
12012023							
116895	HOME DEPOT	12/01/2023	12/26/2023	19.94	0.00	Paid	Y
	SNOZZLE	Bjohnson18					12/01/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		19.94			
12012023							
116896	MENARDS	12/01/2023	12/26/2023	2.58	0.00	Paid	Y
	J-BEAD	Bjohnson18					12/01/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		2.58			
12012023							
116897	DRYWALL SUPPLY	12/01/2023	12/26/2023	91.57	0.00	Paid	Y
	DRYWALL, DW TRACK	Bjohnson18					12/01/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		91.57			
12012023							
116898	CARPET COUNTRY	12/01/2023	12/26/2023	42.00	0.00	Paid	Y
	COVE BASE 4"	Bjohnson18					12/01/2023
	7100-7115-6340.00000	REPAIR & MAINTENANCE		42.00			
12012023							
116899	DRYWALL SUPPLY	12/01/2023	12/26/2023	105.84	0.00	Paid	Y
	DRYWALL	Bjohnson18					12/01/2023
	7100-7115-6340.00000	REPAIR & MAINTENANCE		105.84			
12012023							
116900	HY-VEE INC	12/01/2023	12/26/2023	15.96	0.00	Paid	Y
	FLOOR CLEANER	Bjohnson18					12/01/2023
	6400-6405-6214.00000	OPERATING SUPPLIES		15.96			
12012023							
116901	MN DEPT OF LABOR & INDUSTRY	12/01/2023	12/26/2023	20.00	0.00	Paid	Y
	BOILERS LICENSE RENEWAL - J KONKOL	Bjohnson18					12/01/2023
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnldized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023	AMAZON	12/01/2023	12/26/2023	90.46	0.00	Paid	Y
116902	2024 CALENDARS - CITY HALL	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		90.46			
12012023	AMAZON	12/01/2023	12/26/2023	14.98	0.00	Paid	Y
116903	2024 CALENDARS - CITY HALL	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		14.98			
12012023	AMAZON	12/01/2023	12/26/2023	99.61	0.00	Paid	Y
116904	2024 CALENDARS - FIRE DEPT	Bjohnson18					12/01/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		99.61			
12012023	AMAZON	12/01/2023	12/26/2023	8.99	0.00	Paid	Y
116905	CITY HALL SUPPLIES - SHARPIE MARKE	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		8.99			
12012023	AMAZON	12/01/2023	12/26/2023	(14.98)	0.00	Paid	Y
116906	CITY HALL 2024 CALENDAR CREDIT - I	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		(14.98)			
12012023	CRYSTAL CAR WASH	12/01/2023	12/26/2023	84.00	0.00	Paid	Y
116907	FIRE DEPT CAR WASHES	Bjohnson18					12/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		84.00			
12012023	CRYSTAL CAR WASH	12/01/2023	12/26/2023	410.00	0.00	Paid	Y
116908	POLICE DEPT CAR WASHES	Bjohnson18					12/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		410.00			
12012023	HOLIDAY CAR WASH	12/01/2023	12/26/2023	22.00	0.00	Paid	Y
116909	POLICE DEPT CAR WASHES	Bjohnson18					12/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		22.00			
12012023	CRYSTAL CAR WASH	12/01/2023	12/26/2023	54.00	0.00	Paid	Y
116910	CAR WASHES - ENGINEERING / CE RENT	Bjohnson18					12/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		54.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023	AMAZON	12/01/2023	12/26/2023	66.74	0.00	Paid	Y
116911	ZIP TIES / OIL PLUGS	Bjohnson18					12/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		66.74			
12012023	AMAZON	12/01/2023	12/26/2023	69.96	0.00	Paid	Y
116912	WATER FILTER	Bjohnson18					12/01/2023
	7000-7005-6214.00000	OPERATING SUPPLIES		69.96			
12012023	AMAZON	12/01/2023	12/26/2023	114.12	0.00	Paid	Y
116913	LAMP (BEAM)	Bjohnson18					12/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		114.12			
12012023	AMAZON	12/01/2023	12/26/2023	49.98	0.00	Paid	Y
116914	SPACE HEATERS YUKONS	Bjohnson18					12/01/2023
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		49.98			
12012023	AMAZON	12/01/2023	12/26/2023	107.91	0.00	Paid	Y
116915	SUPPLIES - DMV	Bjohnson18					12/01/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		107.91			
12012023	AMAZON	12/01/2023	12/26/2023	68.90	0.00	Paid	Y
116916	SUPPLIES- DMV	Bjohnson18					12/01/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		68.90			
12012023	UPS	12/01/2023	12/26/2023	9.00	0.00	Paid	Y
116917	SHIPPING	Bjohnson18					12/01/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		9.00			
12012023	FULL SLATE	12/01/2023	12/26/2023	49.95	0.00	Paid	Y
116918	APPOINTMENT SOFTWARE - DMV	Bjohnson18					12/01/2023
	6700-6705-6336.00000	OTHER CONTRACTS		49.95			
12012023	AMAZON	12/01/2023	12/26/2023	23.12	0.00	Paid	Y
116919	SUPPLIES - DMV	Bjohnson18					12/01/2023
	6700-6705-6214.00000	OPERATING SUPPLIES		23.12			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 12/26/2023 - 12/26/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023							
116920	UPS	12/01/2023	12/26/2023	8.69	0.00	Paid	Y
	SHIPPING	Bjohnson18					12/01/2023
	6700-6705-6378.00000	POSTAGE & SHIPPING		8.69			
12012023							
116921	MN STATE COLLEGES	12/01/2023	12/26/2023	900.00	0.00	Paid	Y
	2024 INSTRUCTOR 1 - FISHER & GOBER	Bjohnson18					12/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		900.00			
12012023							
116922	MSFCA	12/01/2023	12/26/2023	285.00	0.00	Paid	Y
	2024 DULUTH FOTOS - GOBERNATZ	Bjohnson18					12/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		285.00			
12012023							
116923	MSFCA	12/01/2023	12/26/2023	285.00	0.00	Paid	Y
	2024 DULUTH FOTOS - HOEKSTRA	Bjohnson18					12/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		285.00			
12012023							
116924	QUILL	12/01/2023	12/26/2023	30.42	0.00	Paid	Y
	FORMS/ENVELOPES	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		30.42			
12012023							
116925	QUILL	12/01/2023	12/26/2023	22.49	0.00	Paid	Y
	FORMS/ENVELOPES	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		22.49			
12012023							
116926	QUILL	12/01/2023	12/26/2023	33.84	0.00	Paid	Y
	FORMS/ENVELOPES	Bjohnson18					12/01/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		33.84			
12012023							
116927	BCA	12/01/2023	12/26/2023	25.00	0.00	Paid	Y
	TRAINING	Bjohnson18					12/01/2023
	1000-1220-6512.00000	CONFERENCE & SCHOOLS		25.00			
12012023							
116928	PTE JOB FAIR	12/01/2023	12/26/2023	81.88	0.00	Paid	Y
	BOOTH REGISTRATION @ 2024 PTE JOB	Bjohnson18					12/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		81.88			

User: DTAHOUN

EXP CHECK RUN DATES 12/26/2023 - 12/26/2023

DB: Robbinsdale

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023							
116929	HYATT PLACE	12/01/2023	12/26/2023	1,184.32	0.00	Paid	Y
	NLC - HOTEL / MIA PARISIAN	Bjohnson18					12/01/2023
	1000-1030-6512.00000	CONFERENCE & SCHOOLS		1,184.32			
12012023							
116930	BADEN SPORTS INC	12/01/2023	12/26/2023	846.65	0.00	Paid	Y
	FUTSAL BALLS	Bjohnson18					12/01/2023
	1000-1305-6382.00000	ADVERTISING / PROMOTIONS		846.65			
12012023							
116931	CHIEF RIVER NURSERY	12/01/2023	12/26/2023	629.71	0.00	Paid	Y
	2024 ARBOR DAY	Bjohnson18					12/01/2023
	1000-1370-6706.00000	LANDSCAPING		629.71			
12012023							
116932	HY-VEE INC	12/01/2023	12/26/2023	22.89	0.00	Paid	Y
	TREE LIGHTING COOKIES	Bjohnson18					12/01/2023
	1000-1325-6214.00000	OPERATING SUPPLIES		22.89			
12012023							
116933	RED CROSS	12/01/2023	12/26/2023	576.00	0.00	Paid	Y
	FIRST AID TRAINING	Bjohnson18					12/01/2023
	7100-7105-6336.00000	OTHER CONTRACTS		576.00			
12012023							
116934	WEATHERTECH	12/01/2023	12/26/2023	1,848.46	0.00	Paid	Y
	VEHICLE MATS	Bjohnson18					12/01/2023
	1000-1205-6234.00000	EQUIPMENT PARTS & SUPPLIES		1,848.46			
12012023							
116935	MN CHIEFS OF POLICE	12/01/2023	12/26/2023	212.00	0.00	Paid	Y
	2024 MEMBERSHIP RENEWAL	Bjohnson18					12/01/2023
	1000-0000-1510.00000	PREPAID ITEMS		212.00			
12012023							
116936	FRANKIES	12/01/2023	12/26/2023	64.98	0.00	Paid	Y
	REFRESHMENT MEETINGS	Bjohnson18					12/01/2023
	1000-1205-6510.00000	MEETING / TRAVEL EXPENSE		64.98			
12012023							
116937	BREEZY POINT RESORT	12/01/2023	12/26/2023	138.51	0.00	Paid	Y
	LODGING FOR TRAINING - SABA	Bjohnson18					12/01/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		138.51			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023	ELEVATED FIRE SUPPLY	12/01/2023	12/26/2023	158.86	0.00	Paid	Y
116938	RADIO STRAP	Bjohnson18					12/01/2023
	1000-1260-6216.00000	CLOTHING & PERSONAL EQUIPMENT		158.86			
12012023	THE FIRE STORE	12/01/2023	12/26/2023	2,549.17	0.00	Paid	Y
116939	GLOVES HELMETS & BOOTS	Bjohnson18					12/01/2023
	1000-1260-6216.00000	CLOTHING & PERSONAL EQUIPMENT		2,549.17			
12012023	CABELAS	12/01/2023	12/26/2023	63.95	0.00	Paid	Y
116940	GLOVES & SOCKS	Bjohnson18					12/01/2023
	6000-6005-6216.00000	CLOTHING & PERSONAL EQUIPMENT		31.97			
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		31.98			
12012023	REPOWERED	12/01/2023	12/26/2023	169.54	0.00	Paid	Y
116941	RECYCLING BATTERIES / COMPUTERS	Bjohnson18					12/01/2023
	7100-7110-6354.00000	RECYCLING SERVICES		169.54			
12012023	HOME DEPOT	12/01/2023	12/26/2023	148.90	0.00	Paid	Y
116942	TAPE / SPRUCE TOPS	Bjohnson18					12/01/2023
	1000-1605-6214.00000	OPERATING SUPPLIES		148.90			
12012023	HOME DEPOT	12/01/2023	12/26/2023	233.81	0.00	Paid	Y
116943	DOGWOOD TIPS / BIT HOLDER	Bjohnson18					12/01/2023
	1000-1605-6214.00000	OPERATING SUPPLIES		233.81			
12012023	AMAZON	12/01/2023	12/26/2023	266.78	0.00	Paid	Y
116944	RED FLASHLIGHT / ADAPTER	Bjohnson18					12/01/2023
	1000-1567-6214.00000	OPERATING SUPPLIES		266.78			
12012023	MENARDS	12/01/2023	12/26/2023	66.42	0.00	Paid	Y
116945	KNIFE / BLADES / DROP CLOTHS	Bjohnson18					12/01/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		66.42			
12012023	MN DEPT OF LABOR	12/01/2023	12/26/2023	20.00	0.00	Paid	Y
116946	BOILER LICENSE -\ WELLE	Bjohnson18					12/01/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
12012023							
116947	MN AMERICAN WATER WORKS	12/01/2023	12/26/2023	300.00	0.00	Paid	Y
	2024 PROFESSIONAL OPERATOR - SCHOD	Bjohnson18					12/01/2023
	6000-0000-1510.00000	PREPAID ITEMS		300.00			
12012023							
116948	MN AMERICAN WATER WORKS	12/01/2023	12/26/2023	(300.00)	0.00	Paid	Y
	CREDIT - ERROR / OVERCHARGE	Bjohnson18					12/01/2023
	6100-6105-6512.00000	CONFERENCE & SCHOOLS		(300.00)			
12012023							
116949	MN AMERICAN WATER WORKS	12/01/2023	12/26/2023	300.00	0.00	Paid	Y
	OVERCHARGE - WASH	Bjohnson18					12/01/2023
	6100-6105-6512.00000	CONFERENCE & SCHOOLS		300.00			
12012023							
116950	MN AMERICAN WATER WORKS	12/01/2023	12/26/2023	300.00	0.00	Paid	Y
	2024 PROFESSIONAL OPERATOR SCHOOL	Bjohnson18					12/01/2023
	6100-0000-1510.00000	PREPAID ITEMS		300.00			
12012023							
116951	MN DEPT OF LABOR	12/01/2023	12/26/2023	20.00	0.00	Paid	Y
	BOILER LICENSE - RYKS	Bjohnson18					12/01/2023
	7100-7115-6718.00000	LICENSES TAXES & FEES		20.00			
12012023							
116952	AMAZON	12/01/2023	12/26/2023	78.98	0.00	Paid	Y
	PORTAL MONITOR FOR LAPTOP	Bjohnson18					12/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		78.98			
12012023							
116953	EBAY	12/01/2023	12/26/2023	18.99	0.00	Paid	Y
	STAND FOR SCANNER	Bjohnson18					12/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		18.99			
12012023							
116954	AMAZON	12/01/2023	12/26/2023	237.96	0.00	Paid	Y
	CABLES, GRAPHICS CARD	Bjohnson18					12/01/2023
	7100-7110-6214.00000	OPERATING SUPPLIES		237.96			
12012023							
116955	AMAZON	12/01/2023	12/26/2023	718.93	0.00	Paid	Y
	DOCK, BAG, & MONITORS	Bjohnson18					12/01/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12012023	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		718.93			
116956	AMAZON	12/01/2023	12/26/2023	276.94	0.00	Paid	Y
	PORTABLE MONITORS	Bjohnson18					12/01/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		276.94			
12012023	AMAZON	12/01/2023	12/26/2023	270.99	0.00	Paid	Y
116957	MONITORS	Bjohnson18					12/01/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		270.99			
12012023	CANVA	12/01/2023	12/26/2023	145.40	0.00	Paid	Y
116958	CANVA SOFTWARE - KAYLA	Bjohnson18					12/01/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		145.40			
12012023	AMAZON	12/01/2023	12/26/2023	294.02	0.00	Paid	Y
116959	STANDING DESK	Bjohnson18					12/01/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		294.02			
12012023	US BANK REBATE	12/01/2023	12/26/2023	(916.67)	0.00	Paid	Y
116960	US BANK REBATE	Bjohnson18					12/01/2023
	8900-8900-4852.00000	INTEREST INCOME		(916.67)			
Total Purchase Card Vendor: 100292 U. S. BANCORP				14,735.00	0.00		
# of Invoices: 65 # Due: 0				Totals:	0.00		
# of Credit Memos: 3 # Due: 0				Totals:	0.00		
Net of Invoices and Credit Memos:				14,735.00	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
---	TOTALS BY FUND ---						
	1000 - GENERAL FUND			10,458.53	0.00		
	6000 - WATER			331.97	0.00		
	6100 - SANITARY SEWER			331.98	0.00		
	6400 - LIQUOR OPERATIONS			15.96	0.00		
	6700 - DEPUTY REGISTRAR			267.57	0.00		
	7000 - CENTRAL GARAGE			870.80	0.00		
	7100 - CENTRAL SERVICES			3,374.86	0.00		
	8900 - INVESTMENT CONTROL			(916.67)	0.00		
---	TOTALS BY DEPT/ACTIVITY ---						
	0000 -			2,840.88	0.00		
	1030 - ADMINISTRATIVE SERVICES			1,184.32	0.00		
	1205 - PATROL SERVICES			2,051.95	0.00		
	1220 - INVESTIGATIONS / SPECIAL S			25.00	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			2,807.64	0.00		
	1305 - COMMUNITY CENTER OPERATION			846.65	0.00		
	1325 - GENERAL PROGRAMS			22.89	0.00		
	1370 - FORESTRY			629.71	0.00		
	1567 - PARKS EQUIPMENT MAINTENANC			266.78	0.00		
	1605 - STREETSCAPE			382.71	0.00		
	6005 - WATER UTILITY ADMINISTRATI			31.97	0.00		
	6105 - SANITARY SEWER ADMINISTRAT			31.98	0.00		
	6405 - LIQUOR OPERATIONS			15.96	0.00		
	6705 - LICENSE CENTER OPERATIONS			267.57	0.00		
	7005 - CG BUILDING OPERATIONS			69.96	0.00		
	7010 - CG VEHICLE MAINTENANCE			800.84	0.00		
	7105 - CS GENERAL OFFICE			762.20	0.00		
	7110 - CS INFORMATION TECHNOLOGY			2,211.75	0.00		
	7115 - CS GOVERNMENT BUILDINGS			400.91	0.00		
	8900 - INVESTMENT CONTROL			(916.67)	0.00		
---	TOTALS BY PAYMENT CARD ACCOUNT ---						
	0337			86.75			
	0371			2,708.03			
	0731			769.06			
	1219			2,075.25			
	1568			1,184.32			
	2743			106.88			
	3103			274.49			
	5111			267.57			
	5157			1,470.00			
	6449			15.96			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
---	TOTALS BY PAYMENT CARD ACCOUNT	---					
	6658			138.51			
	6719			477.00			
	6932			300.80			
	8046			20.00			
	8415			2,042.21			
	8424			885.45			
	8631			2,125.44			
	8722			640.00			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Deputy Registrar's Monthly Financial Statements

Background:

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

Analysis:

Year-to-date revenues amount to \$601,488, showing an increase of \$89,794 (17.5%) compared to the previous year. Expenditures have risen by \$16,171 (3.2%). The net gain before transfers for the year is \$80,994, marking a significant increase of \$73,623 (998.8%) compared to last year.

Passport revenue year to date increased \$24,931, (22.4%) and motor vehicle fees have increased \$19,410, (4.9%).

In July 2023, The Deputy Registrar received a payment in the amount of \$46,502.12 for the Transportation Omnibus Bill.

Recommendation:

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

Attachments:

1. DEPS Dec 2023

City of Robbinsdale
License Center
Profit and Loss Statement From Operations
For Period Ending December 31, 2023 - **Unaudited**

	Dec-2023	Dec-2022	Year to Date		% Inc (Dec) from Previous Year
			2023	2022	
Notary Fees		5	80	70	14.3%
Motor Vehicle Fees	34,158	25,991	413,830	394,420	4.9%
Motor Vehicle Fees - Kiosk	46		46	-	
Boat/Snow/ATV/ORV Fees	88	330	3,823	4,758	(19.7%)
Fish & Game Fees	-	3	105	88	19.3%
Passport Fees	11,352	15,831	136,217	111,286	22.4%
Interest Income			-	-	0.0%
State Grants - Other			46,502	-	0.0%
Other Revenue/Transfer In			885	1,072	(17.4%)
Revenues	<u>45,644</u>	<u>42,160</u>	<u>601,488</u>	<u>511,694</u>	<u>17.5%</u>
Operating Expenses:					
Personal Services	35,102	56,121	408,196	405,817	0.6%
Supplies & Repairs	331	-	6,982	4,307	62.1%
Internal Serv Charges	7,274	6,633	87,290	79,596	9.7%
Other Charges & Services	1,022	3,175	12,303	14,848	(17.1%)
Other (Income) Expense	230	(378)	2,808	(245)	0.0%
Total	<u>43,959</u>	<u>65,551</u>	<u>520,494</u>	<u>504,323</u>	<u>3.2%</u>
Operating Income / (Loss)	<u>1,685</u>	<u>(23,391)</u>	<u>80,994</u>	<u>7,371</u>	
Percent to Revenues	4%	-55%	13%	1%	
Transfers Out	50,000	50,000	50,000	50,000	
Net Income After Transfers	<u>(48,315)</u>	<u>(73,391)</u>	<u>30,994</u>	<u>(42,629)</u>	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

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

Analysis:

Year-to-date sales amount to \$4,339,460, reflecting a \$16,365 increase (0.4%) from the previous year. Gross profit from sales stands at \$1,200,438, compared to \$1,178,856 in 2022 (1.8% increase). Our year-to-date gross profit is currently at 28%, meeting our target. However, the net income before transfers for this year totals \$111,006, showing a decrease of 1.7% from the net income of \$112,899 in 2022.

The rent expense associated with the Hy-Vee location, amounting to \$12,075 per month, is accounted for within the depreciation expense because of GASB 87.

Recommendation:

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

Attachments:

1. Liquor Dec 2023

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending December 31, 2023- **Unaudited**

			Year to Date			% Inc (Dec) from Previous Year
	Dec-2023	Dec-2022	2023	2022	Amount Difference	
Sales	416,799	434,767	4,339,460	4,323,095	16,365	0.4%
Less Customer Discounts	4,085	5,725	48,589	51,435	(2,846)	(5.5%)
Net Sales	412,714	429,042	4,290,871	4,271,660	19,211	0.4%
Cost of Sales	292,989	315,915	3,090,433	3,092,804	(2,371)	(0.1%)
Gross Profit	119,725	113,127	1,200,438	1,178,856	21,582	1.8%
Percent to Net Sales	29%	26%	28%	28%		
Operating Expenses:						
Personal Services	54,193	85,537	664,438	603,663	60,775	10.1%
Supplies & Repairs	1,902	2,031	30,950	20,289	10,661	52.5%
Other Charges & Services	23,804	22,199	259,780	242,813	16,967	7.0%
Rent		15,330	0	187,070	(187,070)	(100.0%)
Depreciation	11,178	1,042	134,136	12,504	121,632	972.7%
Other (Income) Expense	168	69	128	(382)	510	(133.5%)
Total	91,245	126,208	1,089,432	1,065,957	23,475	2.2%
Operating Income / (Loss)	28,480	(13,081)	111,006	112,899	(1,893)	(1.7%)
Percent to Net Sales	7%	-3%	3%	3%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,300)	-	(63,600)	-	(63,600)
	(5,300)	-	(63,600)	-	(63,600)
Income/(Loss) Before Transfers	23,180	(13,081)	47,406	112,899	(65,493)
Transfers Out	200,000	200,000	200,000	200,000	
Net Income/(Loss) After Transfers	(176,820)	(213,081)	(152,594)	(87,101)	(65,493)

	Current Month Analysis					
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	180,184	82,557	133,731	9,640	6,602	412,714
Inventory of December 1	311,714	186,385	104,414	11,405	3,668	617,586
Purchases	158,527	62,123	100,607	6,309	6,344	333,910
Inventory of December 31	344,881	194,297	103,389	10,929	5,011	658,507
Cost of Sales	125,360	54,211	101,632	6,785	5,001	292,989
Gross Profit	54,824	28,346	32,099	2,855	1,601	119,725
Gross Profit % to Net Sales	30%	34%	24%	30%	24%	
Product % to Total Sales	44%	20%	32%	2%	2%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending December 31, 2023- **Unaudited**

Sales / Cost of Sales Analysis

			Year to Date		% Inc (Dec) from Previous Year
	Dec-2023	Dec-2022	2023	2022	
Liquor Sales	180,184	162,943	1,789,682	1,739,132	2.9%
Liquor Cost of Sales	125,360	139,855	1,257,267	1,255,275	0.2%
Gross Profit	54,824	23,088	532,415	483,857	10.0%
Percent to Net Sales	30%	14%	30%	28%	
 Wine Sales	82,557	92,323	743,355	776,438	(4.3%)
Wine Cost of Sales	54,211	62,007	497,625	517,518	(3.8%)
Gross Profit	28,346	30,316	245,730	258,920	(5.1%)
Percent to Net Sales	34%	33%	33%	33%	
 Beer Sales	133,731	139,938	1,630,209	1,650,092	(1.2%)
Beer Cost of Sales	101,632	108,338	1,247,432	1,265,754	(1.4%)
Gross Profit	32,099	31,600	382,777	384,338	(0.4%)
Percent to Net Sales	24%	23%	23%	23%	
 Misc Sales	9,640	8,177	101,763	80,337	26.7%
Misc Cost of Sales	6,785	5,715	72,455	54,256	33.5%
Gross Profit	2,855	2,462	29,308	26,081	12.4%
Percent to Net Sales	30%	30%	29%	32%	
 THC Sales	6,602	0	25,862	-	
THC Cost of Sales	5,001	0	15,655	-	
Gross Profit	1,601	0	10,207	-	
Percent to Net Sales	24%		39%		
 Total Sales	412,714	403,381	4,290,871	4,245,999	1.1%
Total Cost of Sales	292,989	315,915	3,090,434	3,092,803	(0.1%)
Gross Profit	119,725	87,466	1,200,437	1,153,196	4.1%
Percent to Net Sales	29%	22%	28%	27%	

Liquor Store Sales - 2022 and 2023

	<u>Jan 22</u>	<u>Jan 23</u>	<u>Feb 22</u>	<u>Feb 23</u>	<u>Mar 22</u>	<u>Mar 23</u>
Liquor	123,900.00	120,997.00	125,645.00	129,535.00	136,615.00	140,562.00
Wine	57,476.00	51,902.00	58,802.00	58,399.00	62,698.00	58,217.00
Beer	103,532.00	105,442.00	108,537.00	111,560.00	121,472.00	119,259.00
THC		-		-		-
Misc	4,854.00	5,147.00	4,878.00	5,664.00	5,265.00	5,807.00
	<u>289,762.00</u>	<u>283,488.00</u>	<u>297,862.00</u>	<u>305,158.00</u>	<u>326,050.00</u>	<u>323,845.00</u>
	<u>Apr 22</u>	<u>Apr 23</u>	<u>May 22</u>	<u>May 23</u>	<u>Jun 22</u>	<u>Jun 23</u>
Liquor	138,057.00	142,789.00	152,041.00	156,806.00	149,756.00	159,354.00
Wine	60,785.00	59,356.00	62,406.00	62,001.00	59,268.00	60,566.00
Beer	127,068.00	126,409.00	154,493.00	157,829.00	159,730.00	161,572.00
THC		-		-		-
Misc	5,885.00	6,733.00	7,309.00	10,038.00	7,960.00	11,036.00
	<u>331,795.00</u>	<u>335,287.00</u>	<u>376,249.00</u>	<u>386,674.00</u>	<u>376,714.00</u>	<u>392,528.00</u>
	<u>Jul 22</u>	<u>Jul 23</u>	<u>Aug 22</u>	<u>Aug 23</u>	<u>Sept 22</u>	<u>Sept 23</u>
Liquor	159,522.00	161,858.00	147,829.00	155,405.00	149,773.00	149,962.00
Wine	63,008.00	60,501.00	59,263.00	59,637.00	61,433.00	60,972.00
Beer	169,025.00	165,483.00	148,586.00	147,970.00	147,546.00	141,762.00
THC		955.00		3,705.00		4,670.00
Misc	8,673.00	11,355.00	7,171.00	10,414.00	7,275.00	10,108.00
	<u>400,228.00</u>	<u>400,152.00</u>	<u>362,849.00</u>	<u>377,131.00</u>	<u>366,027.00</u>	<u>367,474.00</u>
	<u>Oct 22</u>	<u>Oct 23</u>	<u>Nov 22</u>	<u>Nov 23</u>	<u>Dec 22</u>	<u>Dec 23</u>
Liquor	150,618.00	145,378.00	142,433.00	146,852.00	188,604.00	180,184.00
Wine	68,367.00	61,263.00	70,609.00	67,984.00	92,323.00	82,557.00
Beer	138,511.00	132,853.00	131,654.00	126,339.00	139,938.00	133,731.00
THC		4,940.00		4,990.00		6,602.00
Misc	6,647.00	8,031.00	6,243.00	7,790.00	8,177.00	9,640.00
	<u>364,143.00</u>	<u>352,465.00</u>	<u>350,939.00</u>	<u>353,955.00</u>	<u>429,042.00</u>	<u>412,714.00</u>

December 2023

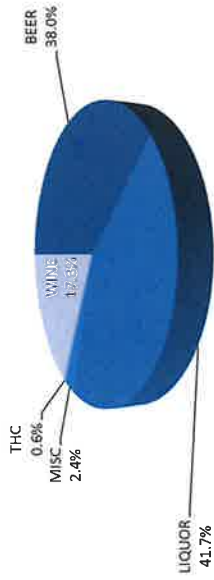
Liquor Store - Net Sales



December 2023	Net Sales per Dept	% Net Sales of Total
BEER	133,731	32.4%
LIQUOR	180,184	43.7%
MISC	9,640	2.3%
THC	6,602	1.6%
WINE	82,557	20.0%
	412,714	

Yearly 2023

Liquor Store - Net Sales



Total 2023	Net Sales per Dept	% Net Sales of Total
BEER	1,630,225	38.0%
LIQUOR	1,789,666	41.7%
MISC	101,763	2.4%
THC	25,862	0.6%
WINE	743,354	17.3%
	4,290,870	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Bond Reimbursement Resolution

Background:

The 2024-2033 Capital Improvement Plan (CIP) and the 2024 Budget included various street construction, utility projects, and various capital equipment that were planned to be financed in part through the issuance of General Obligation Street, Utility Improvement Bonds, and Equipment Certificates.

Analysis:

The CIP document included a source of financing for the projects and equipment to be from bonds. As part of the bond issuance process, it is recommended that the City adopt the attached reimbursement resolution for the improvement project. The resolution sets forth the City's desire to reimburse itself for the listed projects for any 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 for approval at a later date.

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).

Attachments:

1. Bond Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 6th day of February 2024.

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; and

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 purchase of various equipment for the public works department (including a Water Truck, Dump Truck, and Engine Driven Loader Mounted Snow Blower) and equipment for the fire department (including Sanborn Park playground equipment and) (the "Equipment"). The City further proposes to undertake the construction of various street and utility projects (the "2024 Street and Utility Projects").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Equipment from the proceeds of bonds in an estimated maximum principal amount of \$1,461,000. The City reasonably expects to reimburse the expenditures made for certain costs of the 2024 Street and Utility Projects from the proceeds of bonds in an estimated maximum principal amount of \$3,965,000. 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 sixty (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 five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) 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 Equipment and the 2024 Street and Utility Projects 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 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 6TH DAY OF FEBRUARY 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(seal)



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Diaa Tahoun, Finance Director

APPROVED BY: Tim Sandvik, City Manager

DATE: February 6, 2024

RE: Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste

Background:

Attached is quarterly financial information for the General, Water, Sanitary Sewer, Storm Sewer and Solid Waste Funds for the quarter ending December 2023 prepared by the finance department. The report includes a budget and quarterly amount for 2023.

Analysis:

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 seasonal.

Recommendation:

Approve a motion to acknowledge the financial reports for the quarter ended December 2023.

Attachments:

1. 12.31.2023

City of Robbinsdale
General Fund
For Period Ending December 31, 2023
(Unaudited)

	4th Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Revenues					
Taxes	4,013,252	8,289,548	\$ 8,120,254	\$ (169,294)	102.1%
Business Licenses	\$ 60,161	\$ 166,685	114,250	(52,435)	145.9%
Non-Business Licenses & Permits	148,855	362,045	480,274	118,229	75.4%
Intergovernmental & Grants	1,076,130	2,518,837	2,525,119	6,282	99.8%
General Government Fees	71,007	276,375	436,421	160,046	63.3%
Public Safety Fees	4,356	16,155	80,435	64,280	20.1%
Recreation Fees	25,067	120,761	134,684	13,923	89.7%
Fines & Forfeitures	(12,614)	131,729	232,563	100,834	56.6%
Franchise Fees	119,214	414,767	437,950	23,183	94.7%
Interest Income			91,400	91,400	
Miscellaneous Revenue	(1,351)	50,179	6,942	(43,237)	722.8%
Contributions From Other Funds			325,000	325,000	
Total Revenues	\$ 5,504,077	\$ 12,347,081	\$ 12,985,292	\$ 638,211	95.1%
Expenditures					
City Council	\$ (1,143)	\$ 75,479	\$ 128,555	\$ 53,076	58.7%
Legal Services	16,162	57,635	58,714	1,079	98.2%
Administrative Services	113,293	427,953	470,861	42,908	90.9%
Assessing	33,033	151,958	144,209	(7,749)	105.4%
Financial Services	112,303	373,825	453,581	79,756	82.4%
Community Development	134,491	507,631	554,400	46,769	91.6%
Police Services	1,514,973	5,444,332	6,519,887	1,075,555	83.5%
Fire Services	349,285	1,002,684	952,316	(50,368)	105.3%
Recreation & Parks	135,663	575,338	656,358	81,020	87.7%
Engineering Services	193,013	698,910	812,498	113,588	86.0%
Public Works	566,478	2,202,416	2,516,012	313,596	87.5%
Human Services					
Transfer to Other Funds					
Total Expenditures	\$ 3,167,551	\$ 11,518,161	\$ 13,267,391	\$ 1,749,230	86.8%
Revenues Over (Under) Expenditures		\$ 828,920	\$ (282,099)	\$ 1,111,019	

City of Robbinsdale
Water Utility Fund
For Period Ending December 31, 2023
(Unaudited)

	<u>4th Quarter 2023</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Water Utility Operations					
Revenues/Other Cash Inflow					
Water Charges	\$ 1,265,294	\$ 4,351,250	\$ 3,856,233	\$ (495,017)	112.8%
Intergovernmental - Grants	121,500	1,956,282	2,320,450	364,168	84.3%
Interest Income	7,400	16,712	112,000	95,288	14.9%
Bond Proceeds		2,110,000	2,140,000	30,000	98.6%
Other Revenue		4,399	4,500	101	97.8%
Total Revenues	\$ 1,394,194	\$ 8,438,643	\$ 8,433,183	\$ (5,460)	100.1%
Expenses/Other Cash Outflow					
Personal Service	\$ 130,551	\$ 469,070	\$ 359,320	\$ (109,750)	130.5%
Supplies	68,307	412,703	140,230	(272,473)	294.3%
Other Services & Charges	243,834	1,299,583	766,956	(532,627)	169.4%
Depreciation	250,000	1,000,000	1,000,000		100.0%
Capital Improvements	676,980	3,287,503	5,219,241	1,931,738	63.0%
Bond Principal		2,392,650	2,613,300	220,650	91.6%
Bond Interest		360,524	469,463	108,939	76.8%
Fiscal Agent Fees	266	334	925	591	36.1%
Debt Issuance cost	255	66,393	20,000	(46,393)	332.0%
Operating Transfers Out			65,000	65,000	
Total Expenses	\$ 1,370,193	\$ 9,288,760	\$ 10,654,435	\$ 1,365,675	87.2%
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		<u>\$ (850,117)</u>			

City of Robbinsdale
Sanitary Sewer Fund
For Period Ending December 31, 2023
(Unaudited)

	<u>4th Quarter 2023</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Sanitary Sewer Operations					
Revenues/Other Cash Inflow					
Sanitary Sewer Charges	\$ 978,406	\$ 3,123,117	\$ 2,886,321	\$ (236,796)	108.2%
Interest Income	5,898	5,898	22,000	16,102	26.8%
Bond Proceeds		725,000	1,103,000	378,000	65.7%
Other Revenue		4,389	5,000	611	87.8%
Total Revenues	\$ 984,304	\$ 3,858,404	\$ 4,016,321	\$ (236,796)	96.1%
Expenses/Other Cash Outflow					
Personal Service	\$ 29,089	\$ 128,795	\$ 196,501	\$ 67,706	65.5%
Supplies	10,713	37,066	50,669	13,603	73.2%
Other Charges & Services	365,958	1,445,810	1,491,240	45,430	97.0%
Depreciation	62,500	250,000	250,000		100.0%
Capital Improvements	36,040	720,954	1,628,100	907,146	44.3%
Bond Principal Pymts		530,000	530,000		100.0%
Bond Interest		51,638	51,638		100.0%
Fiscal Agent Fees/Other Interest	398	417	630	213	66.2%
Debt Issuance Cost		24,456	8,000	(16,456)	305.7%
Operating Transfers Out			16,000	16,000	
Total Expenses	\$ 504,698	\$ 3,189,136	\$ 4,222,778	\$ 1,033,642	75.5%
		<u>Increase (Decrease)</u>			
Year-to-date Revenue less Expenses		<u>\$ 669,268</u>			

City of Robbinsdale
Storm Sewer Fund
For Period Ending December 31, 2023
(Unaudited)

	<u>4th Quarter 2023</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Storm Sewer Operations					
Revenues/Other Cash Inflow					
Storm Sewer Charges	\$ 664,645	\$ 2,074,292	\$ 1,823,469	\$ (250,823)	113.8%
Interest Income	1,959	4,424	10,500	6,076	42.1%
Bond Proceeds		560,000	1,255,000	695,000	44.6%
Other Revenue/ State Aid	374,729	374,729		(374,729)	
Total Revenues	\$ 1,041,333	\$ 3,013,445	\$ 3,088,969	\$ 75,524	97.6%
Expenses/Other Cash Outflow					
Personal Service	\$ 40,348	\$ 143,065	\$ 183,972	\$ 40,907	77.8%
Supplies	15,297	94,923	127,700	32,777	74.3%
Other Charges & Services	137,944	695,813	462,332	(233,481)	150.5%
Depreciation	100,000	400,000	400,000		100.0%
Capital Improvements	37,104	379,577	1,568,500	1,188,923	24.2%
Bond Principal Pymts		430,000	430,000		100.0%
Bond Interest		95,644	95,644		100.0%
Fiscal Agent Fees	289	356		(356)	
Debt Issuance Cost	66	21,272		(21,272)	
Operating Transfers out			25,000	25,000	
Total Expenses	\$ 331,048	\$ 2,260,650	\$ 3,293,148	\$ 1,032,498	68.6%
Year-to-date Revenue less Expenses					
		<u>\$ 752,795</u>			

City of Robbinsdale
Solid Waste Fund
For Period Ending December 31, 2023
(Unaudited)

	<u>4th Quarter 2023</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Solid Waste Operations					
<u>Revenues/Other Cash Inflow</u>					
Solid Waste Charges	\$ 747,738	\$ 2,233,263	\$ 2,202,246	\$ (31,017)	101.4%
County Grant Revenue	31,844	63,689	35,000	(28,689)	182.0%
Interest Income					
Other Revenue	900	7,030	1,750	(5,280)	401.7%
Total Revenues	\$ 780,482	\$ 2,303,982	\$ 2,238,996	\$ (64,986)	102.9%
<u>Expenses/Other Cash Outflow</u>					
Personal Service		\$	\$	\$	
Supplies	6	24		(24)	
Other Charges & Services	\$ 637,085	1,931,646	1,959,173	27,527	98.6%
Transfer to Other Funds			200,000	200,000	
Total Expenses	\$ 637,091	\$ 1,931,670	\$ 2,159,173	\$ 227,503	89.5%
<u>Increase (Decrease)</u>					
Year-to-date Revenue less Expenses		\$ 372,312			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Investment Report

Background:

Attached is the investment portfolio information for the quarter ending December 31, 2023 prepared by the Finance Department. The report includes quarterly cash position amounts for 2023, as well as a future economic outlook.

Analysis:

This summarized information reflects activity by category that has occurred to date through the quarter.

Recommendation:

Approve a motion to acknowledge the Investment Report for the quarter ended December 2023.

Attachments:

1. Q4 2023

Totals & Averages @ Market

Summary Totals

Original Face	\$44,464,000
Current Face (Par)	\$44,464,000
Market Principal	\$42,335,428
Accrued Interest	\$259,448
Cash & Cash Alternatives	\$3,830,468
Fixed Income Funds	\$0
Equity Balance	\$0
Total Portfolio Value	\$46,425,344
Next 12mo Cpn Cash Flow	\$969,956
Generic Annual Cpn Cash Flow	\$1,025,719

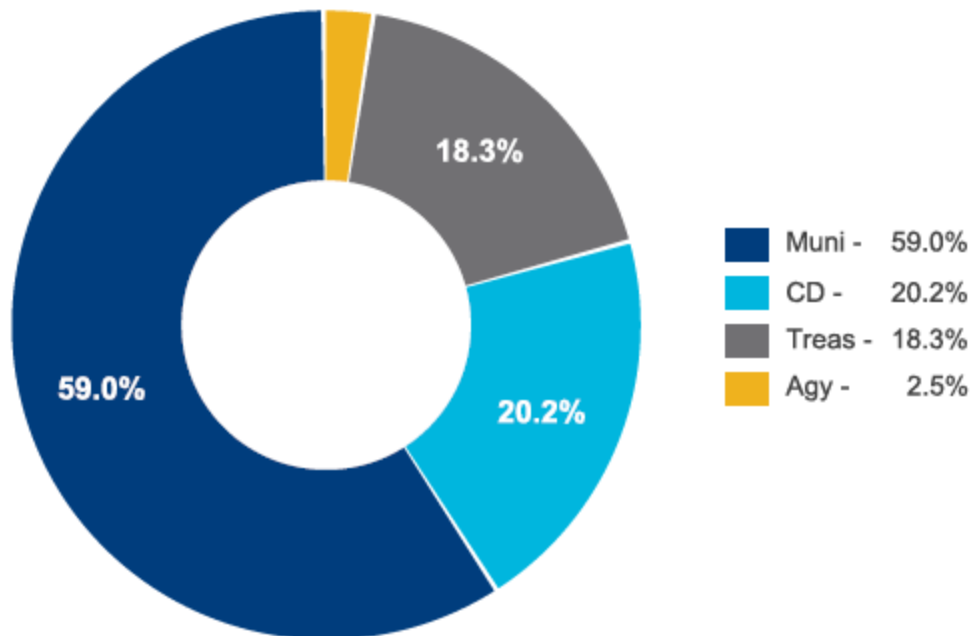
Weighted Averages

Coupon*	2.307%
Maturity**	2.24 yrs
Duration	2.08
Yield to Worst	4.741%
Yield to Maturity	4.754%
Market Price*	95.213
Tax Lots Holdings Included	152 of 153

*Par-Wtd, all else Mkt-Wtd.

**Avg life used for principal paydowns, and perpetual securities are assigned a 40 year maturity.

Asset Class



Economic Outlook

The Labor Department reported last week that employers in the U.S. added 216,000 jobs in December, an increase from 173,000 in November. At the same time, the previously-reported estimated additions for October and November were revised lower by a combined total of 71,000; this left the trailing three-month average at 165,000, the lowest level in almost three years. Industries seeing the most job additions in December were leisure and hospitality, health care, and government. Meanwhile, the unemployment rate held steady at 3.7% in December, while average hourly wages rose at a 4.1% annual rate, up modestly from 4.0% in November.

Business activity in the U.S. manufacturing and services sectors continued to point in different directions in December, though the gap narrowed, according to surveys of executives conducted by the Institute for Supply Management (ISM). The ISM Manufacturing Index recorded 47.4% for the month of December, its 14th consecutive month below the 50% threshold that differentiates expansion of activity from contraction. Conversely, the ISM Services Index registered 50.6% for November, exceeding 50% for the 12th straight month, although this was down from a 52.7% reading in November.

Minutes released last week of the December meeting of the Federal Reserve's policy-setting committee indicated that members viewed the central bank's policy interest rate, the federal funds rate, "as likely at or near its peak." At the meeting, the Fed held the benchmark rate target range at 5.25% to 5.50%. According to the notes, officials determined that maintaining the current stance was supported by data

indicating that inflation had receded in 2023 toward the central bank's 2% target. In addition, almost all participants indicated that a lower target rate range would be appropriate by the end of 2024.

The U.S. Census Bureau reported last week that sales at U.S. retail and food service establishments grew 0.6% in the month compared to the prior month. This exceeded economists' expectations and was the fastest monthly pace in three months. On a year-over-year basis, sales increased 5.6%, an acceleration from 4.0% in November's and the strongest rate of growth in almost a year. Particular areas of strength in December included motor vehicles & parts (+10.3% versus last year), restaurants & bars (+11.3%), and internet retailers (+9.7%).

The National Association of Realtors reported last week that sales of existing homes fell 1.0% in December from the prior month to a seasonally adjusted annual rate of 3.78 million homes. This was down 6.2% from last year and was the lowest monthly tally since 2010. Despite the lower volume, the median sales price rose 4.4% from the prior year, the sixth consecutive monthly gain. For the full year, the number of sales totaled just 4.1 million, the lowest annual rate since 1995, while median prices hit a record high. The stark 2023 trends are attributed to higher mortgage rates suppressing demand at the same time that a limited supply of homes on the market supported prices.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Replacement Water Truck - Project 8116

Background:

Part of the approved 2024 Capital Equipment Budget is the purchase of a replacement Water Truck. This equipment is used for a variety of duties, including watering newly planted trees, flooding hockey rinks, street cleaning operations and providing water for the Vactor truck to flush sewers. The existing vehicle (Unit #125) is an International Model 4300 with 19,054 miles and 4,304 hours.

The proposed vehicle is to be made up two elements - an International cab and chassis from one supplier which will then be fitted out with water tank and fittings from another supplier.

The proposed cab and chassis is a 2025 International Model MV607 with a 300 HP Cummins Diesel Engine which will achieve an estimated 9 mpg. An alternate fuel motive power is not readily available for the purpose identified. The cab and chassis is included in a Sourcewell Contract (#060920-NVS) and is proposed to be purchased from Astleford International Trucks of Minneapolis, Minnesota for \$101,280.00 + licensing.

The fitting out of the vehicle is proposed to be performed under State Contract (#S-863(5)) by Stepp Manufacturing Co of North Branch, Minnesota. The estimated cost of the provision and installation of a 2,000 gallon tank including various fittings and safety equipment is \$143,425.00

The total aggregated price identified in the report is \$244,705.00. The approved budget for this project is \$210,000.00. It is anticipated that the overexpenditure will be reduced by the auction sale of the existing unit. Staff is confident that an auction price of \$30,000.00 could be achieved based on similar equipment in the market.

The anticipated date for delivery of the cab and chassis is not until October - November of 2024. Considering the scheduling for the fitting of the tanker body, it is likely that the finished unit would not be available until late 2024 or into 2025.

Staff recommends the purchase of the two components for the Replacement Water Truck - Project 8116 as outlined in the report.

Analysis:

Not applicable.

Recommendation:

By motion, authorize the City Manager and Finance Director to issue a Purchase Order to

Astleford International Trucks of Minneapolis for the provision of a 2025 International Model MV607 cab and chassis in accordance with the received quotation for a total of \$101,280.00 + licensing. Licensing shall be obtained through the Robbinsdale Deputy Registrar.

Further, the City Manager and Finance Director be authorized to issue a Purchase Order to Stepp Manufacturing Co of North Branch, Minnesota for the provision and installation of a 2,000 gallon tanker body together with the installation of fittings and lights in accordance with the received quotation for a total of \$143,425.00.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Appointment of Human Rights Commissioner

Background:

The Human Rights Commission (HRC) monitors and advises the City Council on Human Rights issues and consists of 11 Commissioners, all appointed at-large. The City has received an application from Courtney Kirkeeng who is seeking appointment to the HRC.

Analysis:

Attached is the application from Courtney Kirkeeng. The HRC has reviewed the application and recommends the appointments of Courtney Kirkeeng to serve on the HRC.

Recommendation:

Motion to appoint Courtney Kirkeeng to the Human Rights Commission for a term to commence February 7, 2024.

Attachments:

1. Courtney Kirkeeng HRC Application

APPLICATION FOR APPOINTMENT
TO ROBBINSDALE CITY COMMISSION

NAME: Courtnev Kirkeeng ADDRESS: [REDACTED]

PHONE: (Home) [REDACTED] (Work) [REDACTED]

EMAIL: [REDACTED]

RESIDENT OF ROBBINSDALE SINCE (Year) 2021 WARD: 3

OCCUPATION: Program Manager EMPLOYER: Founders First Capital P

COMMISSION YOU ARE SEEKING: Open for discussion

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

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

AAS in Business

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

Founder of GSA at Mayo High School in Rochester, MN
Volunteer for Bear Creek Services in Rochester, MN. Coordinating
Volunteer for The Boys & Girls Club in St. Cloud as a member adv
Member of Diversity & Inclusion Committee at previous employers -
Avid community member that supports local events, fundraisers, org

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

In my field of work at Founders First. Our mission is to solve racial
and social economic equity gaps that prevent businesses led by
diverse founders from growing profits, premium wage jobs and
wealth creation in their communities.

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

October 2016

**Supplemental Questions for those applying for Human Rights Commissioner
Appointments Use additional sheets to respond to these questions.**

1) Share an experience in which your willingness to lead or offer in opinion helped your workplace or classroom.

2) In your experience what is the key to developing a productive team? Honesty, communication and trust.

3) What is your ability and willingness to coordinate a special topic/ one or more events related to human rights? In my personal life and career, I have obtained the skills and experience to coordinate a variety of events and activities. In my role for the HRC, I would be excited to have the opportunity to coordinate a special event related to human rights.

4) What projects or activities would you propose for the HRC in the next 12 months? I would propose networking events, seminars and fundraisers to partner with local businesses in discussing human rights goals in the community and action to reach our goals.

5) What do you think are most important issues in Robbinsdale and why? Supporting growth in the community for local businesses and organizations that is inclusive and gives business owners from all backgrounds the same opportunities to succeed.

6) Give an example of a time you have witnessed or been part of discrimination.

Summarize your feelings, thoughts, or actions. An example of a time that I have been part of a discrimination was during one of my commutes home on the bus - I was verbally harassed by another person because I was a woman. I kept to myself and didn't engage because I wasn't sure how far they would go and thought about the worst possible outcomes. Luckily a bystander noticed what was happening and stepped in. I was happy that I was supported by another person in addressing this uncomfortable situation.

7) How in your life have you been advocating for Human Rights? Through volunteer work outside of my fulltime job, creating and being a part of committees that focus on human rights in my previous schooling and work. Also through community events which help provide a better understanding of the work that needs to be done in advocating for Human Rights.

8) What bothers you the most? What keeps you up at night? What drives you? I am an empath, so I look out for other people and have a true passion for understanding all walks of life and advocating for people that are underlooked.

9) What drove you to apply for the Commission? What can you do to move the needle? Since I moved to Robbinsdale two years ago, I have fallen in love with the city and community. With my background, skills, drive and passion, I truly believe I would be an asset to the commission in creating and maintaining a community that puts Human Rights at the forefront.

10) Provide an example of a time when you successfully organized a diverse group of people to accomplish a task to address or support Human Rights. During my time on the Diversity & Inclusion Committee at a previous employer, I organized and facilitated a presentation supporting Human Rights at a convention.



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: February 6, 2024

RE: Accept Additional Water Efficiency Grant Funds from the Metropolitan Council

Background:

The City has been participating in a grant program through the Metropolitan Council to offer residents rebates for selected water and/or energy efficient appliances. The City has participated in two rounds of these grants since the start of 2020. The current grant cycle concludes on June 30th, 2024.

At its meeting on May 17th, 2022, City Council accepted \$6,080 in grant funds for the current Water Efficiency program. This grant funding required a 20% match by the City (\$1,216.00). The current program has been very successful with a total of 39 appliances having received rebates, saving a total of 148,000 gallons per year of water. In the third and fourth quarters of 2023 alone, a total of 33 applications were successful in obtaining rebates.

With the remaining existing grant monies, another 32 applications (approximately) can be accommodated. Staff reached out to the Grant Administrator to ascertain whether additional funds would be available through to the end of the program (end June 2024) and have been advised that there are. Staff calculated that an additional \$1,440 of grant funds would better address the recent increase in popularity of the rebate and maximize the opportunity for residents to take advantage during this grant round. This would allow an additional 18 applications. The Grant Administrator agreed with the increase provided the City maintained its 20% match (which equates to an additional \$360 of City funds) and has provided a revision to the initial agreement to formalize the alteration.

Staff believe this is a very worthwhile program and maximizing the opportunity for the community to participate demonstrates a commitment to working toward lessening our impact on the environment. Staff support the proposed revision.

Analysis:

Not applicable.

Recommendation:

By motion, authorize the City Manager to sign the Revision to the Water Efficiency Grant with the Metropolitan Council that provides an additional \$1,440 in grant funding running through June 30th, 2024.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Matt Bazyk, Recreation Services Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: February 6, 2024

RE: Human Services and Public Health Department Provider Agreement:
Local Food Purchase Agreement (LFPA) Grant

Background:

Robbinsdale Recreation Department is working in partnership with Hennepin County and the cities of Crystal and Brooklyn Center to increase access to fresh fruits and vegetables for those living in low-income and Section 8 housing. The Local Food Purchase Assistance (LFPA) program will allow us to purchase food from our local BIPOC farmers and deliver this food to our local residents.

Analysis:

Matthew Bazyk, Recreation Services Manager, and Will Cardenas, Community Engagement Coordinator, have met with local apartment buildings to gauge interest in the LFPA program. Both residents and management have been in full support of receiving fresh produce from the City. The Hennepin County grant, totaling no more than \$25,015.00, will allow us to support our BIPOC farmers and our residents with weekly food deliveries between the months of May and September 2024.

A copy of the full contract is available upon request.

Recommendation:

Motion to have Mayor, William A. Blonigan and City Manager, Tim Sandvik sign the contract from Hennepin County accepting the LFPA grant dollars.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Matt Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Appointment of Senior Commissioner

Background:

The Senior Commission has an opening and would like to appoint Carl Monson.

Analysis:

Carl attended our December meeting and the members in attendance were excited to welcome him as an addition to the Commission. I have attached a letter of interest that Carl sent. I will obtain a formal application to keep on file.

Recommendation:

Appoint Carl Monson as a new Senior Commission Member.

Attachments:

1. Carl Monson-Info Redacted

Dear Matt,

Per your request I am expressing my interest in joining the Robbinsdale Senior Commission.

I'm 72 years old.

During my career I was a nursing home administrator for about twenty years. When I became an empty nester and the stress levels of 24/7 healthcare began to be too much for me, I searched out a way to reduce that stress and continue to serve people.

I worked as a Metro Mobility driver for twenty five years, only recently retiring. In retirement I now volunteer with Meals on Wheels.

Last year I moved to [REDACTED] here in Robbinsdale. I was asked if I would consider representing [REDACTED] and serve on this commission and I said I could and would. I look forward to hearing from you. Thank you considering me.

Carl Monson [REDACTED]



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: February 6, 2024

RE: Appointment of Election Judges for the 2024 Presidential Nomination
Primary Election

Background:

Minnesota Statutes 204B.21, subd. 2, states that election judges for precincts in a municipality shall be appointed at least 25 days before the election of the governing body of the municipality.

The attached resolution indicates the names of the applicants for appointment by the City Council. In addition, the same statute allows the City Council, by resolution, to authorize the City Clerk to appoint and train election judges, if needed, within the 25 days prior to the election. Staff will continue to accept applications in the event additional election judges are needed.

Minnesota Statute 204B.20 requires the City Council to appoint a head judge in each precinct. Staff proposes appointing Jill Walker-Markie (Ward 1), Mark Masica (Ward 2), Dee Lunzer (Ward 3), and Rebecca Hippert (Ward 4), as head judges in the attached resolution.

Analysis:

In order to serve as an election judge, individuals must be appointed by the City Council and successfully complete training. An election judge must also be eligible to vote in the State of Minnesota, and be able to read, write, and speak English.

Recommendation:

Motion to adopt "A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRESIDENTIAL NOMINATION PRIMARY ELECTION, MARCH 5, 2024.

Attachments:

1. Election Judges Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 6th day of February, 2024.

RESOLUTION NO.

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRESIDENTIAL
NOMINATION PRIMARY ELECTION MARCH 5, 2024**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE,
MINNESOTA, THAT:**

1. The persons herein named are appointed judges for the Presidential Nomination Primary Election March 5, 2024, in the City of Robbinsdale, County of Hennepin, State of Minnesota. The judges appointed are as follows:

Ann Beckman	David Mathias	Gary Becklund
Cordelia Frykman	John Davitt	Gary Remus
Jaime Donovan	Kenn Patterson	Jill Walker Markie *
Jillian Vanhees	Lisa Hathaway-Westling	Marie Richardson
Andrea Dvorak	Mark Masica *	Mary Donovan
Angela Hammill	Michael Meehan	Nancy Hanson
David Tennesen	Peter Peterson	Paula Gibbons
Elizabeth Binder	Philip Flatten	Teresa Blonigan
Veronica Bartsch	Sheryl Mertz	Amy Dohlman
Keith Scott	Tina Weitzel	Dee Lunzer *
Joan Tait	Mike Brown	Erin Hart
Sttaci Goodman	Susan Malbon	Gary Gallina
Adam Krueger	Becky Hippert *	Michael Hlebaen
Beth Kramer	Brenda Remus	Paula Schaefer
Colleen Patterson	Brittnie Homstad	Sadie Pendaz-Foster
Kim Workman	Hillary Drake	Joel Flygare
Keighley Bailey	Kelli Doroski	Carmella Elizondo-Hudak
Molly Beahen	Robert Papousek	

2. Polls shall be open from 7:00 am until 8:00 pm and the election judges shall work from 6:00 am until votes are counted or unless otherwise indicated.
3. Election judges with * next to their name denotes a head judge designation.
4. The city Council authorizes the City Clerk to appoint additional election judges within 25 days before the Presidential Nomination Primary Election if the City Clerk determines that additional election judges will be required. Election judges appointed within 25 days of the Presidential Nomination Primary must also complete the required training.

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 6th DAY OF FEBRUARY, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
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.

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 2/6/2024.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ADAMS HEATING & COOLING	Mechanical Contractor	\$50.00
ARCHER PLUMBING LLC	Plumbing Contractor	\$50.00
A-Z UNDERGROUND aka GRANT ACQUISITION	Sewer / Water Contractor	\$50.00
A-Z UNDERGROUND aka GRANT ACQUISITION	Excavation Contractor	\$50.00
BROTHERS UNDERGROUND	Sewer / Water Contractor	\$50.00
BROTHERS UNDERGROUND	Excavation Contractor	\$50.00
CHAMPION PLUMBING	Plumbing Contractor	\$50.00
COMFORT MATTERS HEATING & COOLING	Mechanical Contractor	\$50.00
COMFORT MATTERS HEATING & COOLING	Plumbing Contractor	\$50.00
DEN-MARK PLUMBING INC	Plumbing Contractor	\$50.00
FIRST CLASS PLUMBING & HEATING LLC	Mechanical Contractor	\$50.00
METX COMPANIES	Sewer / Water Contractor	\$50.00
METX COMPANIES	General Contractor	\$50.00
METX COMPANIES	Excavation Contractor	\$50.00
PERFECTION HEATING & A/C INC	Mechanical Contractor	\$50.00
PREVENTIVE MECHANICAL SERVICE	Mechanical Contractor	\$50.00
ROSS PLUMBING INC	Plumbing Contractor	\$50.00
SITWORX EXCAVATING LLC	Sewer / Water Contractor	\$50.00
SITWORX EXCAVATING LLC	Excavation Contractor	\$50.00
SOUTH-TOWN REFRIGERATION & MECHANICAL	Mechanical Contractor	\$50.00
VALLEY-RICH COMPANY INC	Sewer / Water Contractor	\$50.00

Number of Licenses Requesting Council Approval:

21

BUSINESS LICENSES FOR COUNCIL APPROVAL

01/16/2024

License Type	Applicant	License Fee
Tree/Lawn Fertilizer	NORTHEAST TREE INC	50.00
Tree/Lawn Fertilizer	RAINBOW TREECARE	50.00
Tree/Lawn Fertilizer	MIDWEST TREE EXPERTS MN INC	50.00
Tree/Lawn Fertilizer	KOTA TREE	50.00

BUSINESS LICENSES FOR COUNCIL APPROVAL

02/06/2024

License Type	Applicant	License Fee
Animals - Domestic	CHRIS CONNAKER	25.00
Animals - Domestic	Cormac Murphy	50.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Approval of Credit Card Charges and Payment – January 2024

Background:

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.

Analysis:

The attached listings are the credit card payments made in the month of January 2024 representing charges for the period December 11, 2023 through January 10, 2024, for expenses for City operations.

Recommendation:

By motion approve the January 2024 payment for City credit card charges.

Attachments:

1. Jan 2024 CC

Inv Num	Vendor Description Inv Ref# GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12312023 117236	AXON SUIT FOR TAZER TRAINING 1000-1205-6234.00000	12/12/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	939.50 939.50	0.00	Paid	Y 12/12/2023
01012024 117237	NBPA MEMBERSHIP 1000-1200-6514.00000	01/01/2024 Bjohnson18 DUES & MEMBERSHIPS	01/24/2024	100.00 100.00	0.00	Paid	Y 01/01/2024
01022024 117238	MEMA MEMBERSHIP 1000-1200-6514.00000	01/02/2024 Bjohnson18 DUES & MEMBERSHIPS	01/24/2024	50.00 50.00	0.00	Paid	Y 01/02/2024
01082024 117239	MN POST LICENSING NEW OFFICER 1000-1205-6714.00000	01/08/2024 Bjohnson18 MEDICAL FEES	01/24/2024	91.94 91.94	0.00	Paid	Y 01/08/2024
12182023 117240	HOME DEPOT PLYWOOD 1000-1390-6214.00000	12/18/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	36.65 36.65	0.00	Paid	Y 12/18/2023
12232023 117241	HARBOR FREIGHT BOLT CUTTERS / TOOL BAGS 1000-1260-6234.00000	12/23/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	89.88 89.88	0.00	Paid	Y 12/23/2023
12312023 117242	HARBOR FREIGHT HOLE SAW 1000-1565-6234.00000	12/31/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	8.99 8.99	0.00	Paid	Y 12/31/2023
12262023 117243	TWIN CITY HARDWARE ENTRY DOOR @ LEE PARK 1000-1567-6234.00000	12/26/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	4,200.00 4,200.00	0.00	Paid	Y 12/26/2023
12212023 117244	MENARDS WALL SCANNER 7100-7115-6214.00000	12/21/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	31.34 31.34	0.00	Paid	Y 12/21/2023

Inv Num	Vendor Description Inv Ref# GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12262023 117245	MENARDS TAPE / ELBOW 6000-6020-6214.00000	12/26/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	36.45 36.45	0.00	Paid	Y 12/26/2023
12262023 117246	HOME DEPOT WALL BASE / ADHESIVE 1000-1565-6214.00000	12/26/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	206.63 206.63	0.00	Paid	Y 12/26/2023
12262023 117247	HOME DEPOT CORDLESS DRILL / BATTERY / ADHESIV 1000-1569-6234.00000	12/26/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	275.93 275.93	0.00	Paid	Y 12/26/2023
01042024 117248	ACTIVE 911 ACTIVE 911 SUBSCRIPTION 1000-1260-6332.00000	01/04/2024 Bjohnson18 MAINTENANCE CONTRACTS	01/24/2024	1.97 1.97	0.00	Paid	Y 01/04/2024
12122023 117249	AMAZON ANTIMICROBIAL FOAM 1000-1260-6234.00000	12/12/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	35.97 35.97	0.00	Paid	Y 12/12/2023
01032024 117250	HY-VEE INC CLEANING SUPPLIES 6400-6405-6214.00000	01/03/2024 Bjohnson18 OPERATING SUPPLIES	01/24/2024	11.37 11.37	0.00	Paid	Y 01/03/2024
12132023 117251	DULUTH TRADING SOCKS 6000-6005-6216.00000	12/13/2023 Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	01/24/2024	10.77 10.77	0.00	Paid	Y 12/13/2023
12132023 117253	DULUTH TRADING SOCKS 6100-6105-6216.00000	12/13/2023 Bjohnson18 CLOTHING & PERSONAL EQUIPMENT	01/24/2024	10.77 10.77	0.00	Paid	Y 12/13/2023
12272023 117254	AMAZON WADERS 6200-6210-6234.00000	12/27/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	99.99 99.99	0.00	Paid	Y 12/27/2023

Inv Num	Vendor Description Inv Ref# GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnliized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12232023 117256	AMAZON CLAMPMETER 6100-6110-6234.00000	12/23/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	380.00 380.00	0.00	Paid	Y 12/23/2023
12232023 117260	AMAZON BATTERY 6000-6010-6234.00000	12/23/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	01/24/2024	38.59 38.59	0.00	Paid	Y 12/23/2023
03082023 117261	HOME SUITES CREDIT FOR HOTEL PURCHASE IN 2023 6100-6105-6512.00000	12/31/2023 Bjohnson18 CONFERENCE & SCHOOLS	01/24/2024	(0.23) (0.23)	0.00	Paid	Y 12/31/2023
12222023 117262	WE CARD WE CARD CALENDAR 6400-6405-6214.00000	12/22/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	54.92 54.92	0.00	Paid	Y 12/22/2023
12212023 117263	MN DEPT OF PUBLIC SAFETY AGED 2024 BUYERS CARD RENEWAL FEE FOR A 6400-6405-6718.00000 6400-6405-6718.00000	12/21/2023 Bjohnson18 LICENSES TAXES & FEES LICENSES TAXES & FEES	01/24/2024	20.43 20.00 0.43	0.00	Paid	Y 12/21/2023
12202023 117264	AMAZON IT DEPT SUPPLIES - HEAD PHONES 7100-7115-6214.00000	12/20/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	17.19 17.19	0.00	Paid	Y 12/20/2023
12202023 117267	AMAZON STEPHAN CELL PHON CASE - FORESTRY 1000-1370-6214.00000	12/20/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	17.95 17.95	0.00	Paid	Y 12/20/2023
12212023 117268	AMAZON CITY HALL SUPPLIES - CORRECTION WH 7100-7105-6214.00000	12/21/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	7.02 7.02	0.00	Paid	Y 12/21/2023
12222023 117269	AMAZON FINANCE DEPT - SUPPLIES	12/22/2023 Bjohnson18	01/24/2024	19.11	0.00	Paid	Y 12/22/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12272023 117270	1000-1050-6214.00000 AMAZON ORGANICS/COMPOST BAGS 7100-7105-6214.00000	OPERATING SUPPLIES 12/22/2023 Bjohnson18 OPERATING SUPPLIES	19.11 01/24/2024	63.99	0.00	Paid	Y 12/22/2023
12272023 117271	AMAZON SUPPLIES - PARK & REC 1000-1300-6214.00000	12/27/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	35.86	0.00	Paid	Y 12/27/2023
12272023 117272	AMAZON UTILITIES DEPT SUPPLIES - BATTERIE 6200-6205-6214.00000	12/27/2023 Bjohnson18 OPERATING SUPPLIES	01/24/2024	16.49	0.00	Paid	Y 12/27/2023
01012024 117273	CRYSTAL CAR WASH FIRE DEPT CAR WASHES 7000-7010-6336.00000	01/01/2024 Bjohnson18 OTHER CONTRACTS	01/24/2024	70.00	0.00	Paid	Y 01/01/2024
01012024 117274	CRYSTAL CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	01/01/2024 Bjohnson18 OTHER CONTRACTS	01/24/2024	440.00	0.00	Paid	Y 01/01/2024
01022024 117275	AMAZON CITY HALL SUPPLIES - DATE STAMPER 7100-7105-6214.00000	01/02/2024 Bjohnson18 OPERATING SUPPLIES	01/04/2024	24.90	0.00	Paid	Y 01/02/2024
01012024 117276	HOLIDAY CAR WASH POLICE DEPT CAR WASHES 7000-7010-6336.00000	01/01/2024 Bjohnson18 OTHER CONTRACTS	01/24/2024	38.50	0.00	Paid	Y 01/01/2024
01032024 117277	AMAZON CITY HALL SUPPLIES - DATE STAMPER 7100-7105-6214.00000	01/03/2024 Bjohnson18 OPERATING SUPPLIES	01/24/2024	24.98	0.00	Paid	Y 01/03/2024
12302023 117278	AMAZON LED LIGHTS	12/30/2023 Bjohnson18	01/24/2024	15.99	0.00	Paid	Y 12/30/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	JrnLized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
01022024	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		15.99			
117279	AMAZON	01/02/2024	01/24/2024	11.05	0.00	Paid	Y
	LED BULBS	Bjohnson18					01/02/2024
7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			11.05			
12312023	AMAZON	12/31/2023	01/24/2024	37.99	0.00	Paid	Y
117280	RECHARGABLE LIGHT	Bjohnson18					12/31/2023
7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES			37.99			
12152023	AMAZON	12/15/2023	01/24/2024	32.07	0.00	Paid	Y
117281	DMV SUPPLIES	Bjohnson18					12/15/2023
6700-6705-6214.00000	OPERATING SUPPLIES			32.07			
12162023	AMAZON	12/16/2023	01/24/2024	25.92	0.00	Paid	Y
117282	DMV SUPPLIES	Bjohnson18					12/16/2023
6700-6705-6214.00000	OPERATING SUPPLIES			25.92			
12182023	UPS	12/18/2023	01/24/2024	9.00	0.00	Paid	Y
117283	SHIPPING	Bjohnson18					12/18/2023
6700-6705-6378.00000	POSTAGE & SHIPPING			9.00			
12192023	AMAZON	12/19/2023	01/24/2024	37.80	0.00	Paid	Y
117284	SUPPLIES - DMV	Bjohnson18					12/19/2023
6700-6705-6214.00000	OPERATING SUPPLIES			37.80			
01082024	AMAZON	01/08/2024	01/24/2024	259.99	0.00	Paid	Y
117285	SUPPLIES - DMV (SCANNER)	Bjohnson18					01/08/2024
6700-6705-6214.00000	OPERATING SUPPLIES			259.99			
01082024	UPS	01/08/2024	01/24/2024	9.00	0.00	Paid	Y
117286	SHIPPING	Bjohnson18					01/08/2024
6700-6705-6378.00000	POSTAGE & SHIPPING			9.00			
12272023	MNSCU	12/27/2023	01/24/2024	450.00	0.00	Paid	Y
117287	FIRE INST 1 - HEDLUND 2024 CLASS	Bjohnson18					01/01/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12312023 117288	1000-1260-6512.00000 AMAZON SIRE INST 1 - TEXTBOOK (X2) 1000-1260-6512.00000	CONFERENCE & SCHOOLS 12/31/2023 Bjohnson18 CONFERENCE & SCHOOLS	01/24/2024	450.00 164.36 164.36	0.00	Paid	Y 12/31/2023
12312023 117289	MNSCU FIRE INSP 1 - GOBERNATZ/LOGAN 1000-1260-6512.00000	01/04/2024 Bjohnson18 CONFERENCE & SCHOOLS	01/24/2024	1,100.00 1,100.00	0.00	Paid	Y 01/04/2024
01092024 117290	AMAZON FIRE INST 1 - TEXTBOOK 1000-1260-6512.00000	01/09/2024 Bjohnson18 CONFERENCE & SCHOOLS	01/24/2024	70.73 70.73	0.00	Paid	Y 01/09/2024
12112023 117291	BLUELINE INC BWC EQUIPMENT 1000-1200-6512.00000	12/11/2023 Bjohnson18 CONFERENCE & SCHOOLS	01/24/2024	499.99 499.99	0.00	Paid	Y 12/11/2023
12282023 117292	SOCIETY FOR HR BROOKES MEMBERSHIP SHRM 1000-1030-6514.00000	12/28/2023 Bjohnson18 DUES & MEMBERSHIPS	01/24/2024	244.00 244.00	0.00	Paid	Y 01/01/2024
12192023 117293	AMERICAN RED CROSS FIRST AID TRAINING 7100-7105-6336.00000	12/19/2023 Bjohnson18 OTHER CONTRACTS	01/24/2024	108.00 108.00	0.00	Paid	Y 12/19/2023
12202023 117294	SOCIETY OF AMERICAN FORESTERS 2024 MEMBERSHIP RENEWAL PAPIZ 1000-1370-6514.00000	12/20/2023 Bjohnson18 DUES & MEMBERSHIPS	01/24/2024	136.00 136.00	0.00	Paid	Y 01/01/2024
01092024 117295	WHEN TO WORK WHEN TO WORK RENEWAL 1000-1330-6214.00000	01/09/2024 Bjohnson18 OPERATING SUPPLIES	01/24/2024	475.00 475.00	0.00	Paid	Y 01/09/2024
12142023 117296	FRANKIES FOOD FOR MEETING	12/14/2023 Bjohnson18	01/24/2024	93.83	0.00	Paid	Y 12/14/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12212023	1000-1205-6510.00000	MEETING / TRAVEL EXPENSE		93.83			
117297	ANCOM	12/21/2023	01/24/2024	917.25	0.00	Paid	Y
	RADIO PARTS	Bjohnson18					12/21/2023
	1000-1205-6234.00000	EQUIPMENT PARTS & SUPPLIES		917.25			
01042024	MNAPOA	01/04/2024	01/24/2024	40.00	0.00	Paid	Y
117298	ASIAN OFFICE ASSOCIATION	Bjohnson18					01/04/2024
	1000-1200-6514.00000	DUES & MEMBERSHIPS		40.00			
01042024	NBPAMN	01/04/2024	01/24/2024	100.00	0.00	Paid	Y
117299	BLACK PEACE OFFICER ASSOCIATION	Bjohnson18					01/04/2024
	1000-1200-6514.00000	DUES & MEMBERSHIPS		100.00			
01042024	MEMA	01/04/2024	01/24/2024	50.00	0.00	Paid	Y
117300	EMERGENCY MANAGEMENT	Bjohnson18					01/04/2024
	1000-1200-6514.00000	DUES & MEMBERSHIPS		50.00			
01082024	STREITCHERS	01/08/2024	01/24/2024	65.07	0.00	Paid	Y
117301	EQUIPMENT	Bjohnson18					01/08/2024
	1000-1205-6214.00000	OPERATING SUPPLIES		65.07			
01082024	MNCPA	01/08/2024	01/25/2024	50.00	0.00	Paid	Y
117302	MEMBERSHIP MNCPA	Bjohnson18					01/08/2024
	1000-1220-6514.00000	DUES & MEMBERSHIPS		50.00			
01092024	STREITCHERS	01/09/2024	01/24/2024	(5.11)	0.00	Paid	Y
117303	SALES TAX CREDIT	Bjohnson18					01/09/2024
	1000-1205-6214.00000	OPERATING SUPPLIES		(5.11)			
01082024	NORTHERN STAR SCOUTING	01/08/2024	01/24/2024	50.00	0.00	Paid	Y
117304	EXPLORERS	Bjohnson18					01/08/2024
	1000-1200-6514.00000	DUES & MEMBERSHIPS		50.00			
12292023	THE FIRE STORE	12/29/2023	01/24/2024	1,059.55	0.00	Paid	Y
117305	HELMETS	Bjohnson18					12/29/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
12282023 117306	1000-1260-6216.00000 CONWAY SHIELDS HELMET SHIELD 1000-1260-6216.00000	12/28/2023 Bjohnson18	01/24/2024	68.90	0.00	Paid	Y 12/28/2023
12132023 117307	1000-1260-6216.00000 MENARDS FABRIC DURAWEB GEO TEXT TILE 6200-6210-6268.00000	12/13/2023 Bjohnson18	01/24/2024	204.97	0.00	Paid	Y 12/13/2023
12142023 117308	1000-1260-6216.00000 MENARDS 4' ELBOW 6200-6210-6268.00000	12/14/2023 Bjohnson18	01/24/2024	86.68	0.00	Paid	Y 12/14/2023
01032024 117309	1000-1260-6216.00000 HOME DEPOT 12" DOUBLE BEVEL SAW 7000-7005-6235.00000	01/03/2024 Bjohnson18	01/24/2024	649.00	0.00	Paid	Y 01/03/2024
01042024 117310	1000-1260-6216.00000 WARNER STELLIAN REFRIGERATOR POLICE DEPT 7100-7115-6234.00000	01/04/2024 Bjohnson18	01/24/2024	1,499.99	0.00	Paid	Y 01/04/2024
12312023 117311	1000-1260-6216.00000 AMAZON DEWALT GUARD FOR SAW 7000-7005-6234.00000	12/31/2023 Bjohnson18	01/24/2024	37.94	0.00	Paid	Y 12/31/2023
12162023 117312	1000-1260-6216.00000 NORTHERN TOOL TOPSIDER TRUCK BOX (ADD-ON TO VEHI 7000-0000-1765.00000	12/16/2023 Bjohnson18	01/24/2024	966.04	0.00	Paid	Y 12/16/2023
12112023 117313	1000-1260-6216.00000 FLEET FARM FD DECORATIONS FOR CHILDRENS 1000-1260-6214.00000	12/11/2023 Bjohnson18	01/24/2024	110.90	0.00	Paid	Y 12/11/2023
12132023 117314	1000-1260-6216.00000 FLEET FARM CHRISTMAS PARTY	12/13/2023 Bjohnson18	01/24/2024	217.25	0.00	Paid	Y 12/13/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnliized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12222023	1000-1260-6214.00000	OPERATING SUPPLIES		217.25			
117315	CABELAS	12/22/2023	01/24/2024	79.99	0.00	Paid	Y
	WINTER BOOTS	Bjohnson18					12/22/2023
	6000-6005-6216.00000	CLOTHING & PERSONAL EQUIPMENT		79.99			
12222023	CABELAS	12/22/2023	01/24/2024	80.00	0.00	Paid	Y
117316	WINTER BOOTS	Bjohnson18					12/22/2023
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		80.00			
12302023	CABELAS	12/30/2023	01/24/2024	63.49	0.00	Paid	Y
117317	BOOTS & SOCKS	Bjohnson18					12/30/2023
	6100-6105-6216.00000	CLOTHING & PERSONAL EQUIPMENT		63.49			
12302023	CABELAS	12/30/2023	01/24/2024	63.49	0.00	Paid	Y
117318	BOOTS & SOCKS	Bjohnson18					12/30/2023
	6000-6005-6216.00000	CLOTHING & PERSONAL EQUIPMENT		63.49			
12302023	ESO	12/30/2023	01/24/2024	3,297.00	0.00	Paid	Y
117319	ESO CONFERENCE POWELL, OPHEIM, ROB Bjohnson18						01/01/2024
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		3,297.00			
12212023	AMAZON	12/21/2023	01/24/2024	97.91	0.00	Paid	Y
117320	WTP SUPPLIES	Bjohnson18					12/21/2023
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		97.91			
01032024	AMAZON	01/03/2024	01/24/2024	54.97	0.00	Paid	Y
117321	POWER INVERTERS FOR VEHICLES	Bjohnson18					01/03/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		54.97			
12272023	AMAZON	12/27/2023	01/24/2024	37.05	0.00	Paid	Y
117322	QUICK CARE FORM	Bjohnson18					12/27/2023
	1000-1260-6214.00000	OPERATING SUPPLIES		37.05			
12192023	TWIN CTIES HARDWARE	12/19/2023	01/24/2024	1,272.60	0.00	Paid	Y
117323	DOOR @ LEE PARK	Bjohnson18					12/19/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	JrnLized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
12132023	1000-1567-6234.00000	EQUIPMENT PARTS & SUPPLIES		1,272.60			
117324	AMAZON	12/13/2023	01/24/2024	103.98	0.00	Paid	Y
	WEATHERGUARD 5 GAL BUCKETHOLDER	Bjohnson18					12/13/2023
	1000-1567-6234.00000	EQUIPMENT PARTS & SUPPLIES		103.98			
12202023	MN PARK SPORTS TURF MANAGERS ASSN	12/20/2023	01/24/2024	75.00	0.00	Paid	Y
117325	2024 DUES WELLE	Bjohnson18					01/01/2024
	1000-1500-6514.00000	DUES & MEMBERSHIPS		75.00			
12142023	ANTHEM SPORTS	12/14/2023	01/24/2024	2,772.27	0.00	Paid	Y
117326	BASES/FENCE GUARD PROTECTORS	Bjohnson18					12/14/2023
	1000-1571-6234.00000	EQUIPMENT PARTS & SUPPLIES		2,772.27			
12182023	AMAZON	12/18/2023	01/24/2024	89.48	0.00	Paid	Y
117327	ADVANCED BIT MOUNT	Bjohnson18					12/18/2023
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		89.48			
12132023	HOME DEPOT	12/13/2023	01/24/2024	82.57	0.00	Paid	Y
117328	BULBS	Bjohnson18					12/13/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		82.57			
12142023	HOME DEPOT	12/14/2023	01/24/2024	11.98	0.00	Paid	Y
117329	BULBS	Bjohnson18					12/14/2023
	7100-7115-6214.00000	OPERATING SUPPLIES		11.98			
12202023	MENARDS	12/20/2023	01/24/2024	93.39	0.00	Paid	Y
117330	CLAMP/HAMMER/MALLET	Bjohnson18					12/20/2023
	1000-1370-6214.00000	OPERATING SUPPLIES		93.39			
12172023	AMAZON	12/17/2023	01/24/2024	163.98	0.00	Paid	Y
117331	DOOR BUMPER/DOOR KNOB/CABINET	Bjohnson18					12/17/2023
	1000-1565-6214.00000	OPERATING SUPPLIES		163.98			
12172023	AMAZON	12/17/2023	01/24/2024	32.92	0.00	Paid	Y
117332	RAPID CHARGER CORDS/SCREEN PROTECT	Bjohnson18					12/17/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
	1000-1500-6214.00000	OPERATING SUPPLIES		32.92			
01082024							
117333	U OF M	01/08/2024	01/24/2024	165.00	0.00	Paid	Y
	DES OF CONSTRUCT SWPPP - ROBIN	Bjohnson18					01/08/2024
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		165.00			
01082024							
117334	U OF M	01/08/2024	01/24/2024	140.00	0.00	Paid	Y
	CONSTR INSTALLER SWPPP-JENNA	Bjohnson18					01/08/2024
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		140.00			
01082024							
117335	U OF M	01/08/2024	01/24/2024	130.00	0.00	Paid	Y
	CONSTRUCTION SITE MANAGER RECERTIFI	Bjohnson18					01/08/2024
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		130.00			
01052024							
117336	NORTHERN GREEN MN NURSERY LANDSCAPE	01/05/2024	01/24/2024	328.00	0.00	Paid	Y
	GREEN EXPO - LEONARD	Bjohnson18					01/05/2024
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		328.00			
01082024							
117337	MN RURAL WATER	01/08/2024	01/24/2024	75.00	0.00	Paid	Y
	NAVIGATING WORK FORCE TRANSITIONS	Bjohnson18					01/08/2024
	6100-6105-6512.00000	CONFERENCE & SCHOOLS		75.00			
01082024							
117338	MN RURAL WATER	01/08/2024	01/24/2024	75.00	0.00	Paid	Y
	NAVIGATING WORK FORCE TRANSITIONS	Bjohnson18					01/08/2024
	6000-6005-6512.00000	CONFERENCE & SCHOOLS		75.00			
12182023							
117339	AMAZON	12/18/2023	01/24/2024	466.44	0.00	Paid	Y
	MONITORS	Bjohnson18					12/18/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		466.44			
12232023							
117340	AMAZON	12/23/2023	01/24/2024	294.02	0.00	Paid	Y
	STANDING DESK	Bjohnson18					12/23/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		294.02			
12262023							
117341	AMAZON	12/26/2023	01/24/2024	(235.22)	0.00	Paid	Y
	STANDING DESK REFUND	Bjohnson18					12/26/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		(235.22)			
12262023							
117342	AMAZON	12/26/2023	01/24/2024	299.98	0.00	Paid	Y
	MONITORS	Bjohnson18					12/26/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		299.98			
01032024							
117343	AMAZON	01/03/2024	01/24/2024	37.26	0.00	Paid	Y
	BLUETOOTH HEADSET	Bjohnson18					01/03/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		37.26			
Total Purchase Card Vendor: 100292 U. S. BANCORP				27,704.55	0.00		
# of Invoices:	98	# Due:	0	Totals:	27,945.11	0.00	
# of Credit Memos:	3	# Due:	0	Totals:	(240.56)	0.00	
Net of Invoices and Credit Memos:				27,704.55	0.00		

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 01/24/2024 - 01/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnliized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			20,679.29	0.00		
	6000 - WATER			402.20	0.00		
	6100 - SANITARY SEWER			609.03	0.00		
	6200 - STORM SEWER			408.13	0.00		
	6400 - LIQUOR OPERATIONS			86.72	0.00		
	6700 - DEPUTY REGISTRAR			373.78	0.00		
	7000 - CENTRAL GARAGE			2,321.48	0.00		
	7100 - CENTRAL SERVICES			2,823.92	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			966.04	0.00		
	1030 - ADMINISTRATIVE SERVICES			244.00	0.00		
	1050 - FINANCIAL SERVICES			19.11	0.00		
	1200 - POLICE SUPPORT SERVICES			889.99	0.00		
	1205 - PATROL SERVICES			2,102.48	0.00		
	1220 - INVESTIGATIONS / SPECIAL S			50.00	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			6,703.56	0.00		
	1300 - RECREATION ADMINISTRATION			35.86	0.00		
	1330 - YOUTH - CHILDREN PROGRAMS			475.00	0.00		
	1370 - FORESTRY			247.34	0.00		
	1390 - LIBRARY BUILDING OPERATION			36.65	0.00		
	1400 - ENGINEERING SERVICES			435.00	0.00		
	1500 - PARKS ADMINISTRATION			435.92	0.00		
	1565 - PARKS FACILITY MAINTENANCE			379.60	0.00		
	1567 - PARKS EQUIPMENT MAINTENANC			5,576.58	0.00		
	1569 - PARKS TURF MAINTENANCE			275.93	0.00		
	1571 - PARKS BALLFIELD MAINTENANC			2,772.27	0.00		
	6005 - WATER UTILITY ADMINISTRATION			229.25	0.00		
	6010 - WATER UTILITY DISTRIBUTION			38.59	0.00		
	6020 - WATER UTILITY WELL & PLANT			134.36	0.00		
	6105 - SANITARY SEWER ADMINISTRATION			229.03	0.00		
	6110 - SAN SEWER LIFT STATION MA			380.00	0.00		
	6205 - STORM SEWER ADMINISTRATION			16.49	0.00		
	6210 - STORM SEWER MAINTENANCE			391.64	0.00		
	6405 - LIQUOR OPERATIONS			86.72	0.00		
	6705 - LICENSE CENTER OPERATIONS			373.78	0.00		
	7005 - CG BUILDING OPERATIONS			686.94	0.00		
	7010 - CG VEHICLE MAINTENANCE			668.50	0.00		
	7105 - CS GENERAL OFFICE			228.89	0.00		
	7110 - CS INFORMATION TECHNOLOGY			862.48	0.00		
	7115 - CS GOVERNMENT BUILDINGS			1,732.55	0.00		
	0084			3,681.88			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 01/24/2024 - 01/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
0371	0517			1,128.45			
0731	0731			75.35			
1179	1179			775.99			
1219	1219			328.15			
1355	1355			719.00			
1568	1568			3,444.62			
2743	2743			244.00			
3103	3103			499.99			
5111	5111			4,923.81			
5157	5157			373.78			
6348	6348			1,785.09			
6449	6449			435.00			
6719	6719			11.37			
6932	6932			1,181.44			
8046	8046			65.03			
8415	8415			539.89			
8424	8424			862.48			
8631	8631			4,790.19			
8722	8722			1,361.04			
				478.00			



City of Robbinsdale

Black History Month Proclamation

February 2024

WHEREAS, The City of Robbinsdale is dedicated to acknowledging and honoring Black History Month and contributions of all members of our community; and

WHEREAS, across the United States this February, as millions will join to celebrate the extraordinary accomplishments of African American leaders, communities, and individuals; and

WHEREAS, in this national celebration, we applaud transformational impacts of the African American community, which has overcome tremendous adversity to build lasting change for generations to come; and

WHEREAS, in 2024, the Black History Month theme is “African Americans and the Arts” which centers on how African American artists have used art to preserve history and community memory as well as for empowerment; and

WHEREAS, in the fields of visual and performing arts, literature, fashion, folklore, language, film, music, architecture, culinary and other forms of cultural expression the African-American influence has been paramount; and

WHEREAS, for centuries Western intellectuals denied or minimized the contributions of people of African descent to the arts as well as history; and

WHEREAS, Artistic and cultural movements such as the New Negro, Black Arts, Black Renaissance, hip-hop, and Afrofuturism, have been led by people of African descent and set the standard for popular trends around the world; and

WHEREAS, The City of Robbinsdale invites all members of the Robbinsdale Community to re-establish their commitment to ensuring racial equality, dignity, cultural empathy and justice to participate in activities designed to advance the human rights of freedom and equality for all;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby declares February 2024, to be Black History Month in the City of Robbinsdale, County of Hennepin, State of Minnesota, U.S.A.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Robbinsdale be affixed this 6th day of February, 2024.

William A. Blonigan, Mayor



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Presentation - Eckberg Lammers, Prosecution Services for Robbinsdale

Background:

Staff from Eckberg Lammers, Attorneys at Law, will present an annual overview to Council.

Analysis:

Presenters will review 2023, and discuss 2024 considerations. Council is encouraged to share questions, comments, and concerns.

Recommendation:

No formal action is being requested.

Attachments:

1. Robbinsdale Presentation 2024 [Read-Only]



Prosecution Services for Robbinsdale

Who We Are



Tom Weidner



Taylor Kerkela



Sydney Tombers



Andrew LeFevour



Anneliese McCahery



Joe Van Thomme



Mitchell Sell



Imran Ali



Alexis McKim

Our Philosophy

We provide an individualized measured victim-centric approach to prosecution.

No two cases are identical.

We try to determine an individualized consequence for each defendant to reduce recidivism and promote public safety, while guided by victim input. Each case is unique and should be treated as such.



Cases we handle

County Attorney → Felonies (murder, sexual assault, drug cases, etc.)

City Attorney → Misdemeanors (DWI, Traffic, Theft, domestic assault, etc.)



What We Do

- Case review & charging decision
- E-charging
- Court appearances
- Trial practice
- Appeals
- Law Enforcement training & seminars
- “On-call” prosecution services

How we do it

1. Partner with the City and the City's priorities
2. Establish open communication with law enforcement
3. Discuss potential charges when requested
4. File Charges
5. Negotiate and/or Collaborate with City and Victim to determine just resolution
6. Litigate cases
7. Obtain input from Victim for Sentencing



What we've done

2023 statistics – **517** new case opened in 2023

- **135** DWI
 - **58** – 4th degree;
 - **31** – 3rd degree;
 - **16** – 2nd degree;
 - **30** – Test Refusal
- **31** assaults
- **26** Domestic assaults
- **57** Thefts
- **22** HRO, OFP, DANCO
- Remainder are miscellaneous traffic and M/GM charges





City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Rick Pearson, Community Development Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: **FIRST READING** of an Ordinance amending:

- Section 520.03 B-2, Limited Community business district.
- Section 520.05 B-3, Highway commercial district.
- Section 530.09 TOD overlay district.

Background:

The City Council goals for 2023 included a housing plan for the LRT Station Area. The amendments referenced are intended to address issues related to multiple family housing near the new station area and reinforce the vision of implementing the 2040 Comprehensive Plan for mixed use redevelopment along West Broadway.

On December 21, 2023, the Planning Commission conducted a public hearing regarding the recommended amendments. The minutes to the public hearing are provided as **Attachment 1**.

Analysis:

The report prepared for the Planning Commission is included as **Attachment 2**. The report detailed the amendments recommendations including:

- The useable open space discussion and when it was updated in the R-B district several years ago.
- The Comprehensive Plan mixed land use discussion and how currently, commercial uses are essentially optional in the Commercial districts when a conditional use permit application is received for multiple family housing.
- The change in location of the anticipated Blue Line extension light rail station from the BNSF railroad corridor to the County Road 81 corridor.

At the public hearing, there was no one in attendance for comments or concerns. The Planning Commission wanted to make sure that there were parking standards for both residential and commercial land uses. Staff explained that each use would have required parking based upon square footage, or the number of dwelling units (or bedrooms). Subsequently, the Planning Commission unanimously (of those present) adopted a recommendation approving the zoning amendments.

Subsequently, staff edited the draft ordinance with content and a structural change based upon the advice of the City Attorney.

Recommendation:

Motion to waive the reading and concur with the Planning Commission by holding the **FIRST READING** of the Ordinance amending Sections 520.03, 520.05 and 530.09 shown in

Attachment 3 amending the zoning ordinance standards for multiple family uses and enforcing the requirement for mixed uses in the B-3 Highway Commercial district in conformance with the 2040 Comprehensive Plan.

Attachments:

1. Planning Commission meeting minutes excerpt
2. Planning Staff Report
3. Draft ORDINANCE amending 520.03 520.05 and 530.09

**PLANNING COMMISSION
MEETING MINUTES EXCERPT
THURSDAY, DECEMBER 21, 2023**

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

Consideration of Zoning Text Amendment Z23-9 for the following amendments:

- B2 Limited Community business district Section 520.03, Subd. 4(a) to reduce the required useable open space requirement;
- B3 Highway Commercial Section 520.05, Subd. 4 to add a requirement for a minimum amount of commercial use mixed with multiple family residential uses
- TOD Overlay district Section 530.09 Subd. 3 the change the boundary line between the Station area and West Broadway Corridor to reflect the anticipated station location along County Road 81 and amend building setbacks to further promote pedestrian orientation and provide additional clarity and specificity

4. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to **OPEN** the public hearing.

The vote was 5-0 and the motion carried.

5. Pearson presented the draft zoning text amendments which are prompted by:

- The new LRT station location near 40th Ave. N. suggests the boundary separating the station area from the West Broadway Corridor should shift south to 39th Ave N. accordingly;
- The Transit Oriented Design overlay district standards need to be amended after a concept was presented with no green space for snow storage or stormwater management;
- The Commercial zoning districts allow multiple family housing with a conditional use permit with the exclusion of commercial uses. In light of the comprehensive plan designation of much of the downtown area as mixed use, There should be some way to preserve some commercial uses.

6. Commissioner Weinberg requested an explanation about required parking, The Commissioners wanted to ensure that sufficient parking would be provided for both residential and commercial uses. Pearson explained that the parking requirement is based upon the number dwelling units, bedrooms and commercial has its own parking requirement.

7. Pearson further explained that developers have to prove how parking can be shared, but the Commissioners observed that more people are working from home and parking demands may not overlap the way they used to before COVID.
8. The Commissioners observed that Minneapolis does not require parking anymore. Pearson explained how Robbinsdale has anticipated transit for many years and has more progressive parking requirements than most suburbs, but parking is still required.
9. **MOTION** by Commissioner Allen, seconded by Commissioner Ralstone Aoke to **CLOSE** the public hearing.
The vote was 5-0 and the motion carried.
10. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to recommend that the City Council adopt Zoning Text Amendment Z23-9 for the following amendments:
 - B2 Limited Community business district Section 520.03, Subd. 4(a) to reduce the required useable open space requirement;
 - B3 Highway Commercial Section 520.05, Subd. 4 to add a requirement for a minimum amount of commercial use mixed with multiple family residential uses
 - TOD Overlay district Section 530.09 Subd. 3 the change the boundary line between the Station area and West Broadway Corridor to reflect the anticipated station location along County Road 81 and amend building setbacks to further promote pedestrian orientation and provide additional clarity and specificity.

The vote was 5-0 and the motion carried.

ADMINISTRATIVE STAFF REPORT

APPLICANT: Staff initiated
CASE NO: Z23-9
ADDRESS: City wide
PC DATE: December 21, 2023
APPLICATION DATE: N/A
PROCESSING DEADLINE: N/A

ACTION/REQUEST:

This zoning text amendment will do several things:

- Reduce the amount of required useable open space per dwelling unit in the B-2, Limited Community business district consistent with a similar amendment to the R-B district several years ago.
- Require a minimum amount of commercial use included with multiple family conditional uses in the B-3, Highway commercial district.
- Amend the TOD overlay district to change the boundary between the Station Area and the West Broadway Corridor to reflect the anticipated station location along County Road 81 and amend the building setbacks to further promote pedestrian orientation and provide additional clarity and specificity.

BACKGROUND/ANALYSIS:

The TOD overlay district is provided as **Attachment A**. The Business district amendments are shown below with new language inserted shown in bold and underlined. Language to be removed is shown by strikeout.

Subd. 4. Conditional uses. The uses described in this subsection require a conditional use permit based upon procedures set forth in and regulated by subsection [535.01](#) of this code and are the following:

- (a) Multiple family dwellings provided that:
- (1) development is compatible with existing and planned use of the area and conflicts are not created between commercial and residential use and activities;
 - (2) the lot requirements and setbacks outlines in subsection [515.05](#), subdivision 5 of this code and building requirements outlined in subsection [515.05](#), subdivision 6 of this code are complied with;
 - (3) at least ~~300~~ **150** square feet of usable open space as defined by subsection [505.09](#), subdivision 110 of this code is provided for each dwelling unit;
 - (4) adequate off-street parking is provided in compliance with subsection [510.17](#) of this code;

520.03. B-2 limited commercial district

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

(a) Multiple family dwellings provided that:

(1) development is compatible with existing and planned use of the area and conflicts are not created between commercial and residential use and activities;

(2) the lot requirements and setbacks outlines in subsection 515.05, subdivision 5 of this code and building requirements outlined in subsection 515.05, subdivision 6 of this code are complied with;

(3) at least 300 square feet of usable open space as defined by subsection 505.09, subdivision 110 of this code is provided for each dwelling unit;

(4) adequate off-street parking is provided in compliance with subsection 510.17 of this code;

520.05. B-3 highway commercial district

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

(a) All conditional uses allowed in B-1 and B-2 districts except as hereinafter modified.

(o) Multiple family dwellings meeting the requirements of Section 520.03. Subd. 4(a) with the additional requirement that 20 percent of the property consist of permitted or conditional uses in the B-3 district, or the street level of multiple story buildings exclusive of parking.

Transit Oriented Development (TOD)

Robbinsdale adopted a TOD overlay district in anticipation of the Blue Line Extension LRT project. The main purpose of the overlay district is to promote pedestrian oriented development and reduce parking requirements. The Overlay district was predicated on the development of a transit station along the Burlington Northern Railroad Corridor between 41st, 42nd and Hubbard Ave. N. Given that the station is now likely to be near 40th Ave. N. on County Road 81, it makes sense to update the TOD Overlay District.

Section 530.09. Transit Overlay District Building and Development Standards

Subd. 2. Lands subject to this district. The lands subject to the Transit Overlay District Building and Development Standards are set forth in appendix A3 and shown on the official zoning map of the City of Robbinsdale.

The figure below is an excerpt of the Robbinsdale zoning map. The Transit Overlay District is split into two sub areas:

- TOD District Station Area and
- TOD West Broadway Corridor.

The boundary separating the sub areas is 40th Ave. N. The primary difference between the two are parking standards. The station area requires fewer parking spaces than the West Broadway Corridor. Multiple family parking is an example. The Station area requires one space per dwelling unit. The West Broadway corridor requires one space per bedroom. Elsewhere in the city all multiple family units require 1.5 spaces per unit.

Staff is proposing that the boundaryline between the Station Area and the West Broadway Corridor be shifted to 39th Ave. N. from 40th Ave. N. now that the station is likely to be on either side of 40th Ave. N.



Subd. 3 Building and Site Standards.

Building Setbacks

- d. Rear property line ~~3 ft. min.~~ **Applicable zoning district standard**

Parking and Storage Setbacks

- Rear property line ~~0 ft. min. (if along alley)~~ **2 feet from alley right-of-way line**

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to recommend that the City Council amend Sections 520.03, Subd. 4(a) (B-2 Conditional uses) to be consistent with similar uses; 520.05, Subd. 4 (B-3 Conditional uses) to promote mixed uses by requiring a minimum amount of commercial uses and Section 530.09, Subd. 3 (TOD Overlay district) to realign the district boundaries with the revised station area and clarify rear yard setbacks.

Section 530.09. Transit Overlay District Building and Development Standards

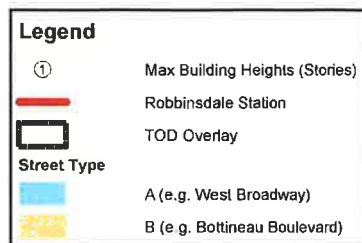
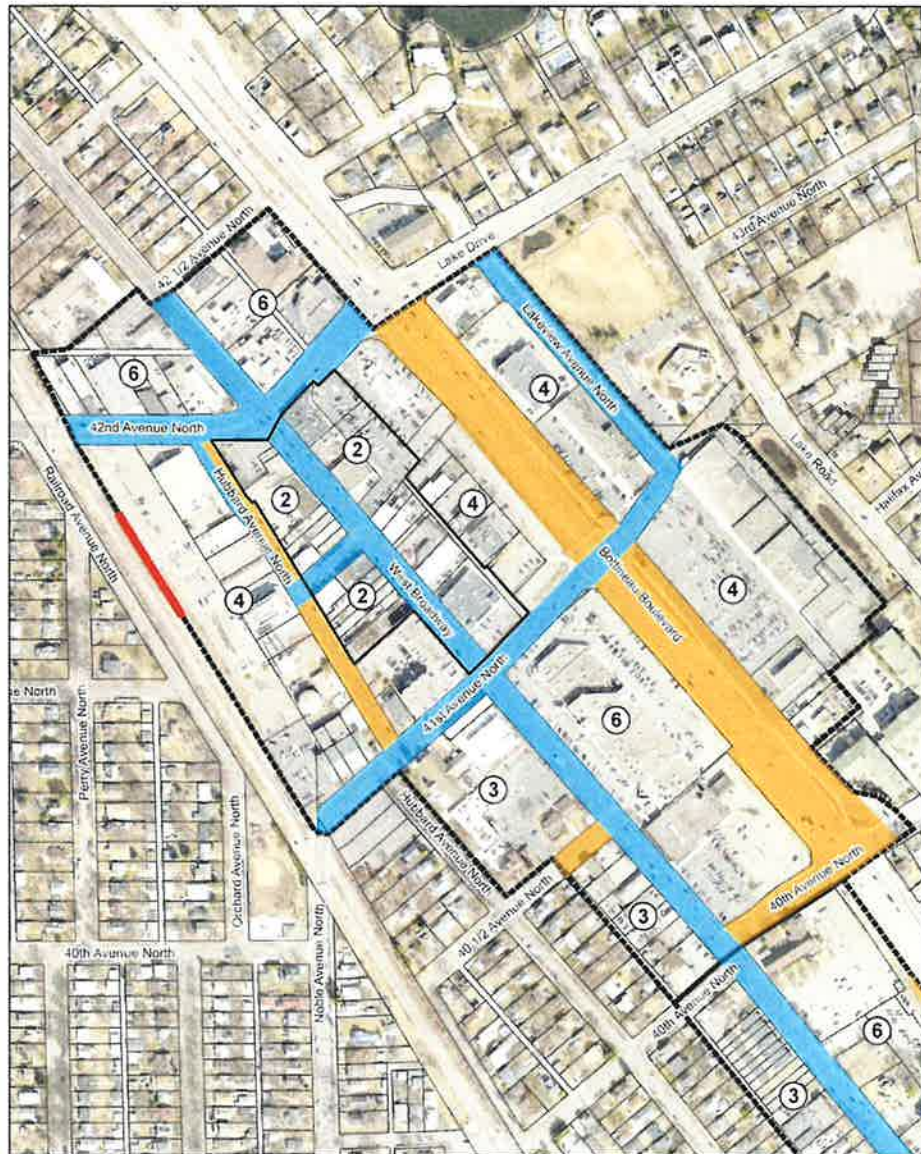
Subd. 1. Purpose.

An overlay district to enhance and expand the pedestrian character of the downtown, to preserve the main street character of the West Broadway area in the downtown and along the corridor extending south to 36th Ave. N. and to promote the development of new buildings in a manner that promotes the expansion of downtown into a more compact pedestrian- and transit-oriented mixed-use area while accommodating high density mixed uses and to provide a transition to adjacent neighborhoods.

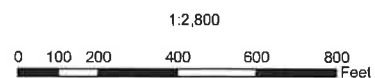
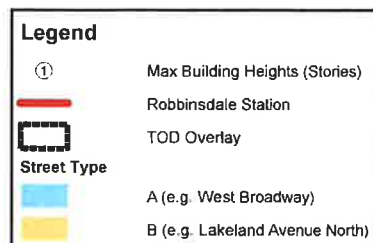
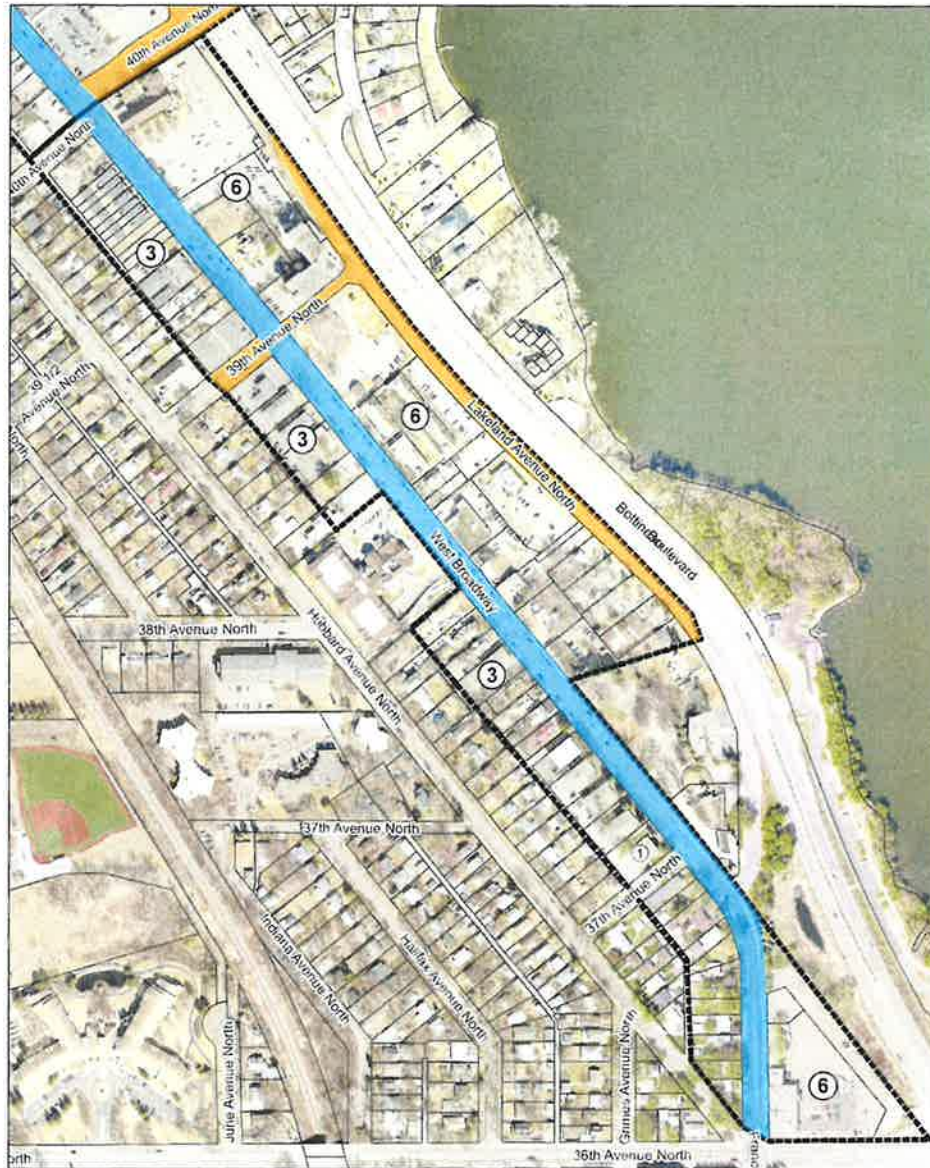
Properties that were developed prior to the adoption of this code are considered legal non-conforming. Building expansions may be permitted with a conditional use permit in conformance with Section 535.01 at the discretion of the City Council.

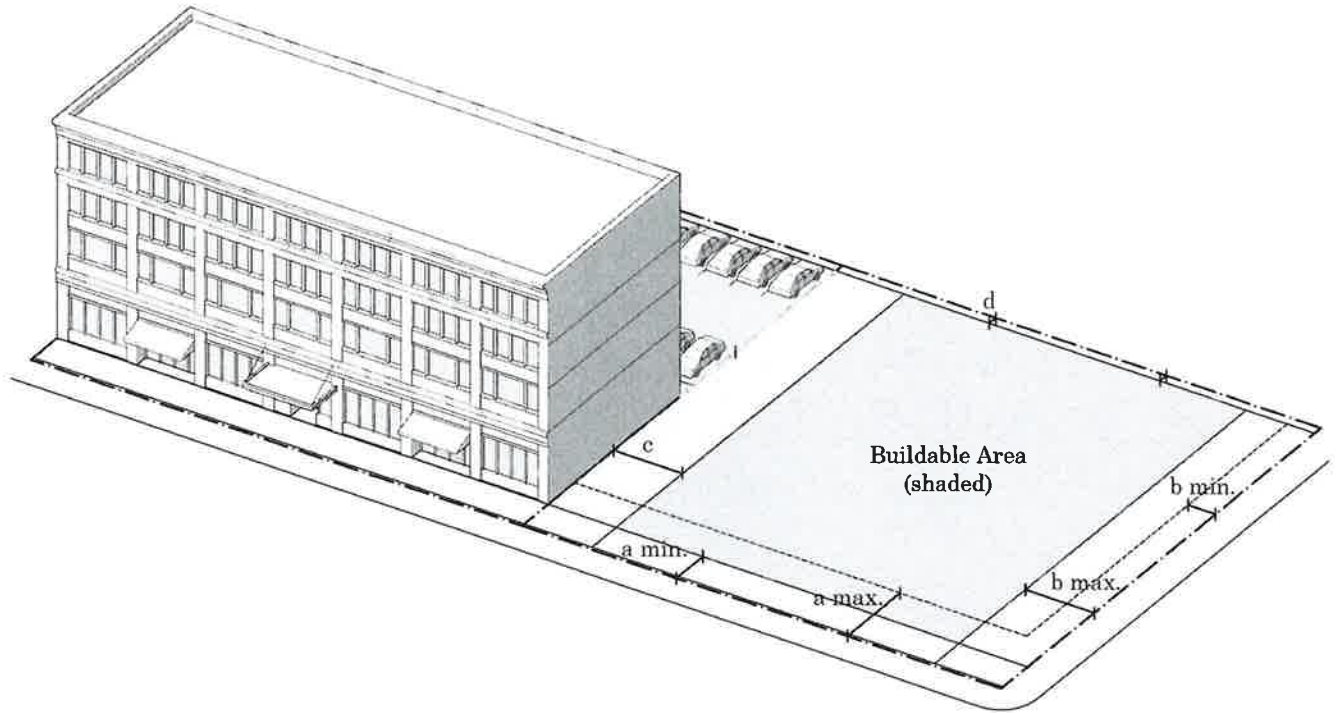
Subd. 2. Lands subject to this district. The lands subject to the Transit Overlay District Building and Development Standards are set forth in appendix A3 and shown on the official zoning map of the city of Robbinsdale.

TOD Overlay District: Station Area



TOD Overlay District: West Broadway Corridor



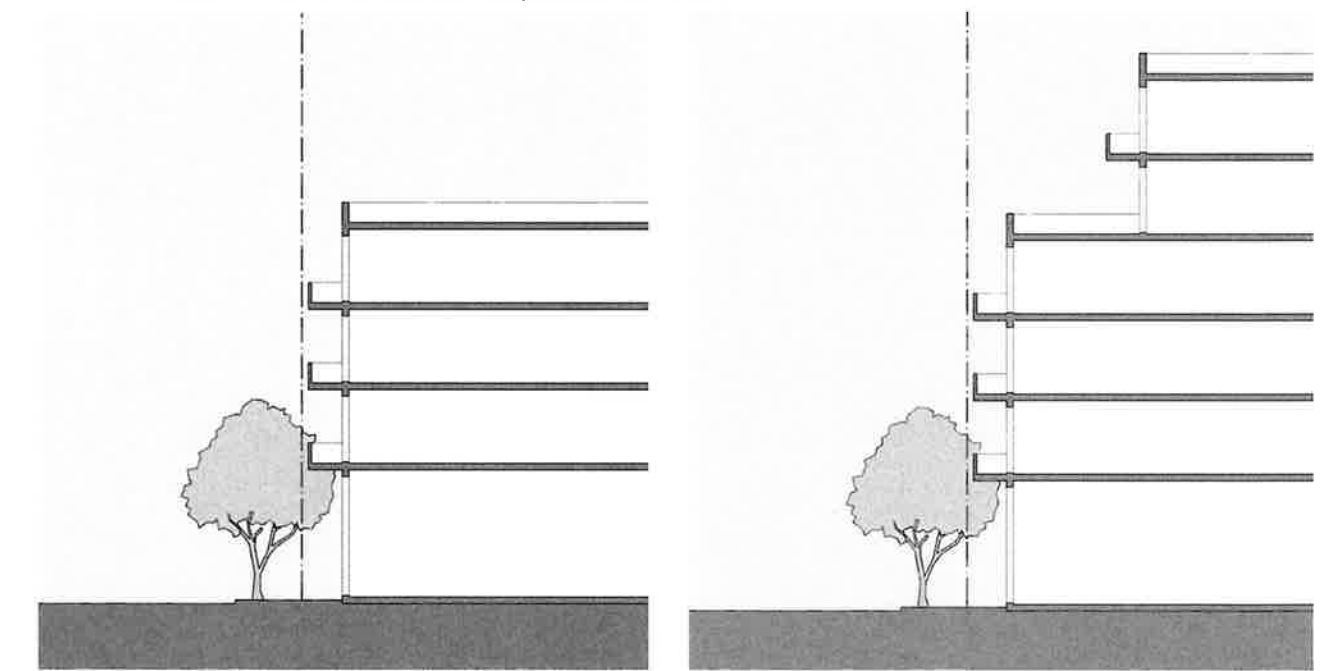
Subd. 3 Building and Site Standards.

BUILDING SETBACKS		PARKING AND STORAGE SETBACKS	
a A-street (West Broadway)	3 ft. max. commercial 12 ft. max residential	A-street	5 ft. min.
b. B-street (Bottineau Blvd.; Hubbard Ave. N.)	3 ft. min. (no maximum)	B-street	5 ft. min.
c. Side property line	0 ft. (party wall) or 6 ft. min. (between buildings)	Side property line (to adjacent property)	0 ft. min.
d. Rear property line	3 ft. min.	Rear property line	0 ft. min. (if along alley)
MINIMUM FRONTAGE BUILDOUT		LOT COVERAGE	
A-street (West Broadway)	70% min.	Lot coverage by buildings	80% max.
B-street	40 ft. min. from b-street		
MINIMUM GLAZING			
A-street (West Broadway)	50% min.(unless approved by the City Council)		
B-street	25% min.		
Upper floors	15% min.		

Exterior Building Materials

The type of building materials used on exterior walls shall be modular brick, natural stone; and/or Portland cement stucco or similar. Accent materials may be tile, stone, metal and/or wood. The City Council may waive these exterior material requirements for townhouse, cooperative and condominium development provided:

- (1) The exterior materials are maintenance free and contain ornamental patterns;
- (2) The development contains other architectural features (i. e. ornamental columns, unique roof lines, special exterior spaces such as porches and decks).

**BUILDING HEIGHT**

Building height is permitted based upon width of right-of-way. See maps for TOD Overlay District: Station Area and TOD Overlay District: West Broadway Corridor for maximum building heights.

Subd. 4, Parking

- (a) Parking. Off-street parking must be set back from frontages according to tables included in 530.09, subd. 4(a)(4), except where parking is located underground. Underground parking is encouraged.
- (1) Minimum required vehicular parking may be fulfilled in the following locations:
- (i) Parking spaces provided on-site, or between multiple connected sites with a recorded shared use parking agreement.
 - (ii) Parking spaces provided along a parking lane on-street corresponding to the site frontages shall be a conditional use as regulated by subsection 535.01.
 - (iii) Parking spaced leased from a private or public parking facility shall be memorialized in an agreement which shall be recorded with Hennepin County and filed with the City Clerk.
- (2) Access. Parking access must meet the following requirements.
- (i) Driveways are limited to 25 feet in width unless travel lanes are striped, or medians provided. No curb cut shall exceed 22 feet in a residentially zoned district or 35 feet in a commercially zoned district. All curb cuts or driveway openings require a permit from the City Engineer.
 - (ii) Sites with alley access must use the alley for ingress and egress.
 - (iii) Pedestrian access to off-street parking must be provided from frontages with walkways a minimum of six feet in width.
 - (iv) All driveways, parking areas, and loading docks must be surfaced with blacktop, concrete, brick pavers, or other impervious material approved by the city. All parking areas must have B6-12 poured concrete curbing installed on their perimeters and safety islands and be in conformance with all other design requirements specified in subsection 520.01, subdivision 8(d).
- (3) Structured parking. The ground floor of any parking structure abutting a public street must have habitable space for a depth of 30 feet facing the street.
- (i) Upper floors must be designed and detailed in a manner consistent with adjacent buildings.
 - (ii) Entrances must minimize conflict with pedestrian movement.

- (4) **Required parking.** The following minimum spaces are required per use. To enable an efficient change in use over the life of the building, commercial uses are consolidated.

	STATION AREA	WEST BROADWAY CORRIDOR
Residential	1.0 / dwelling	1.0 / bedroom
Lodging	1.0 / guest room	1.0 / guest room
Retail, Service, Printing, Studio	1.0 / every 400 sq. ft. of gross floor area	1.0 / every 300 sq. ft. of gross floor area
Food Service	1.0 / every 200 sq. ft. of gross floor area or every 8 seats.	1.0 / every 200 sq. ft. of gross floor area or every 8 seats
Office, light manufacturing, repair	1.0/ every 500 sq. ft. of gross floor area	

Parking stall and aisle dimension standards must conform with Section 510.17, Subd. 2(d) of the Robbinsdale City Code. Any situation not described above shall conform with the requirements of Section 510.17.

- (b) Lots exceeding 480 feet in length facing the street must provide a pedestrian passage for connection through the block.
- (c) Pedestrian passage width is 12 ft. minimum and 24 ft. maximum.
- (d) Pedestrian circulation. Walkways between the sidewalk and the principal entrance of the building must be at least six feet in width.
- (e) Outdoor dining areas. Outdoor seating is permitted within any setback area and temporary seating may be permitted within rights-of-way by the City Engineer, provided the sidewalk remains clear to a width of five feet.
- (f) Drive-through facilities. Drive-through facilities and lanes must be located behind the principal building and may not connect with West Broadway.
- (g) Exterior storage is not permitted except with a conditional use permit. Exterior display is permitted provided it occupies less than 10% of the floor area of the building to which it is accessory to.
- (h) Refuse. All waste materials, refuse, or garbage must be kept in closed containers and screened as required by subsection 520.01, subdivision 10(d)(4) and by section 605 of the city code.
- (1) Queuing lanes must not interfere with pedestrian circulation.

Subd. 5. Landscaping

- (a) Landscaping requirements. All open areas of any site, except for that portion used for parking, driveways, and storage, must be landscaped and incorporated in a landscape plan, conforming with the requirements of Section 510.25 in addition to the following:
- (1) Screening. Parking areas must be screened from public streets, sidewalks and paths by a landscaped frontage strip at least five feet wide.
 - (i) Within the frontage strip, screening must consist of a masonry wall, evergreen hedge or similar material. The height of the screen must be a minimum of 36 inches and a maximum of 48 inches in height.
 - (2) The remainder of the landscaped area must be planted with trees, ground cover, low shrubs or flowering plants.
 - (3) A performance bond is required in accordance with section 510.25, subdivision 2 (a)(2).

Subd. 6. Description of properties in the Transit Overlay District.

The northerly district boundary begins at the corner of Lake Drive and Lakeview Avenue N and follows Lake Drive westerly to County Road 81, turns northwest on County Road 81 to 42 ½ Avenue N, continues on 42 ½ Avenue N to the west extending to a point where the alignment intersects the easterly edge of the BNSF right-of-way.

The westerly district boundary starts at the NW corner intersection of the 42 ½ Avenue line extended to the railroad tracks, following the railroad right-of-way to 41st Avenue N, turning northeast to Hubbard Avenue, then south on Hubbard Avenue to 40 ½ Avenue N, then northeast on 40 ½ Avenue N to the alley between the properties on West Broadway and properties on Hubbard extended to the point where the alley intersects with Hubbard Avenue, then following Hubbard Avenue to 36th Avenue N.

The southerly boundary is 36th Avenue N between France Avenue and County Road 81.

The easterly boundary is County Road 81 from 36th Avenue North to 40th Avenue N, turning northwest to follow 40th Avenue North to Lake Road, turning northeast on Lake Road to 41st Avenue North extended, turning southeasterly on 41st Avenue N to Lakeview Avenue North, then continuing northwest on Lakeview Avenue N to Lake Drive.

Properties excluded from the Transit Overlay District are as follows:

4223 County Road 81 (Lilac Parkway Apartment)
3815 W Broadway (Good Samaritan care facility)
3704 W Broadway (Birdtown Flats Apartment)
4020 Lakeland and 4000 40th Ave N (Copperfield Hill)

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on February 6, 2024 be given its second reading this _____ day of _____ 2024 and that it be adopted.

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 520.03, SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY; 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES AND SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1: That the following sections of the Robbinsdale zoning ordinance be amended with new language inserted shown in bold and underlined. Language to be removed is shown by strikeout.

520.03. B-2 limited commercial district

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

(a) Multiple family dwellings provided that:

(1) development is compatible with existing and planned use of the area and conflicts are not created between commercial and residential use and activities;

(2) the lot requirements and setbacks outlines in subsection 515.05, subdivision 5 of this code and building requirements outlined in subsection 515.05, subdivision 6 of this code are complied with;

(3) at least ~~300~~ **150** square feet of usable open space as defined by subsection 505.09, subdivision ~~140~~**124** of this code is provided for each dwelling unit;

(4) adequate off-street parking is provided in compliance with subsection 510.17 of this code;

Section 2: That the following sections of the Robbinsdale zoning ordinance be amended with new language inserted shown in bold and underlined. Language to be removed is shown by strikeout.

520.05. B-3 highway commercial district

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

(a) All conditional uses allowed in B-1 and B-2 districts except as here and after modified, **including multiple family dwellings meeting the requirements of Section 520.03. Subd. 4(a) and (b) must also devote an area equal to a minimum of 20 percent of the gross area of the**

building to another permitted or conditional use allowed in the B-2 district (except parking) or permitted uses in 521.01 Subd. 2 (DD-1). Such additional non-residential use(s) must be located on the street level of the building. Building lobbies, and programed common space for residents may be included in the required 20 percent calculation.

Section 3: That the following sections of the Robbinsdale zoning ordinance be amended with new language inserted shown in bold and underlined. Language to be removed is shown by ~~strikeout~~.

Section 530.09

Subd. 3 Building and Site Standards.

Building Setbacks

d. Rear property line ~~3 ft. min.~~ **Applicable zoning district standard**

Parking and Storage Setbacks

Rear property line ~~0 ft. min. (if along alley)~~ **2 feet from alley right-of-way line**

Section 4 That the Zoning District Map of Robbinsdale Minnesota will be updated to show the relocated overlay boundary line separating the TOD District Station Area from the TOD West Broadway Corridor will be relocated from 40th Avenue North to 39th Avenue North.

Section 5 That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

Section 520.03 Reduce the amount of required useable open space per dwelling unit in the B-2, Limited Community business district consistent with a previous amendment to the R-B district;

Section 520.05 To require a minimum amount of commercial use included with multiple family conditional uses in the B-3, Highway commercial district.

Section 530.09 The TOD Overlay District to change the boundary between the Station Area and the West Broadway Corridor and amend the building setbacks to further promote pedestrian orientation and provide additional clarity and specificity.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

**PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF
_____, 2024.**

William A Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Rick Pearson, Community Development Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Point-of-Sale Inspection Program

Background:

On January 16, 2024, the Council indicated support for the discontinuation of the point-of-sale housing inspection program. Staff provided statistics and anecdotes to illustrate that the need for the program has diminished over time.

Analysis:

The point of sale program has had positive results and many potentially hazardous situations have been addressed. The Building Official has indicated that the incidence of Repair/replace issues have been significantly reduced, and new point of sale inspection reports show that some houses are now getting inspected for a second or third time. The Building Official now feels that the point-of-sale program may no longer be needed. The Finance Director has suggested that if the program is to continue, the filing fees should be raised to cover the staff time devoted to the administration of the program.

Staff consulted with the City Attorney to determine if a moratorium was needed. In this case, the attorney advised that a moratorium is not necessary and that council only needs to direct staff to suspend enforcement of the point of sale ordinance. With that direction, the first reading to repeal the ordinance is the next step.

Recommendation:

1. Motion directing city staff to suspend enforcement of the Point of Sale Housing Disclosure Ordinance (08-15).
2. Motion to hold the FIRST READING of the ORDINANCE REPEALING CITY CODE SECTION 435 POINT OF SALE HOUSING DISCLOSURE.

Attachments:

1. Draft Ordinance repealing Section 435 of the City Code

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on February 6, 2024, be given its second reading this ____ day of _____ 2024 and that it be adopted.

ORDINANCE NO. 23-

AN ORDINANCE REPEALING SECTION 435 OF THE CITY CODE POINT OF SALE HOUSING DISCLOSURE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That City Code Chapter 4 Section 435 Point of Sale Housing Disclosure is hereby repealed with the following language to be removed shown by strikeout:

~~Section 435—Point of Sale Housing Disclosure~~ (Added, Ord. No. 08-15)

~~435.01. Purpose.~~

~~—The City of Robbinsdale has determined that it is in the interest of protecting the public health, safety and welfare to maintain, preserve and improve residential housing by requiring the disclosure of housing information and defects as a condition of the sale of housing. The City Building Official may use this information to require the correction of code violations.~~

~~435.02. Definitions.~~

~~—For the purpose of this section, the following terms shall have the meanings set forth below:~~

~~—Subd. 1. “Building Official” is the building official of the city of Robbinsdale.~~

~~—Subd. 2. “Buyer” is a person who acquires real estate by means other than descent or inheritance and usually for money or the equivalent.~~

~~—Subd. 3. “Certified evaluator” is an individual who holds a current certified evaluator license as issued by the city of Robbinsdale.~~

~~—Subd. 4. “Owner” is a person who owns, occupies or operates by deed or other instrument of conveyance any premises; the term includes a person employed for the purpose of selling or otherwise conveying or managing such premises, including a guardian, administrator, executor, trustee or other agency acting on behalf of the owner; the term includes a person or committee supervising, policing or maintaining any cooperative or other common building area, dwelling units, or any condominium unit owners association.~~

~~—Subd. 5. “Purchase agreement” is an agreement, deed, contract for deed or any other instrument of transfer or conveyance of residential premises; the term does not include the transfer of a document made solely for perfecting title.~~

~~—Subd. 6. “Point of sale” is the time when a written agreement is executed by the buyer, or, in the absence of a purchase agreement, prior to the execution of any document providing for the conveyance of any condominium or townhouse or any building containing one, two or three dwelling units.~~

~~—Subd. 7. “Point of sale disclosure report” consists of forms provided by the city of Robbinsdale that provide information concerning code requirements applicable to existing condominiums or townhouses or any building containing one, two or three dwelling units and the disclosures referenced in this section.~~

~~435.03. Applicability.~~

~~—This section shall not apply to any newly constructed housing or residential building when the title is conveyed to:~~

- ~~—(a) The first owner, except that no owner shall convey or contract to convey a newly constructed housing unit or residential building without first providing to the buyer:~~
- ~~—(1) A list of names, addresses and telephone numbers of all contractors and subcontractors who constructed the building.~~
- ~~—(2) The items referred to in section 430.07, subdivision 2D of the disclosure report.~~
- ~~—(b) A federal, state or local governmental unit when the title is transferred to the first owner following construction.~~

~~Robbinsdale City Code 435.04 (Rev. 2018)~~

- ~~—(c) For one year from the date of the final inspection or certificate of occupancy of a newly constructed condominium, townhouse or any building or structure containing one, two or three dwelling units.~~
- ~~—(d) From an owner to a relative. For purposes of this exception, relatives shall be defined as a husband, wife, father, mother, son, daughter, brother, sister, grandson, granddaughter, grandfather or grandmother.~~

435.04. License.

~~—Subdivision 1. No person shall fill out a point of sale disclosure report in the city without having a valid license. The city will only approve people as certified evaluators who are licensed as point of sale evaluators in Bloomington, Minneapolis or St. Paul. The evaluators must submit a copy of their point of sale license and any certification papers to the city from the City of Bloomington, the City of Minneapolis or the city of St. Paul. Every certified evaluator who works in the city must have a city license. The city will automatically revoke or cancel a certified evaluator's license if it is revoked or cancelled for violation of law or violation of the certified evaluator's code of ethics in either Minneapolis or St. Paul. The city may require the passing of a test that shows the evaluator's knowledge of the housing code. The city may then issue a license which is valid for one year. The city may issue renewals of all such licenses. If a license lapses for one year or more, the person who held such license shall reapply to the city for renewal. No holder of a license or license from the city for a certified evaluator shall allow another person to use such license.~~

~~—Subd. 2. The City Council may revoke the license of a certified evaluator for cause. At least ten days before the hearing, the city shall send written notification to the mailing address used in the evaluator's application. The notice shall list the date, time and place of the hearing and of the specific reasons for the suspension. The city manager may, at the manager's discretion, suspend the license of a housing evaluator pending a suspension hearing.~~

435.05. Insurance.

~~—Subdivision 1. No license shall be issued or renewed without satisfactory proof of insurance insuring the evaluator.~~

- ~~—(a) The city shall be included as a named insured on the required insurance, and any additional cost for including the city shall be at the expense of the evaluator.~~
- ~~—(b) The evaluator's insurance shall remain in force continuously thereafter, and no license shall be deemed to be in effect during any period of time when such insurance and proof thereof are not also in effect.~~
- ~~—(c) Each evaluator shall have an individually named insurance policy.~~
- ~~—(d) The insurance policy shall provide coverage of not less than \$250,000.00 per claim and \$500,000.00 per year, aggregate, against any and all liability imposed by law resulting from the performance of the duties as a certified point of sale evaluator.~~

435.06. Housing evaluation fees.

~~—The fee for the filing of point of sale disclosure reports shall be set forth in Appendix B. (Amended, Ord. No. 2018-02)~~

435.07. Disclosure report.

— Subdivision 1. An owner shall not show a housing unit or residential building to a prospective buyer without publicly displaying and making available a point of sale disclosure report. This report shall be at the housing unit or residential building at the time of showing and within three days of listing. A copy of the disclosure report must be filed within 15 days with the city to be valid. A double filing fee shall be collected by the city if the report is not filed within 15 days.

— Subd. 2. A point of sale disclosure report shall be on forms provided by the City. It shall include the following:

— (a) An evaluation by the certified evaluator providing information concerning code requirements applicable to existing condominiums or townhouses or any building containing one, two or three dwelling units and the disclosures referenced in this section. This evaluation shall include, but not be limited to, items addressed in the Point of Sale Uniform Guidelines which are periodically updated and adopted by the City Council by resolution.

— (b) For each area of the dwelling evaluated, the certified evaluator shall categorize the condition of the area and provide additional explanation in the comment section for all of the following:

— (1) Meets city requirements.

— (2) Below city requirements.

— (3) Repair/replace items shall be deemed to pose an immediate danger to the health and safety of the occupant.

— (4) Suggested correction shall mean an optional repair that should be disclosed to the buyer.

— (5) Not applicable.

— (6) Comments providing additional information as to the item of concern, location and source cause, if known.

— (7) Not visible/not able to view.

— (c) The form shall include a signed disclosure by the certified evaluator indicating whether or not there are housing orders pending on the property issued by the building department.

— (d) The form shall include the following signed disclosures by the owner acknowledging:

— (1) Any damage to the building or its contents by flooding or sewer backup and any evidence of chronic water seepage of which the owner has knowledge.

— (2) The nature, extent and cause of any water seepage or flooding of any portion of the property.

— (3) Any abandoned, unused or uncapped wells.

— (4) Any discharge of storm water, ground water, roof runoff, yard drainage, foundation drains, or sump pumps into the sanitary sewer.

— (5) Whether or not there are any pending housing or rental inspection orders from the city about the property.

— (6) Any other known defects or problems that are not visible.

435.08. Limitations.

— Subdivision 1. In making an evaluation pursuant to this section, the certified evaluator shall consider any concealed facilities to be adequate. The evaluator shall base the evaluation on the functional operation of the facility and the condition of the equipment that is viewed. No other warrant is expressed or implied.

— Subd. 2. No one shall consider anything in a point of sale disclosure report to imply that a residential building or housing unit meets all minimum building standards. In addition, no one shall consider anything in the report to imply a warrant of the condition of the housing evaluated. The certified evaluator warrants that they have used reasonable care and diligence in inspecting and evaluating the building.

435.09. Mandatory correction of repair/replacement items.

~~—Items shall be identified by the certified evaluator as repair/replace and be marked as such in the point of sale disclosure report as referred to in the Point of Sale Uniform Guidelines.~~

~~435.10. Correction of repair/replace items.~~

~~—Subdivision 1. The owner shall promptly correct all items marked as repair/replace by the certified evaluator. The owner shall obtain all necessary permits from the city and the premises shall be subject to inspection by the building official prior to sale and occupancy of the dwelling. If there are no items marked as repair/replace or when all items marked repair/replace have been corrected, and inspected by the building official, the city will issue a certificate that will serve as proof of compliance with the section.~~

~~—Subd. 2. The buyer, designated in a purchase agreement, may elect to correct the items marked as repair/replace in the point of sale disclosure report. Such corrections may be undertaken by a buyer only upon the written consent of the building official and subject to such terms and conditions, including, but not limited to, conditions related to occupancy, as may be required by the building official.~~

~~—Such terms shall include but are not limited to a signed agreement on behalf of the city from the buyer accepting the responsibility of correction of the repair/replace items, reasonable completion dates acceptable to the city and financial evidence of ability to perform the corrections.~~

~~—Subd. 3. Appeals of the point of sale disclosure reports. An owner or buyer aggrieved by a point of sale disclosure report may appeal from the action of the certified evaluator to the city manager who shall make a ruling on the appeal.~~

~~435.11. Violations.~~

~~—Any person failing to meet and follow the requirements of this section shall be subject to an administrative penalty in accordance with section 117 of the Robbinsdale City Code. (Amended, Ord. No. 14-16)~~

- 2) That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:**

Robbinsdale City Code Section 435 Point of sale housing disclosure is hereby repealed.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: February 6, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 2/6/24 reflects the voucher requests pending approval for disbursement.

The check register dated 1/17/24 through 2/6/24 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.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 2/6/2024.

Attachments:

None